

# QUESTIONS AND ANSWERS RELATED TO THE ARRA OVERSIGHT RFP



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**August 10, 2009  
[www.osa.state.ms.us](http://www.osa.state.ms.us)**



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State Auditor  
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This is a compilation of all questions and answers concerning the Request for Proposals (RFP) issued by the Mississippi Office of the State Auditor (OSA). These are the actual questions asked, although no respondents were identified in this document. OSA has tried to be clear and specific in its responses.

On Wednesday, August 12, 2009 OSA will post a final addendum that has delivery instructions in case someone is having trouble locating the OSA Office on the 8<sup>th</sup> floor of the Woolfolk State Office Building. Anyone needing assistance prior to that time should call the OSA offices at (601) 576-2800 or toll free: (800) 321-1275.

OSA received a number of questions related to a more defined scope. Unfortunately, as anyone who has been following ARRA knows, the federal government, from which all of the projects and funds provided to prime recipients originate, has not provided finite projects, amounts, rules, and regulations. Therefore, it is impossible for OSA to be more specific at this time. The parameters of this RFP request an estimate based on 250 prime recipients at any given time, with a sampling methodology to be employed bi-monthly. OSA believes the scope is as defined as possible without restricting the creative solutions that respondents may describe in their response.

**Questions and Answers:**

1. Section XVII of the RFP references Section 25-4-101 *et seq.* of the Mississippi Code regarding conflicts of interest. If a successful bidder (hereinafter "Contractor") has previously performed, or is currently performing, unrelated services for one or more of the non-SAAS entities, is it possible for that Contractor (a) to obtain a waiver of any potential conflict or (b) to simply allow another Contractor to assume responsibility for monitoring and oversight of that entity? Alternatively, what would be the process by which the OSA would address any such conflict?
  - A. It is the intention of OSA to choose a respondent with no, or limited conflicts. However, by the very nature of the work contemplated there may be the appearance of, or actual conflicts that will need to be addressed. Disclosure of potential conflicts is important so that OSA can make a determination on a case-by-case basis regarding a waiver or other solution, such as awarding a separate contract or requiring the contractor to award a subcontract approved by OSA.



2. With regard to the RFP's requirement that costs be estimated based on there being approximately 250 ARRA prime recipients annually over a two (2) year contract period, does the OSA have and, if so, will it provide, an estimated total amount of the ARRA funds that will be received by the 250 ARRA prime recipients over the course of the contract period?
  - A. Please refer to [www.USAspending.gov](http://www.USAspending.gov). If you use the search function for grants and look at all awards currently in Mississippi minus the State agency awards, there are currently approximately 250 Prime Recipients listed. While this number may go up or down slightly in any given month, the number of Prime Recipients, the types of awards, and the amounts of those awards are all available using this search. It is important to note the types of awards because that may provide a reasonable view of the amount of work by type. Verifying a Pell Grant award may take a different amount of time than verifying the expenditures of Housing Authorities for example. Some Prime Recipients will only have one award, and others may likely have multiple awards (such as municipalities and counties).
3. What is the total amount of ARRA funds that will be distributed to the 250 non-SAAS entities referenced in the RFP?
  - A. Please see response to question #2.
4. Is there a budget allocated for the compliance testing and oversight services, or is there an expected range that the state will pay for these services?
  - A. There is no set budget allocated for the services to be contracted. The Governor has set aside a limited amount of SFSF funds to pay for non-State entity oversight. Based on the bids received, OSA will award a contract or contracts to achieve the largest portion of the scope of work. If bids are too high, OSA reserves the right to cancel this RFP and begin a new process. Responses to this RFP should only include allowable costs as described in the RFP.
5. Under the Qualifications Criteria 1.b., how many points, or how much weight is given to Mississippi owned and based firms/entities vs. non-Mississippi owned and based firms/entities?
  - A. OSA is not providing respondents with the scoring criteria at this time. However, an entity with experience in Mississippi has a natural advantage over an entity with no experience in Mississippi. Additionally, whether a respondent currently has a physical office in Mississippi is less important than the willingness of the respondent to maintain a physical office in the State during the entire length of the contract.
6. In the 10% sample every two months, or the 5% categorical testing per month, will the contractor be able to sample from specific regions of Mississippi to reduce travel, or will the sample be pulled from the entire population?
  - A. OSA expects to work with the successful bidder to establish a reasonable sampling method that maximizes the efficiency and effectiveness of the project. Therefore, OSA does not believe it would be unreasonable to design a sampling method that focuses on regions, with various regions being tested each period.
7. Is there an anticipated maximum amount of time per month that the state is willing to pay for specific compliance testing and oversight services?
  - A. There is no anticipated maximum amount of time per month that the State is willing to pay for specific testing and oversight services, as long as the amount of time does not cause the total costs of the contract to be exceeded. It would not be unreasonable to test more than the expected



