



Cheryl R. Bailey, Ph.D.
Acting Executive Officer

Herbert Rouson, Jr., J.D.
Acting Deputy Executive Officer

DISTRICT OF COLUMBIA COURTS
Administrative Services Division
Office: Gallery Place
616 H Street NW, 6th Floor
Washington, DC 20001
Mailing Address: 500 Indiana Avenue NW
Washington, DC 20001-2131



Louis W. Parker, MBA
Administrative Officer

AMENDMENT NO. 2

TO: ALL PROSPECTIVE OFFERORS

**AMENDMENT
ISSUE DATE:** February 21, 2020

SUBJECT: Solicitation No.: DCSC-20-FSS-39

FOR: Financial Statement Auditing Services

CLOSING DATE: Extended until Friday, February 28, 2020
2:00 p.m. EST

The subject solicitation is amended as follows:

1. Responses to written questions received from prospective offeror(s) are Included below as Attachment 1 – Response to Questions, Amendment No. 2.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

One (1) copy of this amendment is being sent to only those offerors who received a copy the solicitation. Offerors shall sign below and attach a signed copy of this amendment to each proposal to be submitted to the Courts in response to the subject solicitation. Proposals shall be mailed or delivered in accordance with the instructions provided in the original solicitation documents.

Offerors shall submit their proposals in sealed envelopes, identified on the outside by the solicitation number and submission date, in accordance with the instructions provided in the original solicitation documents.

This amendment, together with your Proposal, must be received by the District of Columbia Courts no later than the date and time specified for proposal submission. Revisions or price changes occasioned by this amendment must be received by the Courts no later than the date and time set for Proposal submission.

Failure to acknowledge receipt of this amendment, for the subject solicitation may be cause for rejection of any proposals submitted in response to the subject solicitation.



Geoffrey A. Mack
Contracting Officer

This Amendment is acknowledged and is considered a part of the subject solicitation.

Signature of Authorized Representative

Date

Name of Authorized Representative

Title of Authorized Representative

**DCSC-20-FSS-39 – Financial Auditing Services
AMENDMENT NO. 2
RESPONSE TO QUESTIONS**

1. General: Would the Government please provide the level of effort for each individual task under the recently completed fiscal year (FY) 2019 contract?
We cannot disclose Williams Adley & Company level of effort information which wouldn't be public information.
2. General: Would the Government please identify the incumbent contractor and confirm whether the incumbent is eligible to bid on the new solicitation?
The incumbent is Williams Adley & Company and is eligible to bid on the new requirement.
3. General: Would the Government please provide the value of the FY 2019 contract?
The value of the contract is not public information.
4. General: What level of assistance can the contractor expect from entity staff? For example, will entity staff assist with the following items?
 - a. Preparing the financial statements and related notes
Yes, we will prepare this information.
 - b. Preparing and recording all journal entries-
Yes, we will prepare this information.
 - c. Preparing audit confirmation requests
We do not send out the formal letter, however, we will provide the needed information in order to complete this task.
 - d. Preparing account reconciliation schedules as requested.
Yes, we will prepare this information.
 - e. Providing all the documents and access to the information needed to perform our audit procedures.
Yes, we provide all needed PBC items.
5. General: Would the Government please provide any management letters, including any audit findings/recommendations affecting the entity for the past 3 years, if applicable?
No, this information will be provided during the entrance conference to the Contractor awarded this bid.
6. General: Would the Government please identify the entity responsible for maintaining the financial operations for the District of Columbia Courts (DC Courts)? The DC Courts maintains its own accounting system.

7. General: Would the Government please clarify whether the entity responsible for maintaining the financial operations for the DC Courts:

- a. Maintains DC Courts's books and records on a Federal Accounting Standards Advisory Board (FASAB) basis, or whether it maintains the books and records on a Governmental Accounting Standards Board (GASB) basis and then converts them to FASAB?

We comply with both and do not do any conversions. Our accounting system is Oracle.

- b. Processes its own payroll or uses a third-party service provider?

We process our payroll through Oracle.

- c. Uses any external services providers? If so, would the Government please identify the service providers and clarify whether it receives Statement on Standards for Attestation Engagements (SSAE) 18 (AT-C Section 320, *Reporting on an Examination of Controls at a Service Organization Relevant to User Entities' Internal Control Over Financial Reporting*) examination reports?

