

Overhead Allocation Review & Audit, Office of Education

Request for Proposal: Questions & Responses

August 9, 2016

1. What is the target date for completion of this project?

The target date is: Wednesday September 21, 2016.

2. The RFP requests the firm's most recent year's annual reports, or comparable document, including detailed current profit and loss, assets and liabilities, and other relevant financial data. Since this is highly confidential information, is there alternative information we can provide as evidence of our firm's financial stability, i.e., a letter from our bank?

Vendors may submit alternative paperwork, or none at all, but all will be subject to California Public Records Act requests and spirit.

3. Attachment B: Vendor History Questionnaire asks for Financial Details, which we consider very confidential. May we submit Attachment B in a separately sealed envelope, marked confidential proprietary—not part of public record?
 - a. May we also request that all five copies be returned to us and that Attachment B not be required to be included in our softcopy version of our proposal (“unlocked Excel format”)?

All materials submitted in response to an RFP will become the property of the State Bar of California and will be returned only at the State Bar's option and at the expense of the bidder. One copy of each proposal will be retained for the State Bar's official files and become a public record pursuant to the California Public Records Act. By submitting a proposal, a bidder agrees to these terms and waives any right to pursue a cause of action for damages incurred as a result of the release of any information contained in a proposal.

4. Since there is reference to Attachment B, is there also an Attachment A?

There is none, our Attachments are standardized and retain their order for uniformity even if one (A) was not used.

5. What is budgeted for this project?

There is no specific budget for this RFP. The Highest Scored Bidder (HSB) will be determined based partly on cost as detailed in Section II. General Information Subsection D. Evaluation Process and Highest Scored Bidder.

6. Will the sections involved be informed that a new cost allocation may result in them having to absorb more costs than in the prior allocation? There are always “winners and losers” in a study like this that sometimes results in political battles that put the consultant in an uncomfortable situation.

Correspondence with Sections members will be handled by the Office of Education, appropriate communication will be determined after the product of the allocation strategy review and audit is received and discussed by executive staff.

7. Will there be any areas that the consultant will not be able to get detailed cost information because of confidentiality or some other impediment, like a system limitation?

The bases and methodology of the cost allocation plan are built on an Excel worksheet, there should be no system limit. We will make all data available for the review. There should be no confidentiality issues.

8. Is there any requirement that the consultant be permanently on-site during the engagement?

No, most of the audit work can be done remotely. We do not require the consultant to be on-site for the entire project.

9. When may we expect responses to our questions and to those submitted by other firms?

Answers to questions are posted after relevant information has been collected; all are publicly accessible in the Business Opportunities section of the CalBar website where the RFP materials are located. All questions must be received no later than 5 days before the due date, in the case of delay in reception on the part of the State Bar the questions will be honored and answers posted as soon as possible. This constitutes the last set of questions and answers for this RFP.