

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT		1. Solicitation Number CFOPD-24-R-038		Page of Pages	
				1	Attachments
2. Amendment/Modification Number Amendment No. 2	3. Effective Date See Box 16C	4. Requisition/Purchase Request No.	5. Solicitation Caption Risk Assessment Services		
6. Issued by: Code		7. Administered by (If other than line 6)			
Office of the Chief Financial Officer Office of Contracts 1100 4 th Street SW Suite E620 Washington, DC 20024					
8. Name and Address of Contractor (No. street, city, county, state and zip code) ALL POTENTIAL OFFERORS Code Facility		X	9A. Amendment of Solicitation No. CFOPD-24-R-038		
			9B. Dated (See Item 11) November 12, 2024		
			10A. Modification of Contract/Order No.		
			10B. Dated (See Item 13)		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning a <u>1</u> written copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS , IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to (Specify Authority):					
B. The above-numbered contract/order is modified to reflect the administrative changes.					
C. This supplemental agreement is entered into pursuant to authority of:					
D. Other (Specify type of modification and authority) Administrative					
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return 1 copy to the issuing office.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) The above-mentioned solicitation to provide Risk Assessment Services is hereby amended to incorporate changes (Attachment A), and to respond to inquiries received (Attachment B). ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED					
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer		
			Drakus Wiggins CPPB, CPPO		
15B. Name of Contractor (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia		16C. Date Signed	
		<i>Drakus Wiggins</i> (Signature of Contracting Officer)		11/27/2024	

Attachment A

The following changes are hereby incorporated into the solicitation.

- 1. The proposal due date is hereby extended to December 5, 2024, at 2:00pm.**
2. DELETE Section G.1(b)i. Contracting Officer's Technical Representative (COTR) in its entirety and INSERT the following Section G.1(b)i. Contracting Officer's Representative (COTR) to correct the address:

Marshelle Richardson
Agency Director- CRO
Office of the Chief Risk Officer (OCRO)
1101 4th St. S.W. Suite W772
Washington, DC 20024
Telephone: (202) 442-6543
Marshelle.Richarson@dc.gov

ATTACHMENT B

The following are responses to inquiries received.

Question 1: Does the District have an estimated budget for each phase or CLIN?

Response 1: OCRO conducted market research by reviewing the rates of relevant companies. Based on the rates reviewed and the OCRO estimated hours for the award of 715 hours for the base year, the estimated base year total for the contract award is \$199,920.00.

Question 2: In Section B.5, can the District clarify what is meant by a Key Risk Area? Is this a broad category (say Revenue) or a more specific process (like Tax Receipts)?

Response 2: The key risk area can be categorized as a high-risk business process, such as revenue, payments, or grants.

Question 3: Can the District please clarify the intended difference between the Comprehensive Risk Assessment in Task 1 and Task 4?

Response 3: Task 1 distinctly outlines the requirements for managing and monitoring the Risk Assessment. It includes ensuring that the deliverables are provided as specified in Task 1.

Task 4 emphasizes the importance of collaboration between the contractor and OCFO staff to conduct the risk assessment and develop risk factors as well as an inventory list for internal controls.

Question 4: Can you explain what a percent reduction in the bid price means for the application of preferences?

Response 4: In accordance with Section M.4, preference points will apply to evaluating proposals from certified business enterprises (CBE) that are certified by the DC Department of Small and Local Business Development (DSLBD). Per M.4.1, points will be added to the CBE's overall score for ranking purposes.

Question 5: Can the District please clarify the intended difference between Phase 1 - Task 5 and Task 6? They have the same deliverable.

Response 5: Task 5 specifically addresses the evaluation of the operating effectiveness of the current internal control program (ICP).

Task 6 concentrates on key areas within the ICP, assessing whether the existing controls are functioning as intended for the key risk areas identified by the district.

Question 6: Follow up on the Key Risk Area - we are trying to understand scope. Given this is FFP, we are trying to gauge level of effort; please explain.

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Response 6: The key risk areas are the business processes identified by the district that the contractor will review.

Question 7: Will the contractor coordinate the Phase 2 tasks with OCFO or directly with contacts in the Agency Financial Operations? I meant Phase 1 - Tasks 2 and 4, which both call for a Comprehensive Risk Assessment.

Response 7: The contractor will collaborate with OCRO and COTR during all phases before engaging Central or Agency Financial Operations.

Question 8: Does the reduction in price actually reduce the bid price or just change the evaluation of the pricing component of the proposal? Or does the reduction of bid price not apply here because this is an RFP and not an IFB?

