



## COORDINATING COMMITTEE

**PUR-1447  
ADDENDUM NO. 2  
INVITATION TO BID**

### **EMERGENCY SERVICES SPECIAL PROCEDURES AND AUDITING SERVICES**

**DATE: Friday, September 20, 2019**

**PROPOSALS DUE: Thursday, September 26, 2019  
4:00 P.M., (EDT/EST)**

To Bidders:

This Addendum is hereby made a part of the Contract Documents on which all bids will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of three (3) pages and two (2) attachments.

**NOTE: All Bidders must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. Washington County Government has announced new security protocols being implemented at the Washington County Administration Complex at 100 West Washington Street, Hagerstown. The new measures took effect Tuesday, February 14, 2017. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include but are not limited to: Weapons of any type; Firearms, ammunition and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace or any other chemical defense sprays; and Illegal substances.**

**ITEM NO. 1:** *Inquiry:* Have these services been performed in the past and if so can we get copies of the reports issued for each entity and what were the fees for each entity?

*Response:* No, the special procedures and/or audit have not been performed in the past. The County will provide the highest level of financial statements and 990 that were provided by each company.

**ITEM NO. 2:** Inquiry: Who prepares the 990 for each entity?

Response: Each company is responsible for their own 990. Some contract the work out to a third party.

**ITEM NO. 3:** Inquiry: Have there been any issues with any of the entity that we need to be made aware?

Response: No, there have not been any issues.

**ITEM NO. 4:** Inquiry: What type of accounting software is used by each entity?

Response: Each company uses QuickBooks accounting software.

**ITEM NO. 5:** Inquiry: What basis of accounting are the audit reports to be prepared (cash basis, accrual basis, modified accrual basis)?

Response: Each company may prepare statements using either cash, accrual, or modified accrual basis. The audit will be performed in accordance with the company's established basis of accounting.

**ITEM NO. 6:** Inquiry: From our review of page 6 of your RFP, we understand that you will provide the prior audited financial statements and 990 to the successful bidder. However, in order to provide you with an accurate price for the procedures to be performed, we are requesting that you provide us with an estimated amount of expenditures for each of the 8 Companies. Further, we are also requesting the number of full time, part time, and administrative employees for 7 of the 8 Companies, similar to the information that you provided for CRS on page 5 of your RFP.

Response: The prior year statements are unaudited. To assist with your pricing, the County will provide the highest level of financial statement and the 990 to all proposers.

The EMS reports can be found on the County's web site: <https://www.washco-md.net/wp-content/uploads/EMS-Attachments.pdf>

	FT	PT	Admin
Williamsport	4	12	1
Sharpsburg	6	10	0
Halfway			2
Clear Spring	6	6	0
Hancock	5	8	1
Boonsboro	6	11	1
CRS	34	35	7
Smithsburg	7	10	1

**(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)**

**ITEM NO. 7:** Inquiry: We understand from reading the scope of work to be performed that you are seeking 2 separate reports for each Company, an independent audit report and an agreed upon procedures report addressing certain special procedures you want to be performed. Based on our review of the special procedures to be performed, we believe that certain of the procedures (or reporting thereon) should be addressed through the financial statement audit reports (such as I.B.d.ii on page 2). Certain other procedures appear to require the accountant to draw a conclusion on compliance (such as I.B.b. on pages 1 and 2), which requires reporting under AT-315 of the AICPA Attestation Standards. Certain other procedures, and the results thereon, appear to require reporting under AT-215 of the AICPA Attestation Standards. We request that the County clarify whether it is acceptable for the selected vendor to issue multiple reports to address the special procedures to be performed, or revise the procedures to be performed such that all procedures will be performed following either AT-215 or AT-315 of the AICPA Attestation Standards.

