



**Office of Public Accountability
Request for Proposal
OPA-RFP-10-01
Consulting Services for Updating OPA's Audit Manual**

March 19, 2010

To: Prospective Offerors

Fr: Office of Public Accountability

Re: Responses to Written Questions Received

Our office received the following questions via email re: OPA-RFP-10-01 for Consulting Services for Updating OPA's Audit Manual. Below are the questions received and our response. Please note that no amendments have been made and all terms and conditions of the RFP remain the same. Thank you.

Question 1 – Would OPA seriously consider an audit firm that is not located in Guam?

Response: Yes. The OPA would consider all responsive and responsible offerors regardless of location.

Question 2 – How many hours would OPA expect to be spent on the project?

Response: Generally, the OPA expects the entire request to be completed within 180 days after the award, with the exception of the revision of the OPA manual, which is 90 days after the award. However, an extension may be granted upon mutual agreement by the Public Auditor and the selected offeror.

a. Revising the OPA manual

Response: The OPA requires the assessment and update of the OPA manual to be completed within 90 days after the award. However, an extension may be granted upon mutual agreement by the Public Auditor and the selected offeror.

b. Conducting assessment of audit and administrative policies and operations

Response: The OPA requires the assessment of the audit and administrative policies and operations to be completed within 180 days after the award. However, an extension may be granted upon mutual agreement by the Public Auditor and the selected offeror.

c. Training to OPA staff

Response: The OPA requires the training on the updated and revised audit manual and assessment within 180 days after award. Upon mutual agreement and acceptance of the revised audit manual, training should commence shortly thereafter. Training should not be more than a few days.

Question 3 – As part of the rate schedule are you expecting estimated hours?

Response: Yes, an estimate number of hours should be included in the proposed rate schedule. Specifically, we are requesting the proposed rate for (1) the update of the OPA audit manual; (2) assessment of the OPA audit processes and office procedures; (3) training to the Public Auditor and staff on the updated audit manual and assessment; and (4) hourly rate for providing additional consulting services related to the RFP as requested by the Public Auditor. Once agreement has been finalized, the need for additional work may be granted and subsequent addendum produced.

Question 4 – Will the current audit manual be available to review prior to the proposal's due date?

Response: No, the current audit manual will not be available for review prior to the proposal's due date. The manual will only be made available after the offeror is selected.

Question 5 – Is the training considered a one-time training, an on-going training over several months or would it be continual training for a specific period?

Response: The training is considered a one-time training with the Public Auditor and entire staff to be conducted within 180 days after award or as otherwise agreed upon by the Public Auditor and consultant. Upon mutual agreement and acceptance of the revised audit manual, training should commence shortly thereafter. Training should not be more than a few days.

Question 6 – Can any of the interviews and/or the assessment process be performed via live video conference?

Response: Yes, interviews and/or the assessment process may be performed via live video conference.

Question 7 – Can the training be performed via live video conference?

Response: We envision that the audit manual and assessment should be initially done in person. However, should there be mutually agreed upon additional trainings, live video conference may be permitted.