

## *M*odification Description

RFQ ID: RFQ345476 **Modification 1**

Date of Mod 1: 03/09/2009 04:54:35 PM EDT

Description:

The purpose of this modification is to provide Government Responses to Vendor Questions received, as well as extend the RFQ Close Date to March 13, 2009 at 1:00 PM (EST). Please see attached file listed as "RFQ MOD 1".

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<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. A00001	3. EFFECTIVE DATE March 9, 2009	4. REQUISITION/PURCHASE REQ. NO. N/A	5. PROJECT NO. (If applicable)	
6. ISSUED BY CODE		7. ADMINISTERED BY (If other than Item 6) CODE		
Federal Communications Commissions/ CPC 445 12th Street SW Washington, DC 20554				
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  ALL POTENTIAL OFFERORS			(X) 9A. AMENDMENT OF SOLICITATION NO.	
			<input checked="" type="checkbox"/> RFQ# 09000031	
			9B. DATED (SEE ITEM 11)	
			10A. MODIFICATION OF CONTRACT/ORDER NO.	
			<input type="checkbox"/> 10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
 (a) By completing items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
N/A

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor  is not,  is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION ( Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Solicitation #FCC RFQ 09000031 is hereby being amended as follows:  
 (1) Extend the due date from March 11, 2009 to March 13, 2009 @ 1:00pm EST  
 (2) To respond to questions asked (SEE ATTACHMENT)  
 (3) Add pricing sheet with labor categories (SEE ATTACHMENT)  
 (4) Remove the following text on pages 39 & 40 of the RFQ: (SEE ATTACHMENT)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
	Joyce A. Terry-Bueller, Contracting Officer
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED
(Signature of person authorized to sign)	
	16B. UNITED STATES OF AMERICA
	(Signature of Contracting Officer)
	16C. DATE SIGNED
	3/9/2009

INSTRUCTIONS

Instructions for items other than those that are self-explanatory, are as follows:

- (a) Item 1 (Contract ID Code). Insert the contract type identification code that appears in the title block of the contract being modified.
- (b) Item 3 (Effective date).
  - (1) For a solicitation amendment, change order, or administrative change, the effective date shall be the issue date of the amendment, change order, or administrative change.
  - (2) For a supplemental agreement, the effective date shall be the date agreed to by the contracting parties.
  - (3) For a modification issued as an initial or confirming notice of termination for the convenience of the Government, the effective date and the modification number of the confirming notice shall be the same as the effective date and modification number of the initial notice.
  - (4) For a modification converting a termination for default to a termination for the convenience of the Government, the effective date shall be the same as the effective date of the termination for default.
  - (5) For a modification confirming the contracting officer's determination of the amount due in settlement of a contract termination, the effective date shall be the same as the effective date of the initial decision.
- (c) Item 6 (Issued By). Insert the name and address of the issuing office. If applicable, insert the appropriate issuing office code in the code block.
- (d) Item 8 (Name and Address of Contractor). For modifications to a contract or order, enter the contractor's name, address, and code as shown in the original contract or order, unless changed by this or a previous modification.
- (e) Item 9, (Amendment of Solicitation No. - Dated), and 10, (Modification of Contract/Order No. - Dated). Check the appropriate box and in the corresponding blanks insert the number and date of the original solicitation, contract, or order.
- (f) Item 12 (Accounting and Appropriation Data). When appropriate, indicate the impact of the modification on each affected accounting classification by inserting one of the following entries.
  - (1) Accounting classification  
Net increase \$ \_\_\_\_\_

- (2) Accounting classification  
Net decrease \$ \_\_\_\_\_

NOTE: If there are changes to multiple accounting classifications that cannot be placed in block 12, insert an asterisk and the words "See continuation sheet".

- (g) Item 13. Check the appropriate box to indicate the type of modification. Insert in the corresponding blank the authority under which the modification is issued. Check whether or not contractor must sign this document. (See FAR 43.103.)
- (h) Item 14 (Description of Amendment/Modification).
  - (1) Organize amendments or modifications under the appropriate Uniform Contract Format (UCF) section headings from the applicable solicitation or contract. The UCF table of contents, however, shall not be set forth in this document
  - (2) Indicate the impact of the modification on the overall total contract price by inserting one of the following entries:
    - (i) Total contract price increased by \$ \_\_\_\_\_
    - (ii) Total contract price decreased by \$ \_\_\_\_\_
    - (iii) Total contract price unchanged.
  - (3) State reason for modification.
  - (4) When removing, reinstating, or adding funds, identify the contract items and accounting classifications.
  - (5) When the SF 30 is used to reflect a determination by the contracting officer of the amount due in settlement of a contract terminated for the convenience of the Government, the entry in Item 14 of the modification may be limited to --
    - (i) A reference to the letter determination; and
    - (ii) A statement of the net amount determined to be due in settlement of the contract.
  - (6) Include subject matter or short title of solicitation/contract where feasible.
- (i) Item 16B. The contracting officer's signature is not required on solicitation amendments. The contracting officer's signature is normally affixed last on supplemental agreements.