10% per 2-month period initially, then less toward the end of the contract period, as long as it was part of the approved plan. There are many ways to potentially construct the methodology for testing that would be acceptable.

8. Is it correct to assume that when monitoring the 250 prime recipients that the contractor will also need to monitor the sub recipients? If yes, what is the number of anticipated sub recipients?
  - A. At this time, OSA is focusing on the prime recipients only. Prime recipient oversight over sub-recipients will be a subject for testing, but at this time OSA does not anticipate having enough funds to test sub-recipients.
9. What is the total amount of ARRA funds expected to be covered by the RFP?
  - A. Please see response to question #2
10. How many recipients and sub-recipients do you estimate will receive the allocated funds covered by this RFP?
  - A. OSA does not know the absolute total of funds that will come to Mississippi prime recipients. OSA expects to have a flexible contract that will allow the ebb and flow of testing to change with the number of projects. For a list of current prime recipients in Mississippi, please refer to the website listed in the response to question #2.
11. Will you require reporting/testing at the sub-recipient level?
  - A. Please see response to #8
12. Do you expect coordination with the recipients' auditor as part of any A-133 requirements?
  - A. At this time, that has not been determined. The work that is undertaken as part of this project must not impair the auditor's independence. However, it is possible that this is an option.
13. Can you describe your expectations of any overlap in reporting requirements at the sub-recipient level related to this RFP vs. the A-133 requirements?
  - A. Please see responses to #8 and #12.
14. Can you describe your expectations of areas, to be performed at the sub-recipient level, which you believe would not be covered in an A-133 audit?
  - A. Please see response to #8. The purpose of this oversight and testing project is to conduct "real-time" auditing of prime recipients. The goal of this project is to test controls, compliance, etc as they relate to State and federal laws and requirements with an emphasis on ARRA requirements.
15. Do you expect the selected provider to perform a risk assessment at each sub-recipient to assess their current ability to accurately and timely report?
  - A. Please see response to question #8
16. Do you expect the selected provider to perform a risk assessment at each sub-recipient to assess the fraud risk?
  - A. No. This contract is for prime recipient oversight and testing only. However, as part of the sampling and testing, OSA does expect an assessment of fraud risk to be made by the contractor.



