



COORDINATING COMMITTEE

PUR-1679
ADDENDUM NO. 5
REQUEST FOR PROPOSALS
REGARDING QUALIFICATIONS AND EXPERIENCE/
TECHNICAL AND PRICE PROPOSALS
ACCOUNTING AND REVIEW SERVICES

DATE: Tuesday, April 9, 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:* What has been the average quarterly (or monthly) reimbursement requests processed by the accounting firm over the past year? Please include reimbursement requests related to the Senator William H. Amoss funds, if possible.

Response: The accounting firm will submit one reimbursement to the county for each company per quarter. The companies submit receipts and proof of payment to the accounting firm, for everything they are entitled to be reimbursed. The accounting firm reviews, approves, and submits a spreadsheet to the county, summarizing the reimbursement by category, for payment.

ITEM NO. 2: *Inquiry:* Was the scope of 26 Fire and EMS companies and four Fire and EMS companies the same in the prior year?

Response: Yes.

ITEM NO. 3: *Inquiry:* Is communication of quarterly balances/reimbursement to each Fire and EMS company a part of the scope? RFP line 2f states reporting to the County, but not individual Fire and EMS companies.

Response: The processes our current vendor uses for the Fire and EMS companies to submit their information for reimbursement show the budgeted amount per category and what has been submitted for reimbursement in the prior periods, so the companies can see what balances remain. Communication between the accounting firm and the Fire and EMS companies will already be set through the reimbursement process. Line 2.f. is so the county is informed, each quarter, where the individual companies stand on remaining budgets to be reimbursed.

ITEM NO. 4: *Inquiry:* Based on the responses provided by Washington County to Items No. 11 & No. 12 in the last Addendum No. 4 issued on Friday, April 5th would you please confirm that Washington County is no longer requiring the inclusion of six (6) flash drives of each proposal volume as was included on the originally issued solicitation in part VIII A.?

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 and *six (6) flash drives* 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 submittals and *six (6) flash drives* 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.

By Authority of:



Rick F. Curry, CPPO
Director of Purchasing

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