



COORDINATING COMMITTEE

PUR-1679

ADDENDUM NO. 4

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 three (3) 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 the contractor required to hold the State of Maryland Master Contract?

Response: No.

ITEM NO. 2: Inquiry: How many reimbursement requests are to be reviewed by the contractor?

Response: Any reimbursement that would be submitted by any of the Fire and EMS companies covered under this contract is to be reviewed.

ITEM NO. 3: Inquiry: Are reimbursement requests submitted to the County or directly to the contractor?

Response: Reimbursement requests are sent directly to the contractor for review and approval.

ITEM NO. 4: Inquiry: Are reimbursement requests submitted electronically?

Response: Yes.

ITEM NO. 5: Inquiry: On Page 2, section B. 2.i. – what original copies are required to be maintained by the contractor? Are these documents submitted in paper copy or electronically?

Response: Part 1 of Item No. 5 herein: Whatever form the copies are received in is required to be maintained for no less than three years.

Response: Part 2 of Item No. 5 herein: Currently the copies are received electronically.

ITEM NO. 6: Inquiry: Does the County maintain relevant accounting records electronically? What general ledger system, or ERP system, is used by the County?

Response: Part 1 of Item No. 6 herein: The county maintains relevant accounting records electronically and on paper.

Response: Part 2 of Item No. 6 herein: The county currently uses Oracle Fusion.

ITEM NO. 7: Inquiry: Does the County have formal written procedures to oversee the work being performed by the contractor?

Response: There are no formal written procedures. The RFP explains the responsibilities of the contractor.

ITEM NO. 8: Inquiry: Is a report or deliverable provided for each reimbursement?

Response: Each quarter the county receives a spreadsheet from each company requesting reimbursement. The spreadsheet shows a breakdown reimbursement amount for each category and the total amount to be reimbursed to the company.

ITEM NO. 9: Inquiry: Did the incumbent provide any audit, review or any attestation report on the reviews performed?

Response: No.

ITEM NO. 10: Inquiry: Can the County provide an example of the reports or other deliverables provided

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

by the predecessor firm?

Response: The predecessor supplied the reimbursement requests to the county in a spreadsheet format.

ITEM NO. 11: Inquiry: In section VIII. PROPOSAL INSTRUCTIONS, under A, we're asked to provide three proposals: Qualifications & Experience, Technical, and Price. However, under B in the same section, the Qualifications & Experience and Technical Proposal requirements are combined into one. Can you clarify what the requirements are for Qualifications & Experience and Technical Proposal if they are to be separate?

Response: Refer to RFP document, Page 9, Request for Proposals, Item No. VIII, Proposal Instructions; **CHANGE**, all reference in the RFP document regarding proposal submittal to read as follows:

To be considered firms shall submit one (1) original and five (5) copies of submittals of Qualifications & Experience/Technical Proposals enclosed in a sealed opaque envelope marked "**Q&E/Technical Proposal – (PUR-1679) Accounting and Review Services**", and one (1) original and five (5) copies of the Price Proposal enclosed in a separately sealed opaque envelope marked "**Price Proposal – (PUR-1679) Accounting and Review Services**" with the vendor's name and address clearly marked on the outside of both envelopes, are due into the Office of Brandi Naugle, CPPO, Buyer, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Room 3200, Hagerstown, Maryland, 21740, no later than **4:00 P.M., (EDT/EST) Wednesday, April 17, 2024**. Late proposals will be returned unopened if the proposer's return address is shown on the envelope.

ITEM NO. 12: Inquiry: Would it be acceptable to submit our proposals via email?

Response: No, electronic submissions in any form will not be accepted.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing