



**Department of  
Youth & Community  
Development**

Jeanne B. Mullgrav  
Commissioner

**December 28, 2012**

**ADDENDUM #1**

**Re:** Fiscal Audit/Field Review Services  
Request for Proposals  
PIN: 26012FASRFP

Dear Prospective Proposer:

Pursuant to Sections 3-02 (i) and 3-03 (f) (2) of the Procurement Policy Board (PPB) Rules, the Department of Youth and Community Development (DYCD) is issuing **Addendum #1** to the Fiscal Audit/Field Review Services Request for Proposals (RFP) PIN 26012FASRFP.

**ADDENDUM ITEMS**

**1. Table of Contents, page 2:** The following entry:

ATTACHMENT 6	NOTICE TO ALL PROSPECTIVE CONTRACTORS	97
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is deleted.

**2. Table of Contents, page 2:** The following entry:

ATTACHMENT 7	SCHEDULE B: SUBCONTRACTOR UTILIZATION PLAN/WAIVER APPLICATION	104
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is deleted.

3. **Section II, Summary of the Request for Proposals, page 6, C, Anticipated Maximum Award Amounts/Service Option II—Audits of CBOs:** Table 1 is deleted and replaced with the following:

**TABLE 1 (Service Option II)  
Number of CBOs To Be Audited by Dollar Value Category  
(Fiscal Year 2012 Funding)**

<b>Dollar Value Category of DYCD Contracts per CBO</b>	<b>Number of CBOs To Be Audited</b>	<b>Audit Cost Range per CBO</b>
Over \$750,000	80	\$4,000 to \$8,000
\$400,000 to \$750,000	60	\$3,000 to \$6,000
\$250,000 to \$399,999	60	\$2,500 to \$5,000
\$75,000 to \$249,999	100	\$2,000 to \$4,000

4. **Section III, Scope of Services, page 8, B, Agency Assumptions Regarding Organizational Capability:** The third bullet is deleted and replaced with the following:
- The vendor for Service Option II or Service Option III would have the capacity to conduct at least 300 audits per year.
5. **Section IV, Format and Content of the Proposal, page 14, B, Proposal Package Contents (“Checklist”):** Item 3 is deleted in its entirety.
6. **Attachment 4B: Price Proposal: Service Option 2: Audits of CBOs, page 86:** The heading for the table is deleted and replaced with the following:

<p><b>Dollar Value Category of Contracts: \$250,000 to \$399,999 Option II: Price for Auditing 60 Organizations</b></p>
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7. **Attachment 4B: Price Proposal: Service Option 2: Audits of CBOs, page 87:** The heading for the table is deleted and replaced with the following:

**Dollar Value Category of Contracts: \$400,000 to \$750,000  
Option II: Price for Auditing 60 Organizations**

8. **Attachment 4B: Price Proposal: Service Option 2: Audits of CBOs, page 88:** The heading for the table is deleted and replaced with the following:

**Dollar Value Category of Contracts: over \$750,000  
Option IIA: Price for Auditing 80 Organizations**

9. **Attachment 6, Notice to All Prospective Contractors:** Attachment 6 is deleted in its entirety.
10. **Attachment 7, Schedule B: Subcontractor Utilization Plan/Waiver Application, pages 1-4:** Attachment 7 is deleted in its entirety.

**CLARIFICATION**

The templates for audits would follow the specifications outlined in Appendix A.



Michael Owh  
Interim Agency Chief Contracting Officer