

State Project No. 737-99-1075
Consulting Services Post Audit
Statewide
Inquires and Responses

1. Did Louisiana Department of Transportation, Department of Transportation Development (DOTD) enlist the services of an independent firm to conduct the audit leading to the post audit services needed? If yes, is that firm eligible to bid on this solicitation, i.e. is there an incumbent for this project?

Response: No. The Audit Section maintains an in-house developed data base that tracks audit requests. With the cut in Staff and the hiring freeze, the need to reduce the backlog of Final Audit Request supports the call for a contract worker, during the interim, until the backlog of final audits are reduced.

2. Can a copy of the most recent Consultant Contract Audit (or internal audit) findings and facts be posted as an amendment to the solicitation for bidders to review, as this will help us in developing the depth of our proposed services and approach?

Response: There is no Audit to post.

3. Can DOTD provide an internet link or an electronic copy of the current contract management procedures handbook and guidelines, in addition to any other inner agency or state contract compliancy policies, affecting DOTD contract management?

Response: Each contract is governed by the negotiated terms of that particular contract. There are no two contracts the same. Information on doing business with LADOTD can be found on our WEB site www.dotd.louisiana.gov under "Doing business with DOTD."

4. What type of accounting and contract management software is the Louisiana Department of Transportation using?

Response: All billed/paid cost is input on an Excel Spreadsheet. All final contracts are scheduled to a four column spreadsheet with 1) Billed Cost, 2) Audited Cost, 3) Maximum Limits by phase and/or part/sub-contractor, and 4) Audited Billable Cost. The last column has the amount previously paid deducted to determine if additional payment is due, or if the contractor owes funds back to the Department.

5. Is DOTD using systems such as, but not limited to, Oracle Datamarts, Hyperion, or Contract Manager for contract management reporting and electronic storage?

Response: The Department uses Content Manager electronic file storage.

- a. Will the contractor have access to documents electronically, for example through email or a SharePoint site?

Both Content Manager and emails will be available; however, most of the documentation that needs to be reviewed is only available as a "hard" copy.

- b. If the contracts are available in-hard copy format only, are the contracts available at one location or multiple locations statewide?

All hard copies are located at LADOTD's headquarters in Baton Rouge; however, site visits to the consultants may be required.

- c. In addition, if an electronic contract management storage system does not exist, could the DOTD existing ProjectWise application be utilized in an effort to streamline consultant access to scanned copies of contract audit information?

This would add time to producing an Audit, and would not be advised at this time.

State Project No. 737-99-1075
Consulting Services Post Audit
Statewide
Inquires and Responses

- d. If the audit locations are in various areas of the state, will the contractor be responsible for obtaining those documents in person or can the information be scanned and mailed interoffice, or emailed to a centralized contact person?

It is preferred that original source documents be reviewed (at the consultants' site---if needed).

6. Will additional points be awarded during the bidding review for US DOT Certified DBE Firms?

Response: No.

7. Is there a DOTD preference or a pre-determined software application we should consider in formulating our approach in documentation, tabulations, and report findings for the post audit?

Response: The current standard is Excel and MS Word.

8. Our firm has expertise developing simple contract compliance databases on a previous Department of Transportation engagement and wants to know if this option would be a value added system for DOTD, as it would create a sustainable, internal DOTD review program after our services are rendered? This would also streamline our reporting processes to DOTD.

Response: As stated in our response to question number four (4), we find this would be the most desirable, productive use of the contractor time in reducing the back-log of audits.

9. Will DOT require or is there a DOTD preference for the contractor to complete services on-site 100% of the time or is there flexibility in the place of performance such as a blended approach of on and off-site services?

Response: A blended approach would be acceptable.

10. If there is flexibility in the place of performance, would DOTD assign DOTD issued laptop to the consultant and grant remote access to review electronic audit documentation (contracts and accounting data) within the DOTD system or should we anticipate using the CITRIX Gateway already established in the DOTD, or other VPN system using our own equipment?

Response: A DOTD issued laptop would be available with remote access. However, most source documents are in hard copy form and would require the contractor to be available at the LADOTD headquarters as well.

11. If there is no flexibility on the place of performance and DOTD requires the contractor to perform services on site, is Baton Rouge the place of performance?

Response: Baton Rouge is the place for the audit services to be performed, and workspace will be made available to the contractor.