8. General: During interim and year-end audit procedures:

- a. Are the auditors expected to work in the entity's offices, or can information be electronically transmitted?

Both

- b. Will the auditors be able to access the entity's financial reporting system?

No. Walkthroughs can be provided.

- c. Will the auditor be expected to provide its own computers, or will the Government provide computers?

Yes, we will not provide laptops.

9. General: Is the DC Courts audit considered to be a group audit in accordance with AU-C 600?

No.

10. General: Are the audited financial statements of the DC Courts included in the financial statements of the DC Government?

No, we are not part of DC Government. We fall under the Executive Office.

11. RFP Section 1.1(A), Page 2: Would the Government please confirm whether it will prepare a Comprehensive Annual Financial Report (CAFR) in accordance with GASB for the FY 2020 financial audit, or whether the audited statements only follow FASAB?

No, a PAR is required.

12. RFP Section 1.1(B), Pages 2 and 3: Does the Government anticipate that the DC Courts will meet the Single Audit threshold and be required to undergo a Single Audit?

Yes

13. RFP Section 1.1(B), Pages 2 and 3: Would the Government please provide the FY 2019 Performance and Accountability Report (PAR) containing the auditors' reports and financial statements?
No, this information will be provided during the entrance conference. Prior fiscal year PAR is available on our website.

14. RFP Section 1.1(B), Pages 2 and 3: The solicitation identifies the elements of the PAR, but does not reference a Schedule of Expenditures of Federal Awards (SEFA). Would the Government please confirm whether it is required to prepare a SEFA?
We are required and complete a annual SEFA.

15. RFP Section 2.1, Page 10: The solicitation specifies certain activities that require assessment and compilation of supporting schedules (Items A through F). Would the Government please confirm whether the auditor will perform the compilation?
Prior fiscal year PAR and financial statements are available on our website.

16. RFP Section 2.3(A), Page 11: Would the Government please elaborate on the compilation engagement referenced in the solicitation? According to the American Institute of Certified Public Accountants (AICPA) Code of Professional Conduct and the Government Accountability Office (GAO) Yellow Book, the auditor would be precluded from providing compilation services in addition to audit services. Would the Government please clarify how this requirement does not result in an unacceptable threat to independence?

The selected Contractor is precluded from providing any other financial services. The selected Contractor for this bid will not be compiling any financial statements.

17. RFP Section 2.1, Page 10 states:

The Contractor shall perform audit evaluation services on the Courts' financial statements for the period ending September 30, of the Fiscal Year (FY). The evaluation will result in an independent audit opinion of the DC Courts' financial statements taken as a whole and its financial reporting internal controls that meet the objectives of the Federal Managers' Financial Integrity Act (FMFIA).

Would the Government please clarify whether it is requesting an audit opinion on the effectiveness of internal controls over financial reporting? This does not appear to be consistent with the requirements discussed elsewhere in the solicitation, or with prior years' audit reports.

Yes, we receive a formal SSAE from our federal service provider, IBC.

18. RFP Section 2.8, Page 14: Federal financial reporting requires submission of audit reports on November 15, 45 days after the end of the fiscal year. Single Audits are due no later than nine months after the end of the fiscal year. Would the Government please confirm the due date of the DC Courts audit reports?
Both the Financial Statements and Single Audit Report are due by November 15th.

19. RFP Pricing Table, Page 15: CLIN 0002 in the pricing table contains three separate tasks (2a, 2b, and 2c). Would the Government please clarify whether offerors should provide one firm fixed price for all three tasks, or a separate firm fixed price for each of the three tasks?

Contractors are required to provide a cost breakdown for each individual Task, along with a grand total.

20. RFP Pricing Table, Page 15: CLIN 0002, Task 2b requires the contractor to provide an audit opinion on the FY 2020 financial statements for the DC Court's Crime Victims Grant Program. Would the Government please provide:

a. The audited FY 2019 financial statements for this program?

b. The FY 2019 level of effort and price for this task?

No, this information will be provided during the entrance conference to the Contractor awarded this bid.

21. RFP Pricing Table, CLIN 0002, Task 2c, Page 15: Would the Government please provide an estimated level of effort for the requested DATA Act audits?