17. Do you require an audit opinion on any of the projected reporting requirements?
- A. It is possible. That is something that will be negotiated with the successful bidder and must conform to all independence requirements for OSA staff and work.
18. What are the developed systems which are referenced in the scope?
- A. On item #5, Section VI, page 5, the reference to developed system, is any system that is being used to report ARRA data to the federal or State government. At the time of the issuance of this RFP, these systems are not fully developed. As guidance and reporting requirements change, then the systems themselves must be updated to maintain compliance and accuracy. OSA believes it is important to know that a system in place is being used effectively. Reliable and valid data at the prime recipient level is important. Testing the input information using the system is necessary to ensure accuracy of reports going to the State and federal government.
19. The minimum 5% categorical testing sample: is this of the monthly ARRA funds or a percentage of the recipients?
- A. OSA originally contemplated the 5% categorical testing to mean "by category." However, if a compelling methodology were proposed that provided a strong reason to use 5% of funds within a category instead, OSA would consider that as well.
20. Page 6 of the proposal mentions subcontractors. What do you see the role as a subcontractor to be?
- A. Items 2 d and the note at the bottom of page 6, both reference subcontractors. Item 2 d refers to any subcontractors that the respondent plans to work with as a team (perhaps two firms want to partner together, but one may want to be a subcontract to the other). The note at the end of the page represents OSA's attempt to create a pool of qualified vendors from which a prime contractor could choose if there were a conflict of interest issue to be resolved, or if additional work were needed that the prime contractor wanted to subcontract to a qualified vendor, then the vetting process from OSA's perspective would have already been done. That is taking all of the RFPs submitted, verifying all of the information provided and ensuring that the entity has all the necessary requirements in place. OSA will not exclude any RFP respondent from the pool of potential subcontractors unless they are found to have materially or intentionally withheld or misrepresented information required in this RFP. It is OSA's desire to have a pre-existing, viable pool of firms that are knowledgeable about and willing to work on this project if necessary, so that a prime contractor can choose quickly when necessary.
21. How many prime contractors will there be in the State?
- A. OSA plans to seek a single prime contractor. However, based on previous discussions and responses to the earlier Request for Statements of Interest, it became apparent that it might be difficult to contract with one entity with no conflicts of interest or independence issues related to all of the entities and projects covered by this project. Therefore, OSA will evaluate proposals carefully and look at bids for services before determining how many contracts to offer. OSA still hopes to offer a single contract and allowing the prime recipient to subcontract as necessary.
22. With respect to pg 7 Section X, 1) should this section include the anticipated subcontractors such as attorneys and/or engineers as part of the total proposal or separate the prime contractor from subcontractor or 2) Do you anticipate subcontractors submitting separate proposals?
- A. OSA does not anticipate subcontractors submitting separate proposals, but does contemplate that one or more firms may want to join together and submit proposals. This section should include



all anticipated costs such as those listed in the question, to the extent known and with clear descriptions in the budget narrative. The budget narrative does not have a page limit, so the respondent should provide sufficient narrative to describe the budget items. If the proposal does include subcontractors, please explain this in the narrative. If the budget is not reflective of any subcontractors, but a respondent anticipates the potential need for such, please also explain. Do not assume in the budget narrative that the reviewers will understand line items without explanations. Because OSA anticipates a variety of methodologies and proposal ideas, please be clear in your cost explanations.

23. If a Mississippi based entity is selected, do they need to establish a new office or can they work out of an existing office?
- A. There is no reason to expect a Mississippi-based entity to establish a new office for this project. It does have to keep segregated records related to the project, and its personnel must be available for meetings and work paper inspection during normal business hours.
24. Page 5 of RPF under Starting Cost Rates- How soon after the end of the 2-month reporting period is the report due? i.e. Last day of the 2-month period or 15 days thereafter?
- A. That has not been determined at this time. That will be negotiated with the prime contractor.
25. Would the compliance testing be on the previous 2-month period, to be done at the end of the current 2-month period?
- A. OSA contemplates that during any two-month period, the prime contractor will be testing current activities of ARRA prime recipients creating a situation of “real-time auditing.” That may require testing reports and information already submitted, or it may require testing current and ongoing activities.
26. Page 3 of RFP, what is considered “useful information about ARRA projects in Mississippi”?
- A. OSA contemplates “useful information” to be the type of information that fairly represents and clearly explains whether or not entities are effectively and efficiently expending ARRA resources on approved projects and whether or not they are complying with rules, regulations, and laws of the State and federal government. Consider a Yellow Book performance audit report or a policy paper that explains in plain non technical language, the technical findings related to compliance, reporting, revenues and expenditures, internal controls, etc. Specifics will evolve as guidelines evolve about what is useful. The concept of ARRA is to create accountability. Contractor reporting to OSA will be used to increase the public’s and the legislature’s knowledge base of projects funded with ARRA dollars.
27. Does DFA have a model report that should be adhered to?
- A. Not that OSA is aware of. DFA will have a prime recipient quarterly reporting mechanism in place in time for the third quarterly report. Until that time, they are requiring prime recipients to report in the manner provided in their recently released guidance, on their website at [www.mmrs.state.ms.us/statewide\\_applications/Stimulus/DFA\\_Stimulus\\_Policies\\_and\\_Procedures.shtml](http://www.mmrs.state.ms.us/statewide_applications/Stimulus/DFA_Stimulus_Policies_and_Procedures.shtml). Please be aware that the reports OSA is contemplating are different from the prime recipient reporting for which DFA has issued guidance. The DFA guidelines are only related to the quarterly reporting.



