

RFP and Contract Number OWC 10-01

Addendum # 2

Issued: March 22, 2010

This Addendum incorporates certain general comments and answers to questions posed after the optional pre-proposal conference held on March 17, 2010.
The submission date remains unchanged.

Name and Address of Firm:

Date: _____

By: _____
(PRINTED NAME)

(SIGNATURE IN INK)

_____ Zip Code: _____

Title: _____

Fax
Number: () _____

Telephone: () _____

- 1) In Attachment I of the RFP, under A. Qualifications and Experience of Offeror, it states that in 500 words or less describe the Offeror's qualifications in performing SAS 70 (Type II) audits, include experience of your company in performing these audits. Can the Commonwealth of Virginia (Commonwealth) confirm that this 500 word limit just refers to that described above, and not the other elements under A. Qualifications and Experience of Offeror.

The 500 word limit applies to the following only:

"In 500 words or less describe the Offeror's qualifications in performing SAS 70 (type II) audits, Include the experience of your company in performing these audits."

- 2) Page three of the RFP states that "each copy of the proposal should be bound or contained in a single volume where practical." In contrast, Attachment I states, "Your responses should be contained in a loose-leaf notebook and not be bound." Can the Commonwealth please confirm the appropriate type of proposal presentation.

Already answered in addendum.

- 3) In Attachment I of the RFP, under C. Specific Plans, number three requires documentation on other applicable services offered by our firm addressing the quality of the work performed. Is a bulleted list of other applicable services sufficient? If not, can the Commonwealth please further explain this requirement?

If you are able to fully describe "other applicable services offered by your firm addressing the quality of work performed" in a bulleted list, then that is acceptable.

- 4) We understand that participation of small, women and minority owned businesses is encouraged on this contract. Does the Commonwealth have a set small business participation goal?

To maximize spending with DMBE registered small businesses.

- 5) Is this the first year a SAS 70 (Type II) has been performed? If not, can the Commonwealth please provide the incumbent name and the number of hours and cost to perform the last SAS 70 (Type II).

This is not the first year a SAS 70 (Type II) has been performed. The current vendor is Cherry, Bekaert, & Holland, LLP. We request that vendors work with the information provided in the RFP, prebid conference questions and responses to formulate a response and pricing to the RFP. Both this procurement and the prior one are unique and stand on their own.

- 6) How does the Commonwealth plan to address the requirement for SAS 70 Type II (for periods ending on or after June 15, 2011) that management of the service organization provide written assertion attesting to the fair presentation, design and operating effectiveness of controls?

From RFP OWC07-1 - Workers' Compensation Claims Administration and Cost

Containment Services : 3.4.5 Audits: The Commonwealth of Virginia will require the Contractor and/or sub-Contractors to submit to a SAS 70 audit and other financial and performance audits from outside companies to assure both the financial viability of the workers' compensation claims management programs and the operational viability. These audits will require the Contractor to provide any assistance, claim file access, information system access, staff access, and space access to the party selected to perform the indicated audit. These audits may be performed annually. . .The Contractor agrees to implement recommendations as suggested by the audits within six months of report issuance at no cost to the Purchasing Agency.