



COORDINATING COMMITTEE

PUR-1679
ADDENDUM NO. 1
REQUEST FOR PROPOSALS
REGARDING QUALIFICATIONS AND EXPERIENCE/
TECHNICAL AND PRICE PROPOSALS

ACCOUNTING AND REVIEW SERVICES

DATE: Monday, March 26, 2024

BIDS DUE: Wednesday, April 17, 2024
4:00 P.M.(EDT/EST)

To Proposers:

This Addendum is hereby made a part of the Contract Documents on which all proposals 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 two (2) pages.

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. 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:* Is there an incumbent currently in place or that that recently completed this contract? If so, how much did the contract pay?

Response: The incumbent on this contract is Smith Elliott Kearns & Company; the Board awarded the contract amount each fiscal year as follows: FY20 - \$82,400, FY21 - \$85,700, FY22 - \$89,100, FY23 - \$92,700 and FY24 - \$96,500.

ITEM NO. 2: *Inquiry:* How is the documentation to be provided and shared between Washington County and the Contractor with regard to the documentation that Washington County wants reviewed by the Contractor (i.e. electronically, physical paper documents, email, document repository, etc.)?

Response: The preferred method to receive documentation is electronically.

ITEM NO. 3: Inquiry: The RFQ states that payment to Contractor will be paid on an annual basis; however, the RFQ also states that Contractor needs to issue invoices quarterly. When are invoices to be issued to Washington County by the Contractor & when does Washington County issue payment(s) to the Contractor?

Response: The awarded firm shall be compensated on a quarterly basis, not to exceed the annual lump sum fee provided in the Request for Proposal submitted.

ITEM NO. 4: Inquiry: Do you have to be located in Washington County in order to perform on this contract?

Response: No.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing