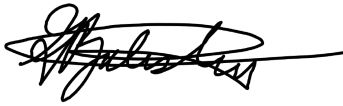




AMENDMENT OF SOLICITATION			1. Solicitation Number: DCRB-2023-RFQ-0011		Page of Pages 1 7		
2. Amendment/Modification Number A0001		3. Effective Date See Block 16C		4. Requisition/Purchase Request No. 4997		5. Solicitation Caption DCRB Accounting and Financial Services	
6. Issued by: Procurement Office District of Columbia Retirement Board 900 7th Street, NW, 2nd Floor Washington, DC 20001				7. Administered by (If other than line 6) Finance Department District of Columbia Retirement Board 900 7th Street, NW, 2nd Floor Washington, DC 20001			
8. Name and Address of Offeror (No. street, city, county, state and zip code) PROSPECTIVE OFFERORS				9A. Amendment of Solicitation No.: DCRB-2023-RFQ-0011		9B. Dated (See Item 11) 09-18-2023	
				10A. Modification of Contractor/Order No.		10B. Dated (See Item 13)	
8a. UEID #		8b. FEIN #		8c. DUNS #			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> 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 one (1) copy of the amendment: (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. 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 you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram 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)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTORS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14							
A. This change order is issued pursuant to (Specify Authority): 7 DCMR, 1604.2. The changes set forth in Item 14 are made in the contract/order no. in item 10A.							
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 7 DCMR, 1604.2							
C. This supplemental agreement is entered into pursuant to authority of:							
X D. Other (Specify type of modification and authority): 7 DCMR 1606.5, Invitation For Bid							
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and submit one (1) copy with proposal submission to the issuing office.							
14. Description of Amendment/Modification (Organized by UCF Section headings including solicitation/contract subject matter where feasible.). 14A. Solicitation DCRB-2023-RFQ-0011 is amended to answer questions submitted by potential bidders.							
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.							
15A. Name and Title of Signer (Type or print)				16A. Name of Chief Contracting Officer			
				Gianpiero JP Balestrieri, Executive Director			
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia Retirement Board		16C. Date Signed	
						10-13-2023	
<small>(Signature of person authorized to sign)</small>				<small>(Signature of Contracting Officer)</small>			
 Government of the District of Columbia				 District of Columbia Retirement Board			

AMENDMENT OF SOLICITATION		1. Solicitation Number:		Page of Pages	
Amendment A0001		DCRB-2023-RFQ-0011		2	7
3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption			
See Block 16C	4997	DCRB Accounting and Financial Services			

14A. Description of Amendment/Modification (Organized by UCF Section headings including solicitation/contract subject matter where feasible.).

QUESTIONS AND ANSWERS:

Question 1 We interpret a District of Columbia (DC) Certificate of ‘clean hands’ to be in compliance with DC tax law and registered. The request process may take weeks from the Office of Tax and Revenue. May this be submitted upon contracting? This also aligns to Section 7.0.

Answer 1: The tentative contract awardee must submit a valid DC Certificate of Clean Hands within two weeks’ notification of pending contract award to permit and facilitate the award.

Question 2: May we submit a certificate of liability insurance upon contracting? This also aligns to Section 7.0.

Answer 2: Yes, the tentative contract awardee must submit the required Certificate of Liability Insurance within two weeks’ notification of pending contract award to permit and facilitate the award.

Question 3: Section 5.1 of the RFP contemplates case studies for similar work. Many of our contracts that are purely advisory or consultative have nondisclosure agreements, especially for defined benefit pension funds. Further, they may entail review of draft financial reports or memoranda used for audit purposes that may be changed by the contracting party prior to submittal for audit purposes. Further, as written in Section 6.8(3), many of the studies are our workpapers. Only the work product would be available as written in Section 6.8(4) and only in a redacted form. May we submit redacted cases?

Answer 3: Yes, Bidders may submit redacted case studies.

Question 4: Section 6.1 of the RFP indicates key personnel are the Manager and Senior Accountant. Turnover is a given in the accounting and consulting industry. May we suggest that key personnel are a partner or senior manager? (See also questions on Attachments A and B).

Answer 4: Yes, Bidders may suggest alternative key personnel that have the minimum education and experience commensurate with their role on the engagement team and required to fulfill the Statement of Work/Requirement.