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**(Item # 4 of SF 30 continued)**

"Paragraphs (a) and (c) of the clause need to be filled out". "An appropriate FAR data rights clause. If there is a need to limit distribution and use of some or all of the work product under this contract, FAR 52.227-17, Rights in Data- Special Works, may be appropriate. See Far 27.405-1 and 27.409(e). If there is no need to impose such limits, then the standard data rights clause, FAR 227-14, Rights in Data-General, should be used.

(5) Include contract clause FAR 52.227-14

**Questions/Answers: (item # 2 on SF 30)**

**Q:** Does the Government anticipate any additional auctions in FY 2009?

**A:** FCC currently has one auction schedule for September 1, 2009

**Q:** RFQ Contract Clause: We respectfully request the removal of 52.216-27, as the award for the audit cannot feasibly be awarded to two or more firms.

**A:** Contract clause is valid; the Government anticipates making a single award.

**Q:** RFQ Contract Clauses: The RFQ contains the proposal clause for commercial items (52.216-31), but the invoicing clause is for noncommercial items (52.232-7). We note that GSA is currently modifying all GSA FABS contracts to include the commercial invoicing clause, 52.212-4. Perhaps 52.212-4 should be substituted for 52.232-7? Please clarify.

**A:** Contract clauses 52.216-31 and 52.232-7 are valid and will remain

**Q:** RFQ page 31: May contractor bill for staff time spent meeting the following requirement: "All Contractor and subcontractor employees under this task order who require access to any FCC or GCC OIG IT systems are required to complete an information security awareness course and an information privacy awareness course (either provided internally by the FCC or externally by the contractor, as determined by the FCC) designated by the COTR prior to commencement of work, and then annually thereafter."

**A:** YES, we will reimburse the hourly rate

**Q:** RFQ page 42, Request for Quotation (RFQ) Submission Requirements: The RFQ Submission Requirements stated that the technical quote shall not exceed fifty-five (55) pages, excluding resumes, etc. However, in the RFQ Evaluation Criteria, Factor I A, Experience and Qualifications of Staff, it states that, "Individual resumes will not

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be accepted in lieu of this schedule. However, for each individual proposed, a one (1) page summary of additional relevant experience may be submitted for consideration.” Please clarify whether the Government requests resumes of proposed personnel with Offeror’s proposals. If actual resumes are required, please specify page limits if any.

**A:** Resumes of key personnel should be submitted in a separate section or attachment to the proposal. However, the 55 page limitation will continue to be exclusive of resumes.

**Q:** Would it be possible to obtain the level of effort exerted in prior years for both the financial audit and the FISMA procedures?

**A:** No, this information is not available.

**Q:** Given that questions are due only 7 days prior to the due date of the proposal, would it be possible to extend the proposal due date to March 16<sup>th</sup>?

**A:** RFQ proposal due date is extended to 1:00pm on March 13<sup>th</sup>.

**Q:** SOW VI.a. Key Personnel (p. 13). Please clarify which of the labor categories described in this section are considered “key personnel.”

**A:** Key personnel include labor categories for Partner/Principal/Director/Senior Audit Manager/Manager and Supervisory senior for both financial and IT.

**Q:** The second paragraph in SOW VII (p. 15) states: “The Contractor shall, at no additional cost, provide audit documentation to the FCC OIG upon request.” The third paragraph of this section states: “The Contractor shall provide copies of the audit documentation, prepared in accordance with GAS, to the FCC OIG at no additional cost.” Would the Government please delete the sentence in the second paragraph (as redundant) and include a sentence in the contract that: “Contractor owns its audit documentation, including working papers.”?

**A:** The first statement is to notify the contractor that the OIG will require access to the work papers and audit documentation during the course of the audit provide the OIG with a complete set of the audit work papers at the completion of the audit. We acknowledge that the Contractor owns its audit documentation, including working papers.

**Q:** SOW VII.b. Independence/Quality Control Assurance Statement (p.16) and Section D, Factor II B (p.49) require “external Peer Review, Letter of Comments, and Management’s Response.” The AICPA has recently revised the peer review process so that letters of comments and management response are no longer included. We respectfully request that this requirement be removed.

