

Universal Service Administrative Company
RFP AAD-20-110 - Forensic Services
Questions & Answers

#	Question	Answer
1	<p>Page 2, Such audits shall be conducted in accordance with generally accepted government auditing standards.</p> <p>As the government is requiring GAGAS professional audit standards, it is possible that professional standards may prohibit qualified contractors from performing this audit. Will the government consider a multi-award vehicle or allow the selected contractor to withdraw from the award if the selected contractor would not be able to perform the work under GAGAS professional standards?"</p>	<p>USAC is not a government agency.</p> <p>The work must be conducted in accordance with GAGAS professional standards. A multi-award vehicle will not be considered.</p>
2	<p>Page 2, USAC will work with a qualified firm to assist USAC in assessing one carrier's non-compliance with the FCC Rules.</p> <p>How long was the carrier a provider for the USAC?</p>	<p>Not applicable.</p>
3	<p>Page 3, The audit identified areas of concern for potential fraudulent activity and additional testing of the carrier's processes and subscriber data is required to provide USAC and the FCC with notice of any waste, fraud and abuse (intentional or unintentional) in their Lifeline Program.</p> <p>How many annual subscribers were reported by the carrier?</p>	<p>Approximately 110,000 subscribers will be part of the forensic study.</p>
4	<p>Page 3, The audit identified areas of concern for potential fraudulent activity and additional testing of the carrier's processes and subscriber data is required to provide USAC and the FCC with notice of any waste, fraud and abuse (intentional or unintentional) in their Lifeline Program.</p> <p>What types of communications and fraud assessments considerations were discussed between USAC management and the carriers management and/or external audit team?</p>	<p>This information is confidential and will be provided after USAC receives a signed Non-Disclosure Agreement. Please send an email to noor.jalal@usac.org to request the NDA.</p>
5	<p>Page 3, Due to the highly sensitive nature of this procurement, the name of the carrier will be kept confidential until USAC deems it appropriate to disclose to the selected firm.</p> <p>A. Is/was the carrier a publicly traded company or an affiliate of a publicly traded company? B. Can the carrier's name be provided if both parties are under an NDA?</p>	<p>A. Yes, the carrier is a publicly traded company.</p> <p>B. Yes, the carrier name will be provided after USAC receives a signed Non-Disclosure Agreement.</p>
6	<p>General: Would USAC please confirm whether it will allow the contractor to perform interviews and site visits through video-conference calls, given the current COVID-19 epidemic?</p>	<p>Due to COVID-19, it is acceptable to conduct interviews and site visits through video-conference calls.</p>
7	<p>Section B.2, Type of Contract (page 4): The solicitation states, "Fixed unit prices must be fully loaded and include all direct and indirect costs set forth in this Section B, including... travel..." Would USAC please confirm that travel will be a separate cost-reimbursable line item and should not be included in the offeror's labor rates?</p>	<p>Offerors shall propose a separate line item for Travel expenses.</p>

8	Section B.6.A (page 5): Section B.6.A states that offerors shall perform the services at the locations of selected carriers. Does USAC anticipate travel to the carrier's location? If so, would USAC please provide the location of the carrier and specify what information offerors should include in their proposals regarding travel costs?	The location of the carrier will be provided at contract award. See USAC travel policy for allowable travel expenses.
9	Section B.9.A.1, General Services (page 6): Section B.9.A.1 references a prior audit of the carrier. Would USAC please confirm whether those audit workpapers will be available for review during the forensic investigation?	Yes, the workpapers will be available for review.
10	Section B.9.A.1, General Services (pages 6 and 7): This section references the U.S. Department of Justice (DOJ) and legal proceedings. Would USAC please confirm: <ul style="list-style-type: none"> a. Whether it anticipates that the contractor will be required to provide expert witness services as part of a deposition, mediation, and/or trial? b. If so, how USAC will compensate the contractor for participation in a trial or deposition? 	<ul style="list-style-type: none"> a. Yes, the contractor will be required to provide expert witness services. b. USAC will compensate the contractor based on the labor rates established in the contract and actual hours and expenses incurred during the trial or deposition.
11	Section B.9.A.2, Project Plan (page 7): Would USAC please confirm that it does not require offerors' proposals to include a draft project plan that includes tasks/milestones for the work to be performed, the duration of each milestone, and the resources assigned to each task/milestone?	Project plan is required and the detail necessary to develop the plan will be provided after USAC receives a signed Non-Disclosure Agreement.
12	Section B.9.A.2, Project Plan (page 7): This section requires the contractor to include estimated resources in the project plan. Would USAC please either provide an estimated level of effort for this engagement or provide relevant information regarding the carrier (e.g., number of monthly subscribers) to enable offerors to accurately estimate the level of effort?	Staffing plan is required and the detail necessary to estimate resources will be provided after USAC receives a signed Non-Disclosure Agreement.
13	Section B.9.A.6(a) (pages 7 and 8): Would USAC please identify the type(s) of statistical projection(s) it will require the contractor to use when projecting potential improper payments?	The Contractor is required to use a statistical valid sample and make projections based on exceptions noted.
14	Section B.9.A.6(b) (page 8): This section states that the contractor shall specify the standards employed to perform the forensic investigation. Based on the description of the work, it appears that the contractor would be required to perform the work under American Institute of Certified Public Accountants (AICPA) Statement on Standards for Forensic Services No. 1. Would USAC please either confirm that the contractor shall use the AICPA Statement on Standards for Forensic Services No. 1 or provide additional information regarding the standards under which it expects the contractor to perform the services?	Confirmed, it is required to perform the forensic audit work under American Institute of Certified Public Accountants (AICPA).
15	Section B.10, Travel (page 9): Section B.10 states that USAC is not obligated to make payments in excess of the ceiling price set forth in Attachment 2. However, Attachment 2 only includes labor rates for the seven labor categories; it does not require the offeror to provide an estimated number of hours by labor category or calculate a ceiling price. Would USAC please clarify how it will determine the ceiling price?	Using attached revised Attachment 2, the offerors shall propose the number of hours needed for each labor category and the ceiling price.
16	Section B.11.B, Weekly Status Meetings (page 10): This section refers to status meetings as both weekly and biweekly. Would USAC please clarify its required frequency for status meetings?	Status meetings will be a bi-weekly recurrence.
17	Section B.12. Project Tools (page 11): Would USAC please confirm that the Contractor may use more recent editions of Microsoft Office	The Contractor may use MS 2016.

