

ADDENDUM 2

(Please sign and return with the submittal)

- I. **Written Inquiries.** In response to Offerors' written inquiries in accordance with the Solicitation's **Section 2.8** ("Inquiries"), the City of Phoenix ("**City**") provides answers to those inquiries below.

QUESTIONS AND ANSWERS:

Note: Spelling, grammar, and punctuation of the questions are shown exactly as submitted by the potential respondents.

No.	Question	City's Response
1.	Could the City please kindly grant an extension for the due date submission?	No. No changes to the solicitation are warranted.
2.	Section 2.17. Certificates of Insurance. Could the City please confirm if the COI is a post award requirement?	No. The successful offeror will have 10 calendar days to submit its required certificate of insurance upon notification of recommended award. See Section 2.17.
3.	Section 2.16. Minimum Qualifications. Could the City kindly confirm whether we are able to fulfill the minimum qualifications by a subcontractor?	No. See Section 2.16.
4.	Is the utilization of subcontractors permitted by the City for this project?	Yes. Please note Sections 5.3, 5.6, 5.11, 5.14, 6.16, 7, and 8.
5.	Is it allowed to use a subcontractor for 100% of the completion of this project?	No. See Section 6.2.
6.	Can the City please consider accepting electronic proposal responses?	No. See Section 2.12.
7.	Section 2.10. Licenses. Can the City please clarify if it is required to have the license to do business in the State of Arizona to participate in this opportunity? If yes, is it required to provide the license alongside the proposal response?	Yes, unless the Offeror asserts a statutory exception to this requirement. See Section 2.9. No submission is required as the City can verify this registration from the Arizona Corporation Commission and/or the Arizona Secretary of State.
8.	Could the City please clarify if it is allowed to use digital signatures?	Yes. The use and acceptance of electronic signatures is permitted under Arizona Revised Statutes § 44-7042(A).
9.	Does the City require wet ink signatures?	No. Please refer to the answer for Question #8 above.
10.	Could the City please clarify if there is a mandatory set-aside goal?	No. The Small Business Enterprise Program will not be monitored for this contract. DVBE/SBE/MBE/LBE/MWBE participation will not be mandatory.



11.	Could the City please disclose the allocated budget for this contract?	No. It is not in the City's best interest to disclose the budget for this solicitation. That budget information will become publicly available upon contract award
12.	Could the City please clarify how many vendors will be awarded?	The City expects to award this Contract to one offeror. However, the City reserves its right to award multiple contracts. See Section 2.24.
13.	Is it required to provide the Good Standing Certificate alongside the proposal response?	No. No submission is required as the City can verify this status from the Arizona Corporation Commission and/or the Arizona Secretary of State.
14.	Is there any incumbent associated with this project? If so, please disclose the name.	Yes, Clifton Larson Allen LLP
15.	If we are using a subcontractor, is it required for the subcontractor to provide the COI?	See Section 8.8.
16.	If the resources we provide at the time of proposal submission are not available at the time of a potential contract award could we replace them with equally qualified resources?	No. No offer may be altered or amended after the specified offer due date and time. See Section 2.3. After award, the contract may be modified only by written contract amendment. See Section 5.5.
17.	2.16. Minimum Qualifications. Can the City please clarify if firms can use a subcontractor to comply with the minimum qualifications?	See answer to Question No. 3
18.	Could the City kindly clarify if the resumes count toward the 35-page limit?	Resumes are excluded from the page limit. See Section 2.33.
19.	Could the City kindly clarify if the Required Submittals (Forms, Attachments, and Certifications/Licenses) count toward the 35-page limit?	Such required submittals are excluded from the page limit. See Section 2.33.
20.	Could the City please confirm that we can fill out proposal forms electronically?	Offerors can fill out proposal forms electronically.
21.	Does the City accept remote resources to work on the project?	Yes. Please note the requirements in Section 2.9.
22.	Does the City prefer on-site resources to execute the project?	The City has no preference on this.
23.	6.2. Price. States "The offeror shall not subcontract more than 50% of the Contract's total contract price." Could the City please confirm if firm's cannot subcontract 100% of the contract?	Offerors cannot subcontract more than 50% of the Contract's total price. See Section 6.2. So 100% subcontracting is impermissible.
24.	Is there a page limit for the proposal response?	Yes. See Section 2.33.
25.	Is it allowed to use subcontractor references?	No. See the Solicitation's Submittal E, "Years in Business and References" Certification.
26.	Could the City please clarify, if Firms can provide commercial references?	As an alternative to references from governmental organizations, the



		solicitation's Submittal E, "Years in Business and References" Certification, provides for references from "firms" (i.e., commercial references) for which the offeror is currently furnishing, or has furnished, services.
27.	Could the City please clarify, if Firms can provide references of ongoing contracts?	See answer to Question #26.
28.	Are there any format margins that we need to consider when writing our proposal?	No. See Section 2.33.
29.	What is the suggested font size and type for the proposal?	None. See Section 2.33.
30.	Could the City please clarify if is it required to provide resumes of the proposed personnel? If yes, is there a page limit for the resumes?	The evaluation criterium #2 requires that offeror's identify key personnel assigned to the project and describe their qualifications and experience in providing similar services. See Section 4. However, resumes are not required. If resumes are submitted, they are excluded from the page limit. See Section 2.33
31.	In case firms are submitting confidential information in the response, is it required to provide a redacted version?	No, <i>but</i> see Section 2.21 for marking information as confidential.
32.	Could the City kindly confirm whether it's seeking a COTS solution or a custom solution?	The City is seeking auditing services under this solicitation.
33.	Could the City please confirm the utilization of dashboard/reporting tools? If affirmative, could you specify the particular solutions employed?	See answer to question #32.
34.	Does the City accept offshore resources to execute the project?	Yes. Please note the requirements in Section 2.9.
35.	Could the City please provide the estimated date of the project execution?	See Section 6.1 for the expected commencement of the Contract. See Section 3.5 for the performance schedule.
36.	Could the City kindly clarify the exact number of attached files needed for the response?	See Section 9 for submittal instructions.

The balance of the specifications and instructions remain the same. Offeror must acknowledge receipt and acceptance of this addendum by signing below and returning the entire addendum with the bid or proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____