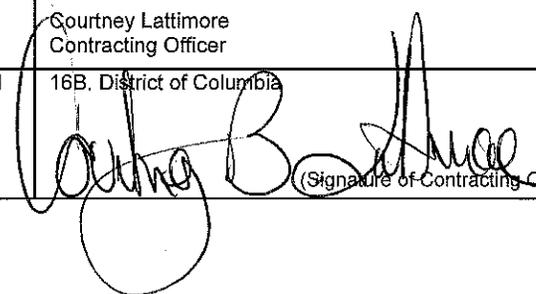


AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 2, plus attachments
2. Amendment/Modification Number A 03	3. Effective Date See Box 16C	4. Requisition/Purchase Request No.	5. Solicitation Caption AUDITING SERVICES FOR FHWA CONTRACTS	
6. Issued by: District Department of Transportation Office of Contracting and Procurement 55 M Street, SE, 7 th Floor Washington, DC 20003		Code	7. Administered by (If other than line 6)	
8. Name and Address of Contractor (No. street, city, county, state and zip code) ALL PROSPECTIVE VENDORS		X	9A. Amendment of Solicitation No. DCKA-2013-R-0036	
Code			9B. Dated (See Item 11)	
Facility			10A. Modification of Contractor/Order No.	
			10B. Dated (See Item 13)	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" 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 <u>1</u> copies 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 CONTRACTORS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14				
A. This change order is issued pursuant to (Specify Authority): The changes set forth in Item 14 are made in the contract/order no. in item 10A.				
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.				
C. This supplemental agreement is entered into pursuant to authority of:				
D. Other (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.				
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) Solicitation DCKA-2013-R-0036 is hereby amended as follows:				
<ol style="list-style-type: none"> RESPONSES TO REQUESTS FOR INFORMATION: Offeror's questions are provided as an attachment to this Amendment. CUTOFF FOR REQUEST FOR INFORMATION – DDOT will not accept or respond to further questions as of the effective date of this amendment. 				
15A. Name and Title of Signer (Type or print)		16A. Name of Contracting Officer		
		Courtney Lattimore Contracting Officer		
15B. Name of Contractor (Signature)	15C. Date Signed	16B. District of Columbia (Signature of Contracting Officer)	16C. Date Signed	
			12/19/13	

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages
2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption	2 2, plus attachments
A 03	See Box 16C		AUDITING SERVICES FOR FHWA CONTRACTS	

Change Section C.5.2.6 to the following :

Develop and deliver a training program for specified DDOT personnel on the procedures upon approval by the Contract Administrator (CA) or designee. The Contractor shall also produce training materials and related job aids for personnel usage upon implementation.

ATTACHMENT 1
RESPONSES TO REQUESTS FOR INFORMATION

**AMENDMENT NO. 3
DCKA-2013-R-0036
AUDIT SERVICES FOR FHWA CONTRACTS**

RESPONSES TO REQUESTS FOR INFORMATION

No.	Request for Information	Response
1	How many contracts are there to be reviewed?	There are approximately 400 contracts subject to review.
2	What is the dollar range of the awards regarding each contract?	The contract award amounts vary.
3	Are FHWA close-out procedures written?	No, the purpose of this is to obtain a Contractor to document these procedures on DDOT's behalf.
4.	Do you have any information regarding practices and procedures of surrounding DOTs?	No
5.	Will this be a firm-fixed price contract?	See Section B.2
6.	Will the Department hold a bidder's conference	There will not be pre-solicitation conference held for this solicitation.
7.	Is there a DBE requirement for this solicitation?	There is no DBE requirement for this solicitation
8.	General Inquiry - Is there an incumbent contractor or does DDOT currently comply with the requirements described in the RFP through internal resources? If there is an incumbent, who is the contractor and what is the annual contract amount?	There is no incumbent contractor.
9.	What is DDOT's budget for this work each year?	The budget will not be provided.
10.	How many DDOT personnel will be involved in this project? What titles and roles will be included on the project team?	The CA will determine personnel after award.
11.	Are there currently DDOT procedures for determining the scope of the contract audits (see discussion below)? For example, does DDOT desire that the scope of the procedures be limited to financial matters such as accurate invoicing and allowability of charges invoiced to DDOT, or does DDOT expect additional matters to be included within the audit scope?]	The purpose of this solicitation is to obtain a Contractor to provide these services and procedures.
12.	Section C.4. Background – "the contractor would include financial audit procedures..." Does DDOT anticipate the contractor only working on the financial piece of the overall risk based oversight process? Or does DDOT want the contractor to handle all aspects? For example, the documents	Please refer to Section C.5 of the solicitation for requirements.