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**A:** The AICPA's recently revised peer review requirements are effective for the peer reviews commencing after January 1, 2009. Therefore please provide the most recent peer review, letter of comment and management response reviews completed in January or February 2009. For reviews completed in January or February 2009 the offeror should only provide the external peer review results.

**Q:** SOW VIII.d (p.17) states: "FCC currently uses an electronic PBC system. The contractor will be required to submit all PBC requests via the electronic system after attending FCC training." What is the name of the electronic PBC system?

**A:** FCC's PBC list is maintained via "Documentation eRoom" a shared digital workspace

**Q:** Section B, 52.216-27 (p.27). This section states: "The Government may elect to award a single task order contract for the same or similar supplies or services to two or more sources under this solicitation." Please confirm that this procurement will result in an award to a single source, in accordance with auditing standards.

**A:** Yes, this will be a single award task order

**Q:** The "Past Performance Contact Information Sheet" asks for the following information for the Past Performance Reference itself:

Name of Company/Organization Receiving Services

Address

Telephone

Fax

Do you want us to provide a generic phone number/fax for the entire agency/company? Or is there a specific POC for which you would like us to provide this information (e.g. COTR, CO, best POC)?

**A:** Offerors must provide the name of the COTR for the references in addition to the items listed above.

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**PRICING SHEET**

**BASIS OF OFFER**

The contractor shall submit a price proposal. The proposal shall clearly indicate the proposed labor categories and rates for this effort, as well as any other direct costs. The contractor shall be paid for the actual work performed under the direction of the Contracting Officer, the Contracting Officer Representative, or the Project Manager.

The prices quoted below shall be inclusive of all the Offeror's direct and indirect costs, and profit.

**Base Year** – Date of Award (DOA) –January 15, 2010

<b>LINE ITEM</b>	<b>LABOR CATEGORY</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>
1	Principal	<u>1 each</u>		
2	Senior Audit Manager	<u>2 each</u>		
3	Senior IT Audit Manager	<u>1 each</u>		
4	Audit Manager	<u>2 each</u>		
5	IT Audit Manager	<u>1 each</u>		
6	Supervisory Senior Auditor	<u>2 each</u>		
7	Senior Auditor	<u>3 each</u>		
8	Staff Auditor	<u>7 each</u>		

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Option Year I – January 16, 2010 – January 15, 2011

LINE ITEM	LABOR CATEGORY	QUANTITY	UNIT PRICE	AMOUNT
1	Principal/Partner	<u>1 each</u>		
2	Senior Audit Manager	<u>2 each</u>		
3	Senior IT Audit Manager	<u>1 each</u>		
4	Audit Manager	<u>2 each</u>		
5	IT Audit Manager	<u>1 each</u>		
6	Supervisory Senior Auditor	<u>2 each</u>		
7	Senior Auditor	<u>3 each</u>		
8	Staff Auditor	<u>7 each</u>		

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Option Year II – January 16, 2011 – January 15, 2012

LINE ITEM	LABOR CATEGORY	QUANTITY	UNIT PRICE	AMOUNT
1	Principal/Partner	<u>1 each</u>		
2	Senior Audit Manager	<u>2 each</u>		
3	Senior IT Audit Manager	<u>1 each</u>		
4	Audit Manager	<u>2 each</u>		
5	IT Audit Manager	<u>1 each</u>		
6	Supervisory Senior Auditor	<u>2 each</u>		
7	Senior Auditor	<u>3 each</u>		
8	Staff Auditor	<u>7 each</u>		

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Option Year III – January 16, 2012 – January 15, 2013

LINE ITEM	LABOR CATEGORY	QUANTITY	UNIT PRICE	AMOUNT
1	Principal/Partner	<u>1 each</u>		
2	Senior Audit Manager	<u>2 each</u>		
3	Senior IT Audit Manager	<u>1 each</u>		
4	Audit Manager	<u>2 each</u>		
5	IT Audit Manager	<u>1 each</u>		
6	Supervisory Senior Auditor	<u>2 each</u>		
7	Senior Auditor	<u>3 each</u>		
8	Staff Auditor	<u>7 each</u>		

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Option Year IV – January 16, 2013 – January 15, 2014

LINE ITEM	LABOR CATEGORY	QUANTITY	UNIT PRICE	AMOUNT
1	Principal/Partner	<u>1 each</u>		
2	Senior Audit Manager	<u>2 each</u>		
3	Senior IT Audit Manager	<u>1 each</u>		
4	Audit Manager	<u>2 each</u>		
5	IT Audit Manager	<u>1 each</u>		
6	Supervisory Senior Auditor	<u>2 each</u>		
7	Senior Auditor	<u>3 each</u>		
8	Staff Auditor	<u>7 each</u>		