

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Solicitation Number CFOPD-25-R-021		Page of Pages	
					1	Attachments
2. Amendment/Modification Number Amendment No. 1		3. Effective Date See Box 16C		4. Requisition/Purchase Request No.		
5. Solicitation Caption Accounting and Auditing Services for 401(a), 457(b) and 529 Plans						
6. Issued by: Code <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Office of the Chief Financial Officer Office of Contracts 1100 4th Street SW Suite E610 Washington, DC 20024 </div>			7. Administered by (If other than line 6)			
8. Name and Address of Contractor (No. street, city, county, state and zip code) ALL POTENTIAL OFFERORS Code Facility			9A. Amendment of Solicitation No. CFOPD-25-R-021			
			9B. Dated (See Item 11) February 26, 2025			
			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 one (1) copy to the issuing office.						
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) <div style="text-align: center;"> <p>The above referenced solicitation to provide Accounting and Auditing Services for the 401(a), 457(b) and 529 Plans is hereby amended to reflect the following changes (Attachment A) and respond to inquiries received (Attachment B).</p> <p>ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED</p> </div>						
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 Anthony A. Stover, CPPO			
15B. Name of Contractor <div style="border: 1px solid black; height: 40px; margin-top: 10px;"></div> <small>(Signature of person authorized to sign)</small>		15C. Date Signed		16B. District of Columbia <div style="border: 1px solid black; height: 40px; margin-top: 10px; position: relative;"> <div style="position: absolute; top: 0; left: 0; width: 100%; height: 100%; background: linear-gradient(to bottom right, transparent 49%, #000 49%, #000 51%, transparent 51%); background-size: 3px 3px;"></div> </div> <small>(Signature of Contracting Officer)</small>		
				16C. Date Signed March 19, 2025		

Solicitation CFOPD-25-R-021
Accounting and Auditing for 401,457 and 529 Plans
Amendment No.1

ATTACHMENT A

The following changes are hereby incorporated into the solicitation.

- 1. The proposal due date for the above referenced solicitation to provide Accounting and Auditing Services for the 401(a), 457(b) and 529 Plans is hereby extended to April 2, 2025, at 2:00PM.**

Attachment B

Set forth below are the District's responses to Offeror question(s):

Question 1. For pricing purposes, are the reconciliation services under C.5 considered Component I services and AUP services considered Components II and III services? (B.6)

Response 1. Yes.

Question 2. Please confirm that an estimate of the number of hours needed to complete any Component is not requested. Only a "Firm Fixed Unit Price" is requested and required? (B.6)

Response 2. The estimated number of hours is not needed, please only provide the Firm Fixed Unit Price as requested.

Question 3. Can bidders propose additional relevant labor categories? (B.6)

Response 3. Yes, if it is pertinent to completing the required services.

Question 4. Component I:" refers to "Preparation of financial statements..." as does B.6.1 to B.6.7; while sections C.2.3, C.3.3 and C.4.2 refer to "Financial Statement Compilation". Is it OFT's intention to have financial statements prepared under Statements on Standards for Accounting and Review Services AR-C Section 70 Preparation of Financial Statements or AR-C Section 80 Compilation Engagements? (C.1.2)

Response 4. Yes, the District requires review Services AR-C Section 70 Preparation of Financial Statements

Question 5. Please confirm that it is OFT's intention to implement and maintain a general ledger system (GL) monthly by posting the transactional data of the plans (401(a)/457(b)) and program (529). This GL will then be reconciled to the TDRs, participant reports, AUM and the BNY Mellon report as appropriate by the Contractor each month. (C.5)

Response 5. Yes, OFT will seek substantial assistance to implement and maintain a general ledger system.

Question 6. When delivering part (3), the "Redacted Proposal", what method of redaction do you require (i.e.: removal of firm information replaced by generic terms such as "the firm" or "we" or blackened references)? What aspects of the price proposal should be redacted. (L.3.1)

Response 6. Please refer to Section L3.4 regarding the redacted proposal copy and submit your redacted proposal accordingly.

Question 7. Regarding part (2), the price proposal, please confirm it is separate and apart from Schedule B.6. Does OFT require estimated hours to complete the work since this is Firm Fixed Price contract? (L.3.1)

Response 7. In accordance with Section L.3.1, the price proposal is to be submitted separately and inclusive of the items mentioned in Section L.3.3 of the solicitation. No, the District does not require estimated hours at this time.

Question 8. Are you open to the work being performed remotely??

Response 8. Yes, but the Contractor may be required to come to the office if requested.

Question 9. Who has historically prepared the financial statements?

Response 9. IBS Management & Consultancy Services, LLC, (IBS”), is the current Contractor who prepared the financial statements.

Question 10. Has the preparation of the financial statements been outsourced to a consultant in the past? If so, can you provide an estimate for the number of hours they spent on the engagement and their rates/fees?

Response 10. The District does not make any distinction regarding how the Contractor categorizes their business/firm.

The services have been contracted out to Contractor’s in the past that were able to meet the requirements and who were determined to be technically capable. The current rates for the current contracts – CFOPD-18-C-007A,B, and C can be found on our website at <https://dc.cobblestonesystems.com/Gateway/> . The number of hours are unknown hence the reason why the current contracts and the solicitation are ID/IQ as the District cannot reasonably estimate the number of hours needed for the services.

Question 11. How many hours do you anticipate the consultant spending on this engagement?

Response 11. See response to Question #10 above.

Question 12. Can you describe the process of a consultant preparing the financial statements? Will Washington DC Office of the Chief Financial Officer staff be involved in the process? Will the consultant have access to the workpapers used for preparing the financial statements in prior years?

Response 12. The District does not make any distinction regarding how the Contractor categorizes their business/firm.

The OCFO will be involved in the process and will help facilitate the process. The Contractor will provide their PBC list for the items needed to complete the audit. During the audit, there will be weekly status meetings to ensure that the audit remains on track and to address any issues.

When the initial draft of the financial statements is completed, the draft will be sent to OFT for review and comments. OFT sends the comments back and the Contractor will make the corrections and send the draft back to OFT. When the draft is in good order, OFT will send it to the Office of Financial Operations and System (OFOS) for review and they will provide their comments to be updated by the Contractor compiling the financial statements.

Question 13. Can you provide the most recent financial statements for review?

Response 13. Yes, Pleases see Exhibit I, II & III attached

Question 14. It appears that the price schedule requests a price per hour. Do you prefer hourly rates or flat fees?

Response 14. The solicitation requires a Firm Fixed hourly rate.