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AMENDMENT OF SOLICITATION		2. Solicitation Number:		Page of Pages	
Amendment A0001		DCRB-2023-RFQ-0011		3	7
3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption			
See Block 16C	4997	DCRB Accounting and Financial Services			

14A. Description of Amendment/Modification (Organized by UCF Section headings including solicitation/contract subject matter where feasible.).

QUESTIONS AND ANSWERS:

Question 5: Attachment A, Section 5.2.2 – DCRB asks for review of transactions recorded for GASB Statement No. 87, *Leases*, preparation of journal entries and updates of footnotes and related disclosure for the Annual Comprehensive Financial Report (ACFR). Was this work performed in the prior year as GASB Statement No. 87, was supposed to be implemented? If yes, please provide a summary of the results, who performed the tasks and what was the budget, if performed by a contractor.

[Answer 5: GASB 87 was implemented in the prior year. It was done by staff. See financial statements on DCRB website for footnote.](#)

Question 6: Attachment A, Section 5.4 – DCRB indicates that minimum requirements are for a Senior Accountant and Manager key personnel. The deliverables in Attachment A 5.2 likely necessitate Partner and Senior Manager involvement. Further, Senior Accountants and Managers will not be able to bind our firm in a contract. Understanding these are minimum requirements, would it be acceptable to update Attachment B?

[Answer 6: Yes, Bidders may suggest alternative labor categories and updates to the Attachment B, Price Schedule. The Bidder must indicate the specific SOW section and/or requirement that the suggested labor categories are proposed for.](#)

Question 7: Attachment B contemplates 850 combined labor hours. Without knowledge of a finite inventory of leases or subscription-based information technology arrangements and the contract contents for each potential contract in scope, 850 labor hours may be too few or too many as each contract is different. If DCRB does not have a sense of a finite inventory of contracts in scope, may a budgetary cap be proposed with hourly rates? The cap would be adjusted based on additional contracts found beyond scope with no work performed until approved by the Board.

[Answer 7: The contract will establish a contract not to exceed \(NTE\) award amount. If justified and deemed necessary, the contract NTE amount may be adjusted in accordance with DCRB’s Procurement Rules.](#)

Question 8: Attachments C and D as well as the RFP Sections 6 and 7 et. seq., will need to be reviewed and completed by Counsel. Should any changes to the attachments be submitted as part of our response?

[Answer 8: Bidders may submit an addendum to their bid submission entitled "Proposed Changes" to detail proposed changes to the attachments. Any proposed changes that are unacceptable to DCRB and unable to be negotiated may preclude a contract award and necessitate the award to the next lowest Bidder.](#)

AMENDMENT OF SOLICITATION		3. Solicitation Number:		Page of Pages	
Amendment A0001		DCRB-2023-RFQ-0011		4	7
3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption			
See Block 16C	4997	DCRB Accounting and Financial Services			

14A. Description of Amendment/Modification (Organized by UCF Section headings including solicitation/contract subject matter where feasible.).

Question 9: What is the preferred method for including exceptions related to the contract terms and conditions to ensure we are staying within professional standards?

Answer 9: Bidders may submit an addendum to their bid submission entitled "Exceptions to Contract Terms and Conditions." Any Bidder exceptions to the terms and conditions that are unacceptable to DCRB and unable to be negotiated may preclude a contract award and necessitate the award to the next lowest Bidder.

Question 10:

Part 1: Would DCRB accept alternative staffing proposals other than the current price schedule which includes 425 hours for Manager and 425 hours for Senior Accountant per year?

Answer 10, Part1: Yes

Part 2: Are respondents able to adjust both the Labor Category and Estimated Labor Hours?

Answer 10, Part 2: Yes

Question 11: Would DCRB accept an alternative price schedule, instead of hourly rates per level, a total fixed fee per year for all GASB 87 & 96 services, to be paid per a milestone payment schedule?

Answer 11: Yes

Question 12: Given the specialized knowledge required to provide services around GASB 87 & 96 being very independent from that of knowledge of accounting for pension plans or investments, would DCRB be willing to remove the requirement in the Labor Category Descriptions that propose team members must be familiar with accounting for pension plans or investments?

Answer 12: The specialized knowledge requirement has been changed to 'preferred' as opposed to "required."