Response: It is acceptable to address the information through multiple reports. The County will not revise the procedures

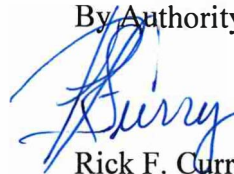
**ITEM NO. 8:** The EMS reports can be found on the County's web site: <https://www.washco-md.net/wp-content/uploads/EMS-Attachments.pdf>

**ITEM NO. 9:** All references in the Request for Proposal document made to ATTACHMENT NO. 5 the "Revised" Contract for Emergency Services Procedures and Auditing Services shall be **CHANGED** to include No. 8 Community Rescue Service Company

**ITEM NO. 10:** A *REVISED* Form of Proposal (RFP Pages 16 – 21) has been included as an attachment to this addendum. The revision resulted in adding Community Recuse Service Company to the Form of Proposal to be included in the audit process.

**ITEM NO. 11:** As your proposal submittal, include the "Revised" Form of Proposal (RFP Pages 16 - 21), the Affidavit in accordance to the Request for Proposal submission deadline; **No later than 4:00 P.M. (EDT/EST), Thursday, September 26, 2019.**

By Authority of:



Rick F. Curry, CPPO  
Director of Purchasing

PUR 1447  
**EMERGENCY SERVICES SPECIAL PROCEDURES AND AUDITING SERVICES**

**REVISED FORM OF PROPOSAL**

The Firm Of: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Hereby agrees to provide the requested services as defined in the proposal, attachments thereto, and Addenda No. \_\_\_\_\_, Dated \_\_\_\_\_; No. \_\_\_\_\_, Dated \_\_\_\_\_; No. \_\_\_\_\_, Dated \_\_\_\_\_

at the following lump sum contract prices for special procedures. *(NOTE: If an error is made in addition calculations, the unit price costs shall prevail.)*

**ATTESTATION - SPECIAL PROCEDURES**

Item No.	Description / Written Price	Price (Figures)
<b><u>WC Volunteer Fire &amp; Rescue Association; Year ending 06/30/2018</u></b>		
1.	_____ <i>(Dollars)</i> _____ <i>(Cents)</i>	\$ _____ <i>(Figures)</i>
<b><u>Williamsport Volunteer Fire &amp; EMS Company Co. 2; Year ending 6/30/2018</u></b>		
2.	_____ <i>(Dollars)</i> _____ <i>(Cents)</i>	\$ _____ <i>(Figures)</i>
<b><u>Sharpsburg EMS Company Co. 19; Year ending 06/30/2018</u></b>		
3.	_____ <i>(Dollars)</i> _____ <i>(Cents)</i>	\$ _____ <i>(Figures)</i>

Item No.	Description / Written Price	Price (Figures)
<b><u>Volunteer Fire &amp; EMS of Halfway Co. 26; Year ending 06/30/2018</u></b>		
4.	_____ <i>(Dollars)</i> _____ <i>(Cents)</i>	\$ _____ <i>(Figures)</i>
<b><u>Clear Spring Ambulance Club Co. 49; Year ending 12/31/2018</u></b>		
5.	_____ <i>(Dollars)</i> _____ <i>(Cents)</i>	\$ _____ <i>(Figures)</i>
<b><u>Hancock Rescue Squad Co. 59; Year ending 12/31/2018</u></b>		
6.	_____ <i>(Dollars)</i> _____ <i>(Cents)</i>	\$ _____ <i>(Figures)</i>
<b><u>Boonsboro Ambulance and Rescue Company Co. 69; Year ending 06/30/2018</u></b>		
7.	_____ <i>(Dollars)</i> _____ <i>(Cents)</i>	\$ _____ <i>(Figures)</i>
<b><u>Community Rescue Service Company Co. 75; Year ending 06/30/2018</u></b>		
8.	_____ <i>(Dollars)</i> _____ <i>(Cents)</i>	\$ _____ <i>(Figures)</i>

Item No.	Description / Written Price	Price (Figures)
<b>Smithsburg Emergency Medical Services, Inc Co. 79; Year ending 6/30/2018</b>		
9.	_____ <i>(Dollars)</i> _____ <i>(Cents)</i>	\$ _____ <i>(Figures)</i>
	<b>TOTAL SUM</b> _____ <i>(Dollars)</i> _____ <i>(Cents)</i>	\$ _____ <i>(Figures)</i>