No, this information from the prior Contractor is not public information. DATA ACT is required every 2 years.

22. RFP Pricing Table, CLIN 0002, Task 2c, Page 15: Would the Government please confirm whether the purpose of the Crime Victims grant program audit is to report on the financial statements or on internal controls?

Both.

23. RFP Pricing Table, CLIN 0003, Task 3, Page 16: The deliverables for Task 3 include a management representation letter. Would the Government please confirm that it intended a management letter as the referenced deliverable?

Yes, it is a required deliverable.

RFP Pricing Table, CLIN 0004, Task 4, Page 16: Would the Government please provide the level of reporting for the computer system implementation?

No, this information will be provided during the entrance conference to the Contractor awarded this bid.

24. RFP Pricing Table, Page 20: CLIN 0007, Task 7 is an optional deliverable for unspecified additional services for which the Government is requesting a firm fixed price quote. Would the Government please provide additional information to enable offerors to determine a firm fixed price for these services, such as an estimated level of effort by labor category?

Task 7 is any service deemed necessary as a part of the financial statement audit. This Task was not executed in prior year.

25. RFP Pricing Table, Pages 15 through 29: The table on pages 15 through 29 includes references to compliance with Office of Management and Budget (OMB) Bulletin No. 14-02, *Audit Requirements for Federal Financial Statements*. However, OMB Bulletin No. 14-02 has been superseded by the current OMB Bulletin No. 19-03 of the same title. Would the Government please confirm that it intended to refer to OMB Bulletin No. 19-03, rather than OMB Bulletin No. 14-02?

Yes, it's our intention to refer to OMB Bulletin No. 19-03, rather than OMB Bulletin No. 14-02

26. RFP Sections 9 and 10, Pages 33 and 34: Questions for the solicitation are due on February 19, while the proposal is due on February 24, only five days later. Would the Government please extend the due date for proposals to one week after it provides responses to all questions?
The extension is granted until Friday, February 28, 2020 if not sooner.
27. RFP Section 10.3, Page 34: Would the Government consider allowing the prime offeror to submit its GSA pricelist, rather than its full GSA schedule document? In addition, would the Government please confirm whether the offeror should include its GSA document within the price proposal document, or if it can be included as a separate attachment?
Please submit the GSA pricelist along with your breakdown of the audit team.
28. RFP Section 11.3(D), Page 36: Would the Government please clarify whether it intends to provide labor category titles and descriptions, or whether offerors should use their own labor categories? In addition, would the Government please clarify which personnel are considered key?
This decision is up to the Contractor.
29. RFP Section 11.3(D), Page 36: The proposal instructions for Technical Proposal Section B state that assigned staff should have accounting/auditing degrees. Would the Government please accept degrees in a related field, such as information systems, finance, or business?
No. Degrees must be in accounting/auditing field.
30. RFP Section 11.3(D), Page 36: The proposal instructions for the technical proposal indicate that offerors should provide key personnel resumes as part of Sections B, C, and D. Would the Government please confirm that offerors may provide resumes in an appendix to the technical proposal and are not required to include the resumes separately in each section?
Please include resume as part of Section C-Qualifications of Engagement Team.
31. RFP Section 11.5, Page 36: The instructions to offerors for Section D, Supervision over Engagement Team by Firm's Management, require offerors to provide a project plan for supervision. Would the Government please clarify whether this is intended to be a description of the firm's quality control process?
The Contractor must provide a detailed Project Plan which details the total hours of oversight/supervisions by upper management on the project. To ensure the project is completed on time. Resumes for key upper management personal must be provided.
32. RFP Section 11.6, Page 36: Would the Government please confirm whether offerors should include completed copies of Attachment J.9 and/or the letters of reference as part of their technical proposal, or if the reference point of contact should submit the documentation directly to the Government?
Yes. Please complete and return Attachment J.9 and letters of reference with your technical proposal.
33. RFP Attachments J.2 through J.8: Would the Government please confirm that offerors should include the signed certifications from Attachments J.2 through J.7 in the price proposal volume? In addition, would the Government please Attachment J.8 with the proposal, as it is a Release of Claims document? confirm whether the offeror is required to submit
The release of claim form is necessary post award and during the contract close-out process.