

**SECTION I - INSTRUCTIONS, CONDITIONS AND NOTICES**

**INTENT**

The intent of this Request For Quotation is to solicit proposals for the procurement of professional financial audit of the Guaranteed Maximum Price Contract, as per the Terms and Conditions contained herein.

**VERBAL EXPLANATIONS**

Verbal explanations or instructions given by a Montgomery County employee to a bidder in regard to this Request For Quotation will not be binding on the County. Any information given to a bidder in response to a request will be furnished to all bidders as an amendment to this Request For Quotation, if such information is deemed necessary for the preparation of bids, or if the lack of such information would be detrimental to the uninformed bidders. Such amendments only, when issued by the Contracting Officer will be considered as being binding on the County.

**ACKNOWLEDGEMENT**

The offeror is to include the signed Acknowledgement (Page 4) indicating agreement with all the terms and conditions of the solicitation.

**DETERMINATION OF RESPONSIBILITY**

The offeror has the burden of demonstrating affirmatively its responsibility in connection with this solicitation. A debarred potential offeror must automatically be considered non-responsible in connection with this solicitation. The County reserves the right to consider an offeror non-responsible who has previously failed to perform properly or to complete, in a timely manner, contracts of a similar nature, or if investigation shows the offeror unable to perform the requirements of the contract.

An offeror may be requested at any time by the Director, Office of Procurement or the Using Department to provide additional information, references and other documentation and information that relate to the determination of responsibility. Failure of an offeror to furnish requested information may constitute grounds for a finding of non-responsibility of the prospective offeror.

The Director may deny the award, renewal, or assignment of a contract to or for any offeror who is in default of payment of any money due the County.

The factors, which may be considered in connection with a determination of responsibility, include:

1. The ability, capacity, organization, facilities, and skill of the offeror to perform the contract or provide the goods or services required;
2. The ability of the offeror to perform the contract or provide the services within the time specified without delay, interruption or interference;
3. The integrity, reputation, and experience of the offeror, and its key personnel;
4. The quality of performance of previous contracts or services for the County or other entities. Past unsatisfactory performance, for any reason, is sufficient to justify a finding of non-responsibility;
5. The previous and existing compliance by the offeror with laws and ordinances relating to the contract or services;
6. The sufficiency of financial resources of the offeror to perform the contract or provide the services;
7. The certification of an appropriate accounting system, if required by the contract type; and
8. Past debarment by the County or other entity.

**MONTGOMERY COUNTY CODE AND PROCUREMENT REGULATIONS**

The Montgomery County Code and the Montgomery County Procurement Regulations are applicable to this solicitation and any contract awarded pursuant to this solicitation.

**PAYMENT TERMS**

The County's payment terms are net thirty (30) days upon receipt of a correct and acceptable invoice. Prompt payment discounts will be considered in the evaluation of your proposal if the discount on payments is not conditioned on payment being made in less than thirty (30) days from receipt of invoice.

**METHOD OF AWARD/EVALUATION CRITERIA**

1. **PROCEDURES**

- a. Upon receipt of proposals, the Qualification and Selection Committee (QSC) will review and evaluate all proposals in accordance with the evaluation criteria listed below. The QSC will also review an offeror for responsibility.
- b. Vendor interviews may be conducted.
- c. The County will enter into contract with the highest ranked offeror based on the QSC’s written score and its responsibility determination.
- d. The Director, Office of Procurement, may approve, approve with conditions, or reject the Using Department Head’s recommendation.
- e. The County reserves the right to cancel the solicitation. The solicitation cancellation will be publicly posted.

2. **EVALUATION CRITERIA**

**POINTS**

Written Proposal Evaluation Criteria

The QSC will evaluate the written proposals based on the following criteria.

- |   |    |
|---|----|
| a. Background of the firm   | 10 |
| b. Reasons why County should engage firm to provide audit services      | 15 |
| c. Understanding of the scope of work                                   | 20 |
| d. Firm experience and capability in providing financial audit services | 15 |
| e. Fee: Not-to-exceed fee and hourly rates                              | 25 |
| f. Firm approach to performing audit                                    | 20 |
| g. Firm organization chart identifying engagement team                  | 15 |
| h. Engagement team resumes  | 15 |
| i. Timeline for planning, fieldwork, and expected completion of audit   | 25 |
| j. Approach to communicating issues with County Management              | 15 |

Highest possible QSC score for written proposal evaluation:

175

**QUALIFICATION OF OFFERORS**

Offerors may be required to furnish satisfactory evidence that they are qualified and regularly engaged in performing the services for which they are submitting a proposal and maintain a regularly established place of business. An authorized representative of the County may visit any prospective contractor's place of business to determine ability, capacity, reliability, financial stability and other factors necessary to perform the contract.

**PROPOSAL SUBMISSIONS**

FAILURE OF AN OFFEROR TO SUBMIT ALL REQUIRED PROPOSAL SUBMISSIONS MAY RENDER YOUR PROPOSAL UNACCEPTABLE AS DETERMINED BY THE DIRECTOR, DEPARTMENT OF OFFICE OF PROCUREMENT.

Offerors must submit their proposal in the format below. Written proposals will be evaluated on only what is submitted. The offeror must submit sufficient information to enable the QSC to evaluate the offeror’s capabilities and experience. Proposals must include the following information:

- a. A cover letter with a brief description of the firm, including the offeror’s name, address, telephone number, and email address.
- b. The Acknowledgment (Page 4) of this solicitation must be submitted and signed by a person authorized to bind the offeror to the proposal.
- c. Wage Requirements for Services Contract Addendum to the General Conditions of Contract Between County and Contractor.  
[www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-177.pdf).
- d. Mid-Atlantic Purchasing Team Rider Clause –  
[www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-147B.pdf](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-147B.pdf).
- e. Minority, Female, Disabled Persons Subcontractor Performance Plan  
[www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-65.pdf](http://www.montgomerycountymd.gov/PRO/Resources/Files/SolForm/PMMD-65.pdf).
- f. Response to Scope of Services – See Section III (Page 12).
- g. Cost proposal.

Montgomery County, Maryland  
Acknowledgment Page

ACKNOWLEDGMENT

The offeror must include a signed acknowledgment that all the terms and conditions of the offer may, at the County's option, be made applicable in any contract issued as a result of this solicitation. Offers that do not include such an acknowledgment may be rejected. Executing and returning (with the offer) the acknowledgment shown below will satisfy this requirement.

The undersigned agrees that all the terms and conditions of this solicitation and offer may, at the County's option, be made applicable in any contract issued as a result of this solicitation.

Business Firm's Typed

Name: \_\_\_\_\_

Printed Name and Title of  
Person Authorized to Sign

Proposal: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NAME AND SIGNATURE REQUIREMENTS FOR PROPOSALS AND CONTRACTS

The correct legal business name of the offeror must be used in all contracts. A trade name (i.e., a shortened or different name under which the firm does business) must not be used when the legal name is different. Corporations must have names that comply with State Law. The offeror's signature must conform to the following:

All signatures must be made by an authorized officer, partner, manager, member, or employee. The signing of this offer or a contract is a representation by the person signing that the person signing is authorized to do so on behalf of the offeror or contractor.

ACKNOWLEDGMENT OF SOLICITATION AMENDMENTS

The Offeror acknowledges receipt of the following amendment(s) to the solicitation:

Amendment Number

Date

Amendment Number	Date