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## ADDENDUM TWO

**DATE:** April 25, 2023

**TO:** All Respondents

**FROM:** Sheila Brown, Procurement/Contract Administrator

**RE:** **ADDENDUM #2 Questions and Answer**

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1. In RFP section titled *Part II-Instructions for Submitting Proposals, 2.1. Submission of Proposals*, it states, “Respondents should submit **one (1) original, two (2) hard copy and one (1) electronic device copy** of their proposal. The original submission shall be dated and signed by an authorized official of the company. Proposals must be submitted in a sealed envelope that shows the firm’s name and address, and **clearly** written on the outside of the sealed envelope must be the words “**Professional Financial Auditing Services (RFP 2023-04) –Wednesday, May 3, 2023, at 3:00 p.m. (CST)**”. **The electronic device must be labeled with the RFP number ‘RFP 2023-04’ and the individuals/firm name and must be enclosed in the sealed envelope with the hard copies.**” Can you please clarify what you mean by an electronic device (USB or CD) and can firms submit their electronic proposals via email instead of an electronic device? **MHA Response: Electronic device is USB. MHA is willing to accept electronic proposals instead of electronic devices. This does not satisfy the requirement for hard copy submissions.**
2. In RFP section titled *Part III-Submission Requirements, 3.1. Tabbed Proposal Submittal, 3.1.4.3 Technical Capabilities and the Management Plan*, it states “Include resumes of key staff identified as responsible for performing the work under a contract with MHA, and in *3.1.5. Tab 5. Managerial Capacity/Financial Viability/Staffing Plan*, it states, “The proposer’s entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of the Profile of Firm Form.” Can you please clarify which section you would like firms to submit the resumes for individuals assigned, or can firms just provide resumes in the Appendix section of their proposals. **MHA Response: The areas should be (1) and (4) on the Profile of Firm form. Resumes should be submitted under tab 5 of the submission.**
3. In RFP section titled *3.2. Proposal Pricing/Cost* it states, “Respondents shall provide a fixed proposed cost for each fiscal year end (FYE) and each extension option year of the anticipated 5-year contract. Anticipated travel cost must be included and clearly identified, if applicable. This information shall be placed under Tab 4 Proposed Services and on the respondent’s company

letterhead along with the Cost Proposal Form, located on page 15 of this RFP. Can you please clarify if you want both a technical and cost proposals in one document or if you would like them separate. **MHA Response: In one document.**

4. What are the prior year audit fees for the past 3 years? **MHA Response: 125,000**
5. Are there any improvements you would like to see in the audit process? **MHA Response: At the present time we have no concerns however we are open to ideas.**
6. Were there any significant transactions entered into in the current year? **MHA Response: No**
7. Were there any major sales, conversions or purchases of properties in the current year? **MHA Response: No**
8. Were there any major changes in operations in the current year? **MHA Response: No**
9. Was there any new federal funding received in the current year? **MHA Response: No**

**We are grateful for your interest in doing business with our Agency and we look forward to receiving a proposal from your firm.**