	referenced in Section C.2 include administrative requirements, scoring of bids, prequals, etc.	
13.	Does DDOT have a current written audit program objectives and procedures? If written audit programs with objectives and procedures are available are they available to prospective bidders	The purpose of this solicitation is to obtain a Contractor to provide these services and procedures.
14.	Are the current policies and procedures written and current? Can you provide some background on what the contractor will be starting with?	See response to #13.
15.	Could DDOT please specify the proportion of total contractors included within the scope of the review who operate on fixed fee versus time and materials contracts	This information will be provided after award if necessary.
16.	Review <u>all</u> A&E contracts ... - How many contracts are subject to review between 1/1/2010 to the present (date)?	There are approximately 400 contracts subject to review.
17.	If DCDOT utilizes the short selection process described in FAR part 36.602-5, how many contracts do not exceed the simplified acquisition threshold	All of the contracts, subject to review, exceed the District's small purchase/simplified acquisition threshold.
18.	Are all contracts in electronic form or paper files?	Both
19.	Are all contracts located in one site	Yes
20.	Are all of the contracts uniformly organized	Yes
21.	Is there a current checklist of the contents of each contract file available to prospective bidders?	A checklist will be provided to the successful contractor.
22.	Does the DDOT/FHWA approval process and close out procedures exist in written form? Available to prospective bidders?	See response to #3.
23.	With regard to GAAP, is DDOT expecting the proposer to review and evaluate specific reports, records, and/or deliverables of the vendor, DDOT, or both? If so, please specify the nature of the deliverables and records (e.g. Records underlying federal financial reports)	See Section C.5.2.4. The nature of records and deliverables will be provided to the successful contractor.
24.	Could DDOT please clarify regarding what is intended by the "investigative cost saving measures..."	The contractor would research 'best practices' among surrounding state DOTs to determine if DDOT can implement cost saving measures.
25.	Through what medium does DDOT prefer/expect to have training delivered?	See Page 2 of Amendment 3 (A03).
26.	Could DDOT please confirm that the delivery of training is not included as an expected service under this solicitation?	As per C.5.2.6, the Contractor is responsible for training as revised in this amendment.
27.	Could DDOT please confirm that implementation of contractor review procedures is expected to begin after the initial	Implementation begins 90 days following CA approval of draft procedures as per C.5.4.

	90 days?	
28.	How many contracts would DDOT like to be monitored after implementation of the updated procedures. If "all", then please provide the total quantity for purposes of estimating effort? If a sample, then please advise on adequate sample.	See response to #1.
29.	Is DDOT expecting an evaluation of the implemented recommendations for the contracting process, cost savings efforts, vendor reviews, or a combination of all of the aforementioned items?{	Review of the contracting process is not included in the requirements. The evaluation of the Contractor's end product will be handled by DDOT.
30.	Could DDOT please confirm that it is not expecting a report or other attest deliverable with regard to the effective as and efficiency of implemented recommendations?	The successful Contractor shall not be required to provide a final deliverable regarding the effectiveness and efficiency of the implemented recommendations.
31.	Can we record the meetings using audio equipment? Then provide summary of potential scope of work changes for further discussion?	The CA will determine if recording equipment is allowable.
32.	Please clarify how DDOT would utilize an option year and what the scope of work would be for the option year	The scope of work will be determined prior to exercise of option, if needed.
33.	<p>1. This section provides a table that lists the Deliverables for Sections C.5.3, C.5.4, C.5.5 and C.5.6, the following questions relate to the table:</p> <ul style="list-style-type: none"> a. Can DDOT describe and specify the expected deliverable(s) for RFP Section C.5.1. Requirements? If no deliverable is expected, please indicate that no deliverable is contemplated for this section of the RFP. b. Can DDOT describe and specify the expected deliverable for each item in Sections C. 5. 2., Subsections 1 through 6. Again, the contractor must determine their approach on addressing the section in their application. c. Section C.5.3. requests draft procedures be developed, are the procedures to be developed in this section the same procedures mentioned in C.5.2.4. d. Section C.5.3. requests that the contract implement procedures, can the deliverables around the implementation activities be better defined, Section C.5.3. requires the 	The successful contractor is expected to provide all the requirements set forth in C.5.

	<p>contractor to implement procedures, how long does the DDOT expect the contractor to spend on implementation activities</p> <p>e. If Section C.5.3 doesn't require the contractor to implement procedures, what is the expected implementation timeline for DDOT to implement the procedures.</p>	
34.	Please specify the "other involved agencies.	Other agencies with potential involvement are, but not limited to: Office of the Chief Financial Officer, Office of Procurement, Integrity and Compliance, Office of Contracting and Procurement and Office of the Inspector General.
35.	The time referenced throughout the RFP equates to calendar or business days for deliverables.	Calendar days
36.	Section C.5.2.3 requires review of the FHWA approval process and existing close out procedures. Will the process/procedures be provided to the contractor? Is this information available to prospective bidders?	This information will be provided to the successful Offeror.
37.	Section C.5.2.4 requires that the draft procedures assist with improving the quality of financial review of Federal and Local capital projects. Does this include a technical review of the feasibility and viability of the projects?	Yes
38.	Section C.5.4 requires monitoring of the new financial procedures. Will the contractor be responsible for providing staff to implement the procedures and/or monitoring DDOT's staff implementation of the procedures?]	Each Offeror is expected to propose its best solution for meeting the requirements of this solicitation.
39.	Section L.2.1.1.1 Technical Expertise, page 25 refers to C.3 as describing Audit Services encompassing technical capacity. This section is noted as not applicable on page 3.	The second paragraph in L.2.1.1.1 is revised to read: "This factor also encompasses the offeror's technical capacity to provide Auditing Services as described in C.5, including the offeror's staffing plan, quality assurance plan and proposed approaches to measure, monitor and ensure the successful and timely delivery of the District's requirements."
40.	Section M.3.1.2.a Past Performance requires that the offeror demonstrate experience implementing programs which adhered to GAGAS and GAAP standards. Does this include audit work performed by a Certified Public Accountant under these standards?	Offerors should include any information deemed pertinent to demonstrating past performance in response to this solicitation.