Response 8: There is no reduction of price. Per M.4, points will be added to the proposal evaluation score for CBEs. See Response 4.

Question 9: Does the OCFO expect the contractor to interact directly with the business owners or coordinate through the COTR?

Response 9: The contractor will collaborate with OCRO and COTR to manage all communications with business owners.

Question 10: Can an extension be provided for our responses?

Response 10: See Attachment A, Item 1.

Question 11: Does the DC OCFO have an estimated budget for the work detailed in the RFP?

Response 11: See Response 1.

Question 12: With the holidays coming and potential clarifying questions needing to be answered, would the DC OCFO extend the due date for a response to at least two weeks after questions have been answered?

Response 12: See Attachment A, Item 1.

Question 13: Have the departments identified previously conducted a risk assessment to identify key risks? Could that information be provided to help determine the level of effort that will be needed?

Response 13: No. The prior contract for reference is Contract Number CFOPD-16-C-015 and can be downloaded at:

<https://dc.cobblestonesystems.com/public/ContractDetails.aspx?cid=504&wc=oplYouSJ3cTDS2kwbVIpB7B9jkwJca5kFqoixwV30E72Kpa74yH7IUGDM23T14p9%2b0Y0u9Eyf6OacncjDm%2fh1w%3d%3d>

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Question 14: If not, does the DC OCFO have an estimate of how many key risks may need to be reviewed for each department?

Response 14: No estimate.

The pricing chart suggests that only one key risk will be identified. If more than one key risk area is identified, will the fixed price be adjusted based on the Firm Fixed Price Unit cost?

Response 14: If more than one key risk area is identified, the contract may be modified to include an additional key risk area, prior to the contractor performing any work on the additional key risk area.

Question 15: Will onsite work be required? What percentage of work will need to be conducted onsite?

Response 15: In-person meetings are required for kick-off and exit meetings, unless specified otherwise. Onsite work is not mandatory.

Question 16: Will this work be performed under AICPA Consulting Standards?

Response 16: As reference in C.4.4 The Contractor shall utilize the best practices prescribed by the Enterprise Risk Management (ERM) (bottom-up approach) and entity-level controls (top-down approach) internal control framework developed by the Committee of Sponsoring Organizations (COSO) as well as the guidance from the Office of Management and Budget (OMB) Circular A-123, Appendix A – Management’s Responsibility of Internal Control in performance of the assessment.

Question 17: How detailed is the existing internal control framework for each department? Does each department have policies and procedures that identify their internal controls?

Response 17: The Internal Control Program (ICP) currently has around 70 controls spread across four Central Financial Operations.

Each department should have its own policies and procedures pertaining to its internal controls. If policies and procedures are not available for any reason, discussions, interviews, and walk-throughs establish the foundation for the control.

Question 18: Can the government please crosswalk the pricing chart to the deliverables identified in C.5 and C.6? For example, C.5.1 states that “This task shall result in Formal Project Management Deliverables, including a Project Work Plan (revised as necessary), Weekly Status Updates, a Risk Register, and Issues Logs. In addition, the Contractor shall attend meetings at the discretion of the OCRO.” However, the pricing chart for CLIN 001 has an Estimated Quantity of 1 deliverable and a Firm Fixed Unit Price. Are we to assume all items stated as deliverables would be for the single Firm Fixed Unit Price?

Response 18: Confirmed, all items stated as deliverables should be for the single Firm Fixed Unit Price.

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Question 19: For Phase I, are the deliverables for Tasks 5 and 6 separate reports?

Response 19: These deliverables are distinctly different from each other and will require their own separate reports.

Question 20: For Phase I, can the deliverables for Tasks 2, 4, 5, and 6 be combined into a single comprehensive report?

Response 20: No.

Question 21: For Phase I, will separate deliverables need to be completed for each department listed in C.3.4 or will that be a combined report for each task?

Response 21: A single report is acceptable, but it must be separated by the Central Financial Operations department.

Question 22: For Phase II, will separate deliverables need to be completed for each department listed in C.3.5, or will they be combined into a single report for each task?

Response 22: A single report is acceptable, but it must be separated by the Agency Financial Operations cluster agency.

Question 23: Will the government allow for a listing of exceptions/assumptions related to the terms and conditions to be provided with the final proposal response? Section L.2.1 states that these are due by November 20, 2024. Are contract terms negotiable?

Response 23: The offeror may submit exceptions within its proposal; however, the offeror with exceptions may receive a reduced score as the District may only resolve exceptions through discussions, at its discretion. The District may award without discussion, therefore proposal must be from the offeror's best standpoint from technical, price and other factors.