



**STATE OF HAWAII
OFFICE OF HAWAIIAN AFFAIRS
560 NORTH NIMITZ HIGHWAY, SUITE 200
HONOLULU, HAWAII 96817**

September 5, 2017

ADDENDUM NO. 3

**REQUEST FOR STATEMENT OF QUALIFICATIONS
SOQ No. RM 2017-35 AUDITING SERVICES**

1. Revision to Item H – SUBMITTAL FORMAT

Deleted: Item H.1.b) Any firm providing services on Oahu, Hawai'i shall be required to have an office on Oahu, Hawai'i.

Item H.1.b) shall be revised as such:

Firms that are not permanently licensed by the State of Hawaii must possess the capacity to successfully obtain a Firm Permit to Practice (FPTP), as provided in HAR 16-71-24. An application for a FPTP must be submitted at least 60 days prior to the engagement and is subject to renewal after 90 days.

2. **Question:** Page 3 - #3 requires that we comply with the requirements under the Hawai'i Administrative Rules Title 16, Chapter 7, Subchapter 3 and 4. Subchapter 3 lays out the requirements for obtaining licensure in the state of Hawai'i. Does each individual that will work on this project need to be licensed in the state?

Response: The OHA is not requiring each individual to be licensed in the State of Hawai'i, however a permit to practice is required. Pursuant to the Hawai'i Administrative Rules §16-71-24 (b)(1)(B), if the firm has no permanent office in this State, and no principals who are residents of this State or principals who are engaged in public accounting practice in this State, the firm shall list a principal with a current Hawai'i individual permit to practice.

Furthermore, pursuant to the Hawai'i Administrative Rules §16-71-24 (b)(1)(B)(4), all foreign or multi-state firms engaged in public accounting practice in this State shall have at least one licensed certified public accountant or public accountant principal (i.e., sole proprietor, partner in partnership, shareholder of a professional accounting corporation, or member of a limited liability company) with a permit to practice under section 466-7 Hawaii Revised Statutes.

3. **Question:** However, your RFP mentions that this is for audit services. I interpret this to mean an Agreed-upon procedures type engagement (to comply with AICPA standards and GAS) where we work with you to scope what would be performed and report back to you our findings.

Response: Yes, for this SOQ (this is not an RFP), the audit services is required to comply with the AICPS standards (American Institute of Certified Public Accountants) and GAS (Governmental Accounting Standards). After the award is made, the OHA shall work with the awardee to scope the work to be performed. Once completed, the Consultant shall submit draft reports in the appropriate formats and within the deadlines specified by the Resource Management Committee Chair and others parties as designated the OHA.

4. **Question:** Want to make sure this is what you are expecting? If this is the case, the audit team would lead the project, and then refer to our FIDS group, and some of our other advisory groups who have done federal and state projects.

Response: Yes, the work to perform is an audit, which it is appropriate for the auditing team to be the lead. Once the audit is completed, the Consultant shall submit draft reports in the appropriate formats and within the deadlines specified by the Resource Management Committee Chair and others parties as designated by the OHA. Should further services be required the Resource Management Committee Chair, Board of Trustee and OHA shall provide further direction.

5. **Question:** Timing of this is to be done Oct 1, 2017 through Oct 31, 2018. Just wanted to see expectations around this - there are certain time periods where we would not have much availability. This would mainly be October, as there are significant June 30 clients that issue in October. But November, December are more flexible and we would have the resources to start the scoping, planning, etc. Then our busy season, Jan-March 2018, is busy again with our 12/31/18 clients. But April on we get more flexibility to proceed with the testing.

Response: The start date is negotiable.

6. **Question:** Again, want to see if this is a huge issue. Given the scope of the project, it appears you are not looking to have a team out there solid for the whole year, so just wanted to check if this is acceptable.

Response: Correct this scope of work would not require the awarded Contractor to be on location for the whole year.

7. **Question:** Does our Statement of Qualifications need to be provided in hardcopy? Or will an electronic copy submitted to you via email suffice? If a hardcopy of the SOQ is required, how many copies shall be submitted?

Response: Yes, please provide the hard copy; one copy shall meet the requirement.

8. **Question:** Do you have instructions for completing form OF-3?

Response: Form OF-3 - Government Clients Serviced, please complete relevant information on the firm's or individual's experience, expertise, and past performance which shall include but not limited to:

- The type of service provided ,
- Total hours to complete the service; and
- Date of service provided.

Place an "X" for applicable items if items were a part of your review for services provided for each client.

- Financial Accounting Management and Information System (FMIS) audited;
- FMIS Datamart;
- Departmental Financial System;
- FAIS; and
- Source of Documents (TDR, PO, SWV, JV, others as applicable)

For any questions, please contact Phyllis Ono-Evangelista at (808)594-1833, phylliso@oha.org.

END OF ADDENDUM NO. 3