28. Does the Federal government have an example report containing useful information?
- A. The federal reporting guidelines as they relate to ARRA can be found at the OMB website [http://www.whitehouse.gov/omb/recovery\\_default/](http://www.whitehouse.gov/omb/recovery_default/). Reporting guidance, models, etc. as they relate to ARRA and the federal government is found there. Individual federal agency reporting requirements will be found at the respective federal agencies.
29. Page 5 of RFP, #2- What are the “Key Metrics, Milestones, and Policies and Procedures and #3-What is “categorical testing”?
- A. “Monitoring compliance with reporting, key metrics, milestones, and policies and procedures” means that the selected contractor will be required to test established items in these areas for compliance. These items may vary from project to project and from category to category. It will answer the question, “Are they doing what they are supposed to be doing, when they are supposed to be doing it, and for the amount they said it would do it?” Categorical testing refers to testing recipients in particular categories, of which there are a variety of ways to define such categories. For example (but in no way limited to), county government, municipal government, school districts, non profits, community and junior colleges and universities are categories of entities. Construction, education grants, housing assistance, etc. are all types of categories of projects. Also, see response to question #19.
30. What standards are to be followed? Which drive the reporting?
- A. The successful bidder must be able to show familiarity with ARRA, the Office of Management and Budget’s (OMB) guidelines, and the Mississippi Department of Financial Administration’s guidelines, at a minimum. Both the federal government and OMB are still developing the tools and systems that will be used for reporting. In some cases, federal agencies are still developing guidance. Among other things, the winning vendor will be expected to test a Prime Recipient’s adherence to ARRA’s, the State’s and other federal guidelines. Please refer to the websites listed in this question and answer document to become familiar with guidance from the State and federal government.
31. Is there a standard report that the state has created, which all sub recipients must submit?
- A. Please see response to question #27. However, please note that this RFP is related only to prime recipients.
32. Is there a range of expected dollars that is available?
- A. Yes.
33. Should the bid be submitted at a total blended hourly rate? Or should it be the estimated total project cost? How can an accurate cost be accumulated, when the project is not fully defined?
- A. The bid may be submitted as a blended hourly rate (please provide clear explanation in the budget narrative of what the rate entails). There also needs to be an estimated total project cost in single year increments. How much for year one, how much for year two, based on the scenarios provided in the RFP. The project cannot be more defined at this time because the federal government has still not provided final guidance, funding, projects, etc.