Question 13: Given the specialized knowledge required to provide services around GASB 87 & 96 being very independent from that of the nature of the organization, would DCRB be willing to remove the requirement that 2 of the 3 case studies presented be from a state or local government defined benefit pension fund?

Answer 13: Yes

AMENDMENT OF SOLICITATION		4. Solicitation Number:	Page of Pages	
Amendment A0001		DCRB-2023-RFQ-0011	5	7
3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption		
See Block 16C	4997	DCRB Accounting and Financial Services		

14A. Description of Amendment/Modification (Organized by UCF Section headings including solicitation/contract subject matter where feasible.).

Question 14:

Part 1: Regarding the 3 case studies and 3 references – can the same 3 past projects be utilized for each of these?

[Answer 14, Part 1: Yes](#)

Part 2: Or is DCRB expecting a total of 6 unique past projects to be presented across the 3 case studies and 3 references?

[Answer 14, Part 2: No](#)

Question 15: How many leases does DCRB currently have subject to GASB 87?

[Answer 15: One](#)

Question 16

Part 1: How many contracts or agreements does DCRB expect will need to be reviewed by the Contractor to identify SBITA contracts subject to GASB 96? Or does DCRB anticipate doing this?

[Answer 16, Part1: DCRB will do so](#)

Part 2: In which case, does DCRB currently have an estimate for expected total of SBITAs subject to GASB 96?

[Answer 16, Part 2: Approximately 15](#)

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AMENDMENT OF SOLICITATION		5. Solicitation Number:		Page of Pages	
Amendment A0001		DCRB-2023-RFQ-0011		6	7
3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption			
See Block 16C	4997	DCRB Accounting and Financial Services			

14A. Description of Amendment/Modification (Organized by UCF Section headings including solicitation/contract subject matter where feasible.).

Question 17:

Part 1: Does DCRB expect the Contractor to complete lease/SBITA abstraction? Meaning, does DCRB expect the Contractor to extract all key data from lease/SBITA contracts/agreements needed to perform the necessary calculations and journal entries for GASB 87/96?

Answer 17, Part 1: Yes.

Part 2: If so, approximately how many contracts/agreements does DCRB expect the Contract will be reviewing for this purpose?

Answer 17, Part 2: Approximately 15.

Question 18: Section 5,1 of the solicitation states, “The offeror shall provide case studies for three (3) previous projects and/or contracts for which the offeror provided identical or similar work within the last five (5) years with at least two (2) from a state or local government defined benefit pension fund.”

Does that require identical or similar work performing GASB 87 consulting with defined benefit plans only. Can this be substituted for experience implementing GASB 87 at other types of entities or experience with other types of state and local government retirement plans?

Answer 18: Examples from other entities or types of state and local government retirement plans are fine.

Question 19: Regarding solicitation section 5.1, most government entities will be implementing GASB 96 for the year ending September 30, 2023. Is DCRB requiring experience implementing GASB 96 for an early adopter?

Answer 18: No.

Question 19: As it relates to solicitation section 6.0, please define “Financial Reporting Process Input” related.

Answer 19: Journal entries and draft footnotes.

Question 20: Will the work be performed offsite?

Answer 20: Primarily remote, onsite as needed.

AMENDMENT OF SOLICITATION		6. Solicitation Number:		Page of Pages	
Amendment A0001		DCRB-2023-RFQ-0011		7	7
3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption			
See Block 16C	4997	DCRB Accounting and Financial Services			

14A. Description of Amendment/Modification (Organized by UCF Section headings including solicitation/contract subject matter where feasible.).

Questions 21: Regarding solicitation section 5.5, will DCRB also consider personnel that have experience with other retirement plans, for example 403b?

Answer 21: Yes

Questions 22: Solicitation section 5.2 indicates that the offeror's proposal shall contain a detailed staffing plan with an organizational chart indicating the resources and individuals that are to be dedicated to the project. The staffing plan should include the staff, names, capabilities, experience, and project role of all the personnel to be assigned to the project.

Answer 22: Yes

Question 23: As part of the solicitation, the bidder is required to provide pricing and resumes for a Manager and Staff Accountant. How relevant is an extensive organization chart/staffing plan?

Answer 23: An extensive organization chart is not needed.

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