12. If onsite services are required, will DOTD be providing desktops/laptops, a work area, and file storage at the place of performance for this scope of work?

Response: LADOTD will provide laptop, a work area, and storage.

13. How many annual periods are required in the post-audit?

Response: If you are asking how many years will the final audits cover, it will depend on the final contract under review. (May range from one to five years)

State Project No. 737-99-1075
Consulting Services Post Audit
Statewide
Inquires and Responses

14. Within the goal within the RFP document, to reduce the current backlog of 60 Final Audit Request on Consultant Contracts, please confirm if 60 contracts will be the total reviewed under this agreement or if there will be additional contracts included in the post audit.

Response: This contract does not expect that all 60 (current) final audits will be addressed. However, this number (60) is expected to grow during the contract period.

15. Within the scope of the contract post audits, do these contracts include a mix of engineering and construction contracts, or will the post-audit focus centralize in one area?

Response: The post-audit will centralize around engineering contracts.

16. Will DOTD assign staff for the duration of this contract to be available to direct our questions and assist in document retrieval?

Response: This contractor will report to the Audit Manager. Final Consultant Audits fall under his area of review, and he would be available. Document retrieval is the responsibility of the contractor.

17. Would DOTD, in addition to post audit services, consider a review of current process and procedures to identify a ways and means to improve future contract closeout services a benefit OR has this service already been completed during the actual audit?

Response: This is not part of the scope of this contract.

18. Does this require Liability Insurance?

Response: Requires Proof of Automobile Liability Insurance as required by the State of Louisiana. As stated in response to inquiry 5b, site visits to the consultants may be required.

19. I am an auditor but am not incorporated. Is it necessary to have an LLC for this contract?

Response: No.

20. Attachment I - Proposal Format

Is there a form for this or do I prepare this myself?

Response: You must prepare yourself following the Proposal Format.

21. Attachment II - Price Proposal

Since the RFP was downloaded in PDF format, I cannot type in the data. Am I supposed to write it in or just prepare a form with this information?

Response: A MS WORD Price Proposal Page Number 15 is available upon request.

22. Attachment IV - Sample Consulting Services Contract

Is this Sample Contract supposed to be included with the proposal?

Response: No.

23. Attachment II- Price Proposal

Price proposal must include proposed rate per hour, for proposal purposes use 1765 hours per year. Maximum compensation including direct expenses shall not exceed \$60,000 per year.

State Project No. 737-99-1075
Consulting Services Post Audit
Statewide
Inquires and Responses

Question: Is this the correct maximum compensation amount?

Response: Yes.

24. Goals and Objectives

Produce audit reports detailing allowable cost and amount due to/from consultant.

Question:

- Will these be plain paper deliverables issued by The State of Louisiana D.O.T. or will you require a consultant issued deliverables?

Response: The consultant will be responsible for producing a Draft Audit Report with supporting Workpapers documenting the conclusions in the Audit Report. Both the Draft Report and Workpapers will be reviewed by the Audit Manager with review comments of any needed corrective action. The final report will be issued by LA DOTD Audit Section.

- Will they be shared with any third parties?

Response: The Final Report will be issued to the Auditee, Program Manager(s) certain DOTD Management, as deemed necessary, and any Federal Funding source.

25. Confirm that the first year would entail a total of thirty audit projects.

Response: To reduce the current back log of 60 Final Audit Requests on Consultant Contracts by 50% is a goal, there is no fixed number required per year.

26. What is the size and scope of the projects under audit?

Response: The size and scope complexities vary by contract.

27. Confirm that the maximum hours and fee per year is 1,765 and \$60,000, respectively.

Response: Price proposal must include proposed rate per hour, for proposal purposes use 1765 hours per year. Maximum compensation including direct expenses shall not exceed \$60,000 per year.

28. Does the State of Louisiana Department of Transportation and Development practice "local preference"?

Response: There is no "local preference" on this contract

29. Where will the audit work take place?

Response: Baton Rouge is the place for the audit services to be performed, and workspace will be made available to the contractor. All hard copies are located at LADOTD's headquarters in Baton Rouge; however, site visits to the consultants may be required

30. Please expand on what you mean by "personnel experience as related to the project."

Response: The degree of experience the proposer's intended personnel have on this type of audit work.