34. Should cost budgets be presented for contract period of 2 years and also amounts or hourly rates for each of the 2 option periods?
- A. OSA prefers that the total cost be presented in single year increments for the two-year period. Please ensure that the associated narrative clearly explains each anticipated budget item sufficiently to provide reviewers with an understanding of the estimated costs. Also, if there are expected year-to-year fluctuations, please explain them in the narrative.
35. Page 7 Section X. 2- Confirm the estimate of the aggregate hourly rate excludes the travel costs, which should be included with item X.3.
- A. That is correct. Aggregate hourly rates are for personnel time (with other cost elements factored in). Travel costs are solely related to the actual cost of reimbursement for travel as allowed for State employees under State laws, policies, and procedures as referenced on page 8 of the RFP.
36. Are we establishing compliance standards? Or are we testing established compliance standards?
- A. To the extent that compliance standards are available, the contractor will use those. If such standards are not present or if they are not sufficient to provide reasonable understanding of the quality of project elements, then additional standards will be established jointly between OSA and the contractor.
37. Staffing Cost Rates- How do you define a testing phase? What should the reports include? What is the format of the report?
- A. The testing phase may vary based on the methodology and plan submitted. Work papers should include technical analysis of data and information from the evaluations of prime recipients. Reports should be clear, concise and accurate representations of the testing and oversight evaluations. The report format will be determined after the contract is awarded.
38. Is it the contractor's responsibility to develop the reporting, or is there a standard report already in existence?
- A. OSA will work with the selected contractor to develop the reporting model through a review and approval process.
39. Page 8 of RFP- How does the 10% sampling over a 2-month period; interact with the requirement on Page 5 #3 to test minimum 5% categorical testing sampling performed monthly?
- A. Please see responses to question #6, 19, and 29.
40. Can we in our proposal separate out our hourly rates, based on the nature of services? Should we quote our billing rates based on \$x/hour if the anticipated hours are XYZ?
- A. You may. However, please make sure that you provide a total per year amount for each year (2 years) and that you sufficiently explain your budget methodology in your budget narrative.
41. Is it nonresponsive not to list every single person who will be working on the engagement? Volume of NON-SAAS recipients that will be in scope?
- A. No. OSA does not expect that a respondent would be able to list every single person who will be working on the engagement. However, any executive, management, or other senior personnel cited in the response as team members/team leaders will be considered by OSA to be the respondent's core team and as such would be expected to be the same if a contract were awarded.



After a contract is awarded, changes to the core team may only be made with the approval of OSA.

42. What are the electronic methods used by the NON-SAAS recipients to send/receive financially critical data? If so, a copy would be helpful.
  - A. Please refer to responses to questions #27, 28, and 63.
43. Is there a single system the State uses for data/reporting transfer between the State and NON-SAAS entities or are their different methods for each NON-SAAS entities?
  - A. There is a system being contemplated by DFA, however until that time please refer to the recently issued guidance on the DFA website, referenced earlier in this document.
44. Will the IT specialist be responsible for data integrity testing (electronic footing of financial/accounting data)?
  - A. OSA assumes this question is in reference to the development of a statewide reporting system, which is not part of this project. However, testing at the prime recipient level and comparisons to State reports will be part of the testing process.
45. Will any testing need to be performed against the State system (SAAS)?
  - A. Only if the entity that is being tested is able to interface with the SAAS system.
46. Does the scope of services solicited by this RFP include field monitoring for ARRA-funded programs, such as inspecting new construction or building improvements to confirm conformance to applicable guidelines and regulations?
  - A. Yes, to the extent that such monitoring assesses compliance, completion, timeliness, etc. for State and federal rules, laws, regulations, policies, and procedures.
47. For ARRA-funded programs that require State Program Plans, are Mississippi State Plans published and available for bidder review? As programs vary from state-to-state, having access to these Plans would ensure our response is as targeted as possible for Mississippi's needs.
  - A. Offerors would need to contact the Governor's Office to assess the availability of such plans as they relate to non-SAAS agencies at this time. Where such plans exist, OSA will work with the Governor's Office to make them available to the contractor, as well.
48. Will preference be given to bidders domiciled in Mississippi?
  - A. No. Thorough knowledge and understanding of Mississippi and of ARRA will be a more influencing factor.
49. What is the anticipated dollar amount of ARRA funds that will be used by and distributed to non-SAAS entities covered by this contract?
  - A. Please see response to question #2
50. What is the anticipated number of Federal awards that are included for non-SAAS entities which would be covered under this RFP?
  - A. Please see response to question #2.



