

Date: March 1, 2023

To: All Bidders

Re: Request for Quotation: Accounting Unit – Review and Analysis

Quote Submission Due Date: March 15, 2023 (2:00 p.m. Eastern Time)

Amendment #1

The following constitutes Amendment #1 to the above referenced Request for Quotation:

This Amendment includes:

- Answers to Questions
- Revisions to the following RFQ Sections:
 - Section 3.10 Price Sheet Instructions;
 - Section 4.2 Staffing Requirements; and
 - Section 4.7 Working Space and Equipment.
- Addition of the following RFQ Section:
 - 5.4 Substitution of Staff
- Revised Price Sheet.

It is the sole responsibility of the Vendor to be knowledgeable of all the additions, deletions, clarifications, and modifications to the Request for Quotation.

**Request for Quotation
Accounting Unit – Review and Analysis
Answers to Questions**

Where applicable, each question references the appropriate RFQ section.

#	Request for Quotation Section Reference	RFQ Page Number	Subject	Question (Bolded) and Answer
1	1.2	1		<p>How many stand-alone benefit systems is the general ledger reliant on? What are those systems?</p> <p>The General Ledger (GL) is reliant on two major systems that distribute benefit payments to claimants. Those two systems are (LOOPS), Local Office Online Payment System for Unemployment benefits and DABS Disability Automated Benefits System for Disability and Family leave benefits. Employer Accounts System and (WHATS), Wage and Hour Automated Tracking System are revenue collection systems that the General Ledger is reliant upon too.</p>
2	1.2	1		<p>How many manual reports is the general ledger reliant on?</p> <p>The GL is reliant upon daily transactions from 23 bank accounts, daily transactions from RM01 System (internal reporting system), monthly General Journal Summary reports, up to 10 reports from other departments and up to but not limited to 20 excel sheets produced from daily transactions.</p>
3	1.2	1		<p>For each fund that has a unique payment/benefit process, are these currently documented?</p> <p>While documentation exists, it is fragmented. Therefore, the selected Vendor shall be required to review existing documentation, and create new documentation where needed with the end result being a comprehensive detailed process document.</p>
4	N/A		General	<p>Will the work be performed onsite, off-site, or hybrid?</p> <p>Most of the work will be performed hybrid. However, there may be instances when the Contractor shall be required to work on-site. Please refer to Section 4.7</p>

#	Request for Quotation Section Reference	RFQ Page Number	Subject	Question (Bolded) and Answer
				Working Space and Equipment of the revised RFQ for additional information.
5	3.8	5		<p>Would like to validate that any other labor categories required to execute the work are not required to be listed on the state pricing sheet.</p> <p>The price sheet has been revised to include a supplemental sheet where the Bidder can propose additional labor categories. The Bidder must submit an All-Inclusive Hourly Rate for each additional labor category proposed, along with the hours to complete the task. The total hours for each task should be consistent with the total number of estimated hours reflected on the original price sheet. All labor required should be included. Please refer to Section 3.10 of the revised RFQ for additional information and price sheet instructions.</p>
6	3.9	5		<p>Until work is won, will the state accept a representative resume?</p> <p>No, the State will not accept a representative resume. The State will only accept detailed resumes in accordance with the requirements set forth in the RFQ. Please refer to RFQ Section 3.9 for additional information.</p>
7	3.10	5,6		<p>For the listed staffing positions under 3.10 Price Sheet Instructions, are there any minimum qualifications we should reference?</p> <p>The RFQ has been revised to reflect minimum requirements of 160 credit hours from an accredited college or university that includes 24 credit hours of accounting. Please refer to Section 4.2 of the revised RFQ for additional information.</p>
8	3.10	5,6		<p>Are the Staffing Positions listed under 3.10 Price Sheet Instructions considered key personnel?</p> <p>Yes, the staffing positions listed under Sections 3.10 Price Sheet Instructions and 4.2 Staffing Requirements are considered key personnel</p>
9	4.2	8		Is the staffing list comprehensive or is there flexibility? If there is flexibility, should any changes be included on the pricing sheet?

#	Request for Quotation Section Reference	RFQ Page Number	Subject	Question (Bolded) and Answer
				Flexibility is permitted. Please refer to the response provided for question number 5.