



**SOLICITATION ADDENDUM**

Solicitation Number: **RFP MSD-24-0319** Addendum #2

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.

Verbiage has been corrected on page 17 of the solicitation document.

The Price Proposal Template for this solicitation has been revised, page 29, item 2.6.

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: \_\_\_\_\_

**REVISED Pg. 17.**

Floor, Phoenix, AZ 85003. It is the Offeror's responsibility to check the website, read the entire solicitation, and verify all required information is submitted with their Offer.

### **1.34. Business in Arizona**

The City will not enter contracts with Offerors (or any company(ies)) not granted authority to transact business, or not in good standing, in the state of Arizona by the Arizona Corporation Commission, unless the Offeror asserts a statutory exception prior to entering a contract with the City.

### **1.35. Evaluation Criteria**

In accordance with the Administrative Regulation 3.10. Competitive Sealed Proposal awards shall be made to the responsive and responsible Offeror(s) whose Offer is determined in writing to be the most advantageous to the City based upon the evaluation criteria listed below. The evaluation factors are listed in the relative order of importance and more details are provided in Scope of Work. The following evaluation criteria will be used to evaluate all Offers:

All responsive and responsible proposals will be evaluated based on the following criteria.

#### **1. Proposed Lead CPA's and Assigned Staff's Qualifications and Experience - 275 points**

- Number of years and type of the proposed CPA has providing fiscal monitoring services.
- Number of years and type of experience the proposed assigned staff has providing fiscal monitoring service.
- Provide an organizational chart.
- How experienced is your audit team?

#### **2. Fees -200 points**

- Hourly Rates

#### **3. Proposer's Qualifications and Experience -250 points**

- Number of years and type of experience providing fiscal monitoring services.
- Number of years and type of experience providing fiscal monitoring services to non-profits or government agencies.

#### **4. Approach to Scope of Work - 275 points**

- Proposed approach to scope of work.
- Provide the title, resume and fee schedule for the staff assigned to this project.
- How many staff will be dedicated to this project?

2.6. Submittal T – **REVISED** Price Proposal Template

**PROPOSED HOURLY RATES**

Name of proposer: \_\_\_\_\_

Each proposer must submit an all-inclusive hourly rate for the Lead CPA and all other staff positions performing work under this agreement.

The City shall not be responsible for any proposer errors or omissions. The successful proposer shall be contractually bound to the hourly rate(s) listed below. No other expenses or fees will be reimbursed unless expressly provided in Attachment C.

Hourly rate for Lead  
CPA: \$ \_\_\_\_\_

Hourly rate for additional positions: \$ \_\_\_\_\_

Hourly rate for additional positions: \$ \_\_\_\_\_

Hourly rate for additional positions: \$ \_\_\_\_\_

Hourly rate for additional positions: \$ \_\_\_\_\_

**Add lines and staff positions as necessary.**