51. What types of reports is the contractor expected to issue during the engagement?  
A. Please see response to question #26
52. Will the contractor be expected to perform their function under GAO Yellow Book standards?  
A. Yes, to the extent that the design, field work, and reporting needs to conform to Yellow Book standards for performance auditing, or other engagements.
53. Is 1512 reporting assistance part of the scope of this RFP?  
A. No, 1512 reporting assistance is not a part of the anticipated scope of this RFP. It was contemplated under the earlier Request for Statements of Interest. However, with a significantly reduced amount of possible funding, that item has been removed from the scope of services for the RFP.
54. Do CPE compliance profiles accompanying staff resumes count toward the three (3) page limit for each resume and how many years of CPE hours should be submitted?  
A. There is no three page limit for resumes. Resumes do not count toward the 20 page maximum proposal narrative either, as long as they are contained in a separate and clearly identified appendix. The two most current years of CPE/CLE will be sufficient.
55. Does an ERP system exist to capture and report on ARRA funds used by and distributed to the non-SAAS entities? If the system has not been selected, will the contractor be involved in the selection process?  
A. That is not part of this RFP process.
56. Does the photocopies of the licenses etc, count toward the twenty (20) page limit?  
A. Not if they are part of the Resume Appendix.
57. Does the DUNS report count toward the three (3) page limit of the cover letter?  
A. No. As noted in the RFP, it should be attached with the transmittal letter.
58. Based on the first bulleted statement on page 4 in section V. Request for Proposals and item e. under Relevant Firm Experience in section VIII. Qualifications Criteria on page 5, is it a requirement for a firm to already have a presence in Mississippi in order to bid on this contract?  
A. No. However, being willing to establish an office within the State, if one is not already present in Mississippi, would be a requirement to be selected as a successful bidder.
59. On page 3 of the RFP it states: The successful respondent must be willing to certify they will establish a program governance office in Mississippi... Does this mean a physical office must be established in Mississippi?  
A. Yes, a physical office must be established in Mississippi. Additionally, the successful respondent must register with the MS Secretary of State's Office (UCC filing in the Business Services Division). If an offeror already has an existing presence in Mississippi, then they will already meet the requirement.



60. We are in receipt of the RFP (released by your office) and note the references to the OSA websites. One document that we obtained from your site, dated May 7, 2009 - "The ARRA: Great Expectations or, Sense & Sensibility"; On page 9 of the document, two of the boxes are identified (MS-OSA "\$5M for Oversight & Auditing" and "OSA Prime Contract for Oversight" (\$4M of the \$5 million); Based upon this information, is this RFP for 1) the Prime Contract, 2) what is the budget for this effort? Additional question is, what is the interrelationship between this effort and the projected RFP for Monitoring from MS DFA?
- A. The current RFP that was released today is a standalone document that should not be referenced to any previous documents. As you know a lot of water has gone under the bridge since May 7, 2009. Extremely tight budgets in the states have caused executive officials and legislative appropriation measures to recalculate the distribution of available state resources and the supplemental resources garnered through ARRA funds. So, to specifically answer your question, there is significantly less money that was set aside than the hopeful example we used in the PowerPoint in May. We have also dramatically reduced the scope of work from the original Request for Statements of Interest. The difference between OSA's and DFA's scope is that OSA's RFP will be for monitoring of Prime Recipient local governing authorities and DFA's will be for state agencies that report under the state's SAAS system. DFA is also responsible for the data collection software which we had considered in our earlier scope.
61. Would OSA consider moving the due date to Tuesday, August 18<sup>th</sup> at noon?
- A. At this time there is no consideration for an extension of the RFP deadline. However, if such an extension is made, we will notify respondents by posting our addendum to the OSA website and to the State Stimulus website as listed in the RFP: <http://stimulus.ms.gov> and <http://www.osa.state.ms.us/arra.htm>.
62. The Request for Proposal (RFP) indicates that each prospective respondent shall provide a cover letter "that shall be no more than three (3) pages." The RFP further instructs the respondent to attach an up-to-date DUNS report to the cover letter. Please confirm that the DUNS report does not count in the three page limit specified for the cover letter.
- A. That is correct. Neither the DUNS report nor the single required certification count toward the three page limit.
63. Please describe the system(s) or tools that are currently in place or will be in place to be used by the non-SAAS entities to report ARRA required data. To what degree will the winning vendor be expected to monitor or review the use of that data reporting system?
- A. The successful bidder will be able to show familiarity with ARRA, the Office of Management and Budget's (OMB) guidelines, and the Mississippi Department of Financial Administration's guidelines, at a minimum. Both the federal government and OMB are still developing the tools and systems that will be used for reporting. In some cases, federal agencies are still developing guidance. Among other things, the winning vendor will be expected to test a Prime Recipient's adherence to ARRA, the State and Federal guidelines. Specifically for reporting purposes, DFA has released guidance for ALL prime recipients in the State. This and all other DFA guidance related to the Stimulus are found on their website. Stimulus guidelines can be found at the Office of Management and Budget's website and at the various federal agencies websites (for specific programs only). The State is developing a centralized reporting system that will be released in time for the third reporting period. Once this is fully deployed, OSA expects to be able to use the State centralized reporting system as an additional test related to prime recipient



