



SOLICITATION ADDENDUM

Solicitation Number: RFP MSD-24-0319 Addendum #1

Solicitation Due Date: May 30, 2024, at 3:00 p.m. Local Time

CITY OF PHOENIX
HSD Procurement
200 W. Washington Street
18th Floor
Phoenix, AZ 85003

FISCAL MONITORING

In accordance with Section I – Instructions, 13. Addenda, the Solicitation is hereby amended as set forth below.

The following questions have been received:

<u>Question</u>	<u>Answer</u>
1. We are currently the incumbent for the Home Visiting Rating Scales (HOVRS) contract. Does this create a conflict of interest regarding this current opportunity?	1. It does not create a conflict of interest since we are not currently contracted with Home Visiting Rating Scales.
2. Does auditing experience count toward the five-year requirement for fiscal monitoring?	2. Yes it does
3. Will the reviews take place throughout the year or at a certain time of the year, such as quarterly?	3. The monitoring process begins in January and is expected to be concluded by the end of June.
4. Will the reviews take place consecutively, or can they be split up throughout the year?	4. They take place consecutively.
5. What are the total grant allocations for each of the four programs listed?	5. The current year allocations are: Head Start = \$48M , WIOA = \$11M, Office of Homeless Solutions = \$29M , Victim Services= \$700K
6. Will the consultant only monitor the four subcontractors or the four subcontractors as well as the contractors listed on pages 25 & 26? If the latter, will the monitoring of the contractors be on a sampling basis? If so, is there a suggested sampling size that would be requested, or is this left up to the discretion of the consultant based on accepted sampling methodologies?	6. There are four programs with multiple subcontractors each. The subcontractors to be monitored are selected by the City using a risk assessment process. The consultant will be required to monitor all subcontractors selected by the City.



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<p>7. Regarding pricing, is the City of Phoenix requesting an all-inclusive hourly rate for the lead CPA and different hourly rates for any other proposed staff?</p>	<p>7. It could be the same rate or a different rate depending on the consultants rate schedule.</p>
<p>8. Can the City provide clarification for the phrase (page 23) <i>“Consultant will participate in Subcontractor Meetings in person or virtually at the subcontractor’s location to review”</i>? Specifically, to minimize costs, may the Consultant elect to attend virtually?</p>	<p>8. The decision is up to the discretion of the City and subcontractors. Most subcontractors elect virtual meetings, however, there are one or two who prefer in person meetings and document review.</p>

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

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____