



ADDENDUM 2

CONTRACT NO. RFP 20-109
Salisbury Police Department Property
Room Forensic Auditing Services

DATE ISSUED: May 21, 2020
RESPONSE DUE: May 28, 2020 at 2:30 P.M. (local time)

This addendum is intended to correct, change, add, delete, or supplement the drawings, special conditions, and/or specifications, and is hereby made part of the bidding documents on which the General Contract will be based. Acknowledge receipt of this addendum by number, date and initials on the Exceptions and Addenda page.

1. Section I.5.B of the RFP indicates that the Technical and Costs proposals shall be submitted in a single electronic file, but Section IV.3.A states that the "Cost proposal must be submitted in a separate file and may not be included in the Vendor's Technical Proposal". Can you please clarify.

Answer: Responses shall be in the form of a single file upload. Please ensure that no pricing is discussed in the technical portion of the proposal response and the Form of Proposal is easily redacted from the file for the technical review panel's evaluation.

2. Section III.1.A indicates that the audit shall be performed in accordance with Government Auditing Standards, Uniform Guidance (replaced single audit including A-128), and Maryland UFR. These standards indicate financial reporting and federal funding. Can you provide additional detail as to the users of the report to be issued and format (i.e. an actual GAS report to be issued, and how it is to be used in the City's uniform guidance report, UFR, and financial statements?

Answer: Upon completion of the audit, all reports are subject to disclosure under the Public Information Act. Sample fiscal compliance and performance audit reports may be found on the Maryland Office of Legislative Audits website.

3. Can you please confirm that the reference to "100% inventory" and "100% reconciliation" includes all estimated items?

Answer: Yes.

4. Coordination and reporting is to the Maryland State Police (MSP). Is there a report of findings or agreement between the City and MSP that is a basis for this Scope of Services and if so, are there any additional requirements that should be addressed as part of procedures or in development of the strategic plan?

Answer: There is no report of findings or agreement between the City and MSP that is the basis for this Scope of Services. In February 2020, the Maryland State Police was asked to conduct a preliminary review of the administrative implications which presented as a result of SPD's request for MSP investigative services. Based upon information gained from interviews the MSP drafted a recommendation plan of action to address the potential challenges and concerns SPD should expect as a result of the investigation. There are no additional requirements to be addressed as a result of the Plan.

5. Based on the RFP, it appears that only about 10% of the current property items have been barcoded. Please confirm this is the case. If so, is there an expectation that a barcode will be generated for each piece of property that does not have one?

Answer: 10% of the property has been bar-coded. SPD does intend to generate a bar code for the remaining items in property as the audit moves forward.

6. As property is inventoried, where will it be stored? Will it stay in the original room, or be moved to a new location?

Answer: As property is inventoried during the audit the plan is to store property in the newly created secure temporary property room. Should it be determined that additional secure storage space is needed during the audit, SPD will provide space.

7. Will the inventory process include weighing and/or repackaging of drugs or other items?

Answer: We do not see any situation where an item would be weighed or repackaged. If this is required it will be performed by SPD.



City of
Salisbury
Jacob R. Day, Mayor

8. Is there an expectation that the inventory will include any additional property items logged into evidence in the new property location, or is the expectation that the inventory will only include the 82,402 items in question?

Answer: It is only the expectation that the items located in the rooms/areas noted in the RFP be inventoried, not the temporary property room.

9. The insurance requirements for this opportunity are more than our firm carries. Would the City accept our umbrella coverage to make up the difference?

Answer: The City will accept umbrella coverage to meet the aggregate limits of insurance only if the declarations of the umbrella policy do not in any way contain disclaimers or exceptions to the coverage that would be obtained from having the proper aggregate limits on the Commercial General Liability or the Professional Liability policies. Insurance is requested upon award of a contract. In the event that a contractor is awarded and were planning to utilize an umbrella policy to raise aggregate limits and exclusions in the umbrella policy were unacceptable, the City would request the higher limits on the Commercial General Liability and Professional Liability at the sole expense of the Vendor.

10. What are the parameters for determining that something has evidentiary value, and what is the estimated percentage of the 82,402 items that have evidentiary value and would be subject to chain of custody analysis?

Answer: Any items associated with a case provided by the prosecutor or public defender have evidentiary value as well as any items associated with a criminal investigation report number. These items will be properly marked. It is unknown how many items have evidentiary value.

11. What work, and which portions of this audit do you foresee occurring in any potential renewal?

Answer: The City desires to have the option to retain on contract an auditing firm to conduct an annual performance audit and inventory sampling, and submit findings directly to the City. The annual audit would also require a fiscal audit and should focus on the currency not only in inventory but that should be reverted to the City. See also Question #16.

12. Can you please describe the type of report the SPD expects to receive as a deliverable from the selected firm?

Answer: A standard performance audit report that outlines findings and recommendations as well as an inventory accountability report that identifies all exceptions when compared to SPD master property records.

13. In conducting the measuring of inventory, what are the SPD's policies or considerations as it relates to social distancing guidelines for COVID-19 (in the event that such guidelines are still in effect)?

Answer: SPD staff follow COVID-19 social distancing protocols while working. Staff members record temperatures of both staff and visitors upon entry into the building. SPD staff also use masks, and/or face shields, gloves and gowns as needed and consistent with State, Federal and CDC guidelines. The work area will be cleaned and sanitized in accordance with CDC guidelines in an effort to slow the spread of COVID-19.

14. Is the Scope of Work intended to cover anything outside of the specific items held in the SPD property room?

Answer: The property under this scope of services is all contained in the property room in question at SPD.

15. Do you have an estimate of the number of items that would be within the scope of the project?

Answer: 82,402.

16. Is this type of audit intended to be performed on a scheduled basis going forward, or is this a one-time engagement?

Answer: It is unknown at this time if this will be a one-time engagement or if the City will seek such services again in the future. See also Question #11.

17. Has a similar forensic audit been performed for SPD before? If so can the report be made available?

Answer: An audit such as this has never been done before.