compliance. The OSA contract does expect to test and report on the prime recipients' use of the data reporting system as part of all testing procedures.

64. Please clarify the format and components of the cost proposal the State expects to receive. How is the respondent to arrive at an "estimated total price" when the procurement may result in awards to multiple vendors and there is no clearly defined scope of work (e.g. services on an "as needed" basis that "may include" certain tasks)? Given these conditions, it does not appear possible to accurately calculate the level of staff effort, travel costs, and other expenses in order to arrive at a total estimated cost on an annual basis.
- A. Since the federal government, from which all of the projects and funds provided to prime recipients originate, has not provided finite projects, amounts, rules, and regulations, it is impossible for OSA to be more specific at this time. The parameters of this RFP request an estimate based on 250 prime recipients at any given time, with a sampling methodology to be employed bi-monthly. OSA believes the scope is as defined as possible without restricting the creative solutions that respondents may describe in their response. OSA contemplates multiple contracts in the event that too many conflicts arise with any one vendor. Further the phrase "as needed" refers to projects in excess of the estimated 250. As noted in the RFP, a current list of prime recipients, their funding amounts and project types are all available on [www.usaspending.gov](http://www.usaspending.gov). However, as already noted, this information is subject to change. The phrase "may include" in relation to the scope of work is due to the possibility that the scope will have to be narrowed further in order to meet the overall goals in relation to the bids received.
65. Since failure to submit the correct number of copies is grounds for disqualification, please clarify whether respondents should submit two or three copies of the Technical Proposal.
- A. The Technical Proposal must be submitted separately from the Cost Proposal /Bid. While they must be delivered together, they should be in separate sealed packages. For ease of clarification, there needs to be one (1) original and three (3) copies of the Technical Proposal and one (1) original and three (3) copies of the Cost Proposal/Bid, delivered in the same package, but sealed separately.
66. Please clarify which of the 18 certifications and representations are to be included in the respondent's proposal and specify where they should be placed therein. If in the transmittal letter, please indicate whether these certifications and representations will be included within the three page limit.
- A. With the exception of the single certification form at the end of the RFP (Representation Regarding Contingent Fees), and required to be attached to the transmittal letter, all other notices of certifications and requirements are for information purposes only. They are provided to give the offeror a clearer understanding of the requirements and expectations of the federal and State government with regards to this project and also to show the offeror the types of certifications they will have to provide and which are required to be part of any contract issued for this project. Attaching the certification to the transmittal letter does not count toward the three (3) page minimum just as the required DUNS report does not count toward the three (3) page limit.