



COORDINATING COMMITTEE

PUR-1679  
ADDENDUM NO. 3  
REQUEST FOR PROPOSALS  
REGARDING QUALIFICATIONS AND EXPERIENCE/  
TECHNICAL AND PRICE PROPOSALS

ACCOUNTING AND REVIEW SERVICES

DATE: Friday, April 5, 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:* How many FTEs were used on the previous contract annually?

*Response:* This information is not available.

**ITEM NO. 2:** *Inquiry:* Will Washington County accept subcontractor experience as relevant experience to meet the reference requirement?

*Response:* No.

**ITEM NO. 3:** Inquiry: What was the process/software used to maintain, share, and transfer documents to the Board of County Commissioners on the previous contract? Is that the preferable method by the Board?

Response: Part 1 of Item No. 3 herein: The Fire and EMS companies upload the reimbursable receipts to the accounting firm using secure file sharing software. The accounting firm prepares a spreadsheet that has been approved for reimbursement and summarizes it into the appropriate categories. The firm forwards that spreadsheet to the county for reimbursement to the Fire and EMS companies.

Response: Part 2 of Item No. 3 herein: No, the method currently being used has worked very well.

**ITEM NO. 4:** Inquiry: What are some of the supplementary services the Washington County has requested in the past and are these services performed concurrently with the Accounting and Review services? Does Washington County anticipate the vendor to use a separate team to staff these services?

Response: Part 1 of Item No. 4 herein: The county did not request any supplementary services during the past contract.

Response: Part 2 of Item No. 4 herein: Refer to the RFP document, Page 7, Item No. III., Supplemental Services, Letter A.

**ITEM NO. 5:** Inquiry: Washington County provided pricing on what was paid to the contractor annually in the past. Were these amounts inclusive of supplemental services? If so, what portion of these amounts were for supplemental services versus primary services?

Response: No, that pricing was only for scope of work within the RFP.

By Authority of:



Rick F. Curry, CPPO  
Director of Purchasing