

State of Hawai'i
Department of Health
Alcohol and Drug Abuse Division

RFP-440-23-ADM
Audit of a Purchase of Services Contract
Date Issued: October 21, 2022

Addendum Number 2
November 3, 2022

The RFP-440-23-ADM, Audit of a Purchase of Services Contract, response to written questions is as follows:

Written Questions October 28, 2022

1. Does the audit need to be conducted in accordance with U.S. Government Accountability Office's Government Auditing Standards?

Yes, in accordance with 2 CFR 200.507 Program-specific audits
[https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F/subjectgroup-ECFRfd0932e473d10ba/section-200.507#p-200.507\(a\)](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F/subjectgroup-ECFRfd0932e473d10ba/section-200.507#p-200.507(a))

2. The work must be performed from December 15, 2022, and January 31, 2023, which are during the holidays and the opening days of the Legislature. Are the Department of Health and the auditee able to commit to making available knowledgeable staff to answer inquiries and provide requested documentation throughout the period of performance?

DOH staff will generally be available during state work hours, except for state holidays; availability of staff of the auditee and documents from the auditee must be arranged with the auditee.

3. Is the procedure for invoicing negotiable?

No, per the RFP Sections below, the proposals are based on the audit report and executive summary deliverables. When the audit report and executive summary are received, the Awarded Vendor will receive 100 percent payment.

Per Section 2.2.5.c., the Awarded Vendor "*shall submit invoices based upon submission and delivery of the audit report and executive summary. No advance payment shall be made.*"

Also, in Section 3.10.4.b., “Cost Proposal,”

“Offerors shall furnish their proposed rates and price list for labor, equipment, and other items anticipated to be used for activities identified in this RFP, including any costs for subcontractors. If your firm is awarded a contract, your proposed schedule rates may be used in the award fee rates.

The rate schedule should clearly identify the rates for: 1) each labor category identified by the Offeror; 2) general and administrative expenses (G&A); 3) overhead; and 4) profit. Offerors should state if and how these rates differ when applied to subcontractors. Offerors should also describe what expenses are included in G&A and overhead accounts. For example, indicate whether G&A or overhead includes computer usage, timekeeping, invoice preparation, staff supervision, contract management meetings with the department, etc.”

Also, in Section 5.12, “Payment,”

“Payment shall be made upon receipt of reports that are reviewed to the satisfaction of the Department and that meet the expectations of the RFP and on the timeline agreed to by both the Contractor and the State.”

4. What is the budget for this RFP?

Not to exceed \$100,000.00