Schedule of Professional Fees for Supplemental Services, if required by Washington County, Maryland:

Hourly Rates

Partners	\$ _____
Managers	\$ _____
Supervisory Staff	\$ _____
Staff	\$ _____
Other (Specify)	\$ _____

**PUR 1447  
EMERGENCY SERVICES SPECIAL PROCEDURES AND AUDITING SERVICES**

**REVISED FORM OF PROPOSAL**

The Firm Of: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Hereby agrees to provide the requested services as defined in the proposal, attachments thereto, and Addenda No. \_\_\_\_\_, Dated \_\_\_\_\_; No. \_\_\_\_\_, Dated \_\_\_\_\_; No. \_\_\_\_\_, Dated \_\_\_\_\_

at the following lump sum contract prices for special procedures. *(NOTE: If an error is made in addition calculations, the unit price costs shall prevail.)*

**AUDITING - FINANCIAL PROCEDURES**

Item No.	Description / Written Price	Price (Figures)
<b><u>WC Volunteer Fire &amp; Rescue Association; Year ending 06/30/2018</u></b>		
1.	_____ (Dollars) _____ (Cents)	\$ _____ (Figures)
<b><u>Williamsport Volunteer Fire &amp; EMS Company Co. 2; Year ending 6/30/2018</u></b>		
2.	_____ (Dollars) _____ (Cents)	\$ _____ (Figures)
<b><u>Sharpsburg EMS Company Co. 19; Year ending 06/30/2018</u></b>		
3.	_____ (Dollars) _____ (Cents)	\$ _____ (Figures)

Item No.	Description / Written Price	Price (Figures)
<b><u>Volunteer Fire &amp; EMS of Halfway Co. 26; Year ending 06/30/2018</u></b>		
4.	_____ <i>(Dollars)</i> _____ <i>(Cents)</i>	\$ _____ <i>(Figures)</i>
<b><u>Clear Spring Ambulance Club Co. 49; Year ending 12/31/2018</u></b>		
5.	_____ <i>(Dollars)</i> _____ <i>(Cents)</i>	\$ _____ <i>(Figures)</i>
<b><u>Hancock Rescue Squad Co. 59; Year ending 12/31/2018</u></b>		
6.	_____ <i>(Dollars)</i> _____ <i>(Cents)</i>	\$ _____ <i>(Figures)</i>
<b><u>Boonsboro Ambulance and Rescue Company Co. 69; Year ending 06/30/2018</u></b>		
7.	_____ <i>(Dollars)</i> _____ <i>(Cents)</i>	\$ _____ <i>(Figures)</i>
<b><u>Community Rescue Service Company Co. 75; Year ending 06/30/2018</u></b>		
8.	_____ <i>(Dollars)</i> _____ <i>(Cents)</i>	\$ _____ <i>(Figures)</i>

REVISED Form of Proposal (Revised 9/2/2019 via Addendum No. 2) – Attachment No. 2

Emergency Services Special Procedures and Auditing Services

Washington County, Maryland

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\_\_\_\_\_ Firm's Name



Item No.	Description / Written Price	Price (Figures)
<b>Smithsburg Emergency Medical Services, Inc Co. 79; Year ending 6/30/2018</b>		
9.	_____ <i>(Dollars)</i> _____ <i>(Cents)</i>	\$ _____ <i>(Figures)</i>
	<b>TOTAL SUM</b> _____ <i>(Dollars)</i> _____ <i>(Cents)</i>	\$ _____ <i>(Figures)</i>

Schedule of Professional Fees for Supplemental Services, if required by Washington County, Maryland:

	<u>Hourly Rates</u>
Partners	\$ _____
Managers	\$ _____
Supervisory Staff	\$ _____
Staff	\$ _____
Other (Specify)	\$ _____