	and Microsoft Project than 2013, provided all deliverables are submitted in a file format accessible to MS 2013?	
18	Section C.VI, Price/Taxes (pages 13 and 14): Section C.VI refers to a total firm fixed price for the contract services and deliverables. As the proposed contract will be time and materials, would USAC please remove the reference to a “firm fixed” price?	USAC confirms that this will be a time and materials contract.
19	Section E.6.B, Technical Capability (Volume II) (page 30): Would USAC please confirm that the following documents (a) should be included as appendices to Volume II – Technical and (b) are excluded from the page limit for this volume? <ul style="list-style-type: none"> a. Confidentiality agreement b. Signed solicitation cover page 	<ul style="list-style-type: none"> a. A signed Non-Disclosure Agreement will be required before additional detail is provided regarding the scope of work; therefore it will not be part of Volume II – Technical. b. The signed solicitation cover page is excluded from the page limit.
20	Section E.6.C. Past Performance Information (Volume III) (page 31): Would USAC please clarify whether the point of contact (POC) for each past performance reference is intended to be a contractor/offeror POC or a client POC? Or are both intended to be included in this volume/list?	The point of contact (POC) for each past performance reference is intended to be a client POC. Clients are those firms that the offeror provided services for in the past.
21	Section E.6.D, Price Proposal (Volume IV) (page 32): Section E.6.D states, “The labor rates established in this RFP will be used for base and all option years”; however, Section B.3 (page 4) states that the term of the contract shall be one year. Would USAC please clarify whether offerors should provide option year pricing, and if so, for how many option years?	The RFP is for one-year contract.
22	Is this a recompetete of an existing contract?	This is not a recompetete of an existing contract. It is a new requirement.
23	Does USAC anticipate a manual review portion for the project?	Please explain.
24	Section A. II. Overview of the Project As responding to an RFP can take significant time and effort, as does USAC choosing a firm for this work, would it be possible to obtain the name of the carrier upfront to avoid any independence or conflicts of interest that may exist? We would be willing to sign a standard NDA to ensure confidentiality.	A standard NDA will be provided to ensure confidentiality.
25	Section A. II. Overview of the Project As USAC has previously audited the carrier, will the workpapers and results of testing be provided to the selected firm for efficiencies during the audit?	Yes, the workpapers and test results will be provided for review.
26	Section E. 6. B. Technical Capability (Volume II) Item 4 in the list of technical approach to satisfy the requirements of the RFP notes that the staffing plan should include estimated number of hours per labor category. What additional information can USAC provide to assist with this estimate if the carrier, period(s) under audit and number of SACs is unknown? Or are the number of hours per labor category not required in the staffing plan for the RFP?	The period under audit is 2017 and the number of SACs is one.

Attachment 2 – Price Schedule

Revised

Contractor shall use the following table of labor categories, which are more fully described above, in submitting labor rates and pricing for their proposal. Labor rates provided must be on a fully burdened basis.

Labor Category	Labor Rate	Number of Hours	Total Price
Partner/Principal/Director Forensic Services			
Senior Manager Forensic Services			
Manager Forensic Services			
Senior Staff			
Junior Staff			
Lead Project Manager			
Data Analyst/IT Auditor			
Total Labor Price			
Travel			
Total Price (Ceiling)			