

TO: ALL POTENTIAL PROPOSERS

RE: RSIQ NO. 2503-15-31
“Accounting Services for Deepwater Horizon Oil Spill Natural Resource Damage Assessment”

QUESTIONS AND ANSWERS

1. **Q.** [RSIQ Page 2 states “Full disclosure to the Department is required of any potential conflicts. Any potential conflicts shall be resolved with the Ethics Commission prior to seeking a contract.”] Are all potential conflicts to be resolved prior to submitting a response to the RFQ and if so, are resolved potential conflicts to be disclosed in the proposal?
 - A.** **No, CPRA does not require all potential conflicts to be resolved prior to submitting a response to this solicitation. However, any conflicts must be resolved prior to the award of a contract. Further, CPRA does require that all potential conflicts be disclosed at the time the proposal is submitted. CPRA will notify the proposer if it deems the conflict must be resolved through the Ethics Commission. If an opinion is sought from the Ethics Commission prior to submission of the proposal, we request that documentation of their response be provided.**

2. **Q.** [Enclosure 1, Scope of Services, Section II. Scope of Work, states “Provide copies of certified reimbursement packages to Agencies and Department. Provide copies of reimbursement package to each relevant Agency or Department.”]
 - a) Does CPRA have an estimate on the number of packages to be processed on a monthly and/or quarterly basis?
 - b) What is the estimated number of projects and/or funding level associated with the claims?
 - c) Does CPRA have an estimated number of FTE’s that will be needed to support this request?
 - A.**
 - a) CPRA estimates that 20 monthly packages and 4 quarterly packages will be processed on an ongoing basis.**
 - b) DWH NRDA is one project which includes Early Restoration, Assessment and Restoration Planning.**
 - c) CPRA estimates three (3) to five (5) FTEs will be needed to support this request.**

3. Q. [Enclosure 1, Scope of Services, Section II. Scope of Work, states “Certify the accuracy and completeness of each package, as well as its compliance with required state and federal rules, regulations, guidelines, policies, and agreements between the state and federal natural resource trustees and/or responsible parties for the Oil Spill.”]
- a) What is the form of this certification, is it a representation letter or a signature on a predefined document? If it is a predefined document, can a copy be provided?
 - b) Is this certification for presentation to external entities or as a representative of the Agency or Department?
- A. a) **A predefined document will be certified and submitted with the monthly packages. The document has not been finalized and therefore an example cannot be provided at this time. The document will be in spreadsheet format and will contain details of expenditures and a summary of the reimbursement requested. The summary will include language certifying that the expenditure documentation has been reviewed for eligibility, completeness and compliance with state and federal rules, regulations, guidelines, and policies, and agreements between state and federal natural resource trustees and/or responsible parties for the DWH Oil Spill and that the information contained in the package is true and accurate to the best of their knowledge. A letter with certification language is included with the quarterly packages.**
- b) **The monthly certifications are submitted to the Trustee Agencies. The certification of the quarterly packages is included in the presentation to external entities.**
4. Q. [Enclosure 1, Scope of Services, Section II. Scope of Work, states “Establishing and maintaining files that are ready for audit.”]
- a) Will the files be electronic or hard copy files? If electronic files are to be maintained, does CPRA have an established electronic file system and infrastructure?
 - b) If hard copy files are to be established, will CPRA provide the associated materials and infrastructure to maintain the files on site?
- A. a) **Both electronic and hard copy files will be maintained. Electronic files will be maintained in accordance with any applicable State policies and/or procedures. CPRA will provide the associated materials and infrastructure to maintain the electronic file system.**
- b) **Yes, CPRA will provide the associated materials and infrastructure to maintain the files on site.**
5. Q. [Enclosure 1, Scope of Services, Section II. Scope of Work, states “Assist the Agencies and Departments in responding to inquiries resulting from audits of DWH Oil Spill cost and activities.”] Has the state submitted any claims to date, or have reimbursable costs been incurred that will be submitted for claim in the future?

- A. **Yes, the state has been submitting claims to date. Yes, reimbursable costs have been incurred that will be submitted for claim in the future.**

- 6. Q. [Enclosure 1, Scope of Services, Section IV. Minimum and Highly Desirable Qualifications of Proposer, states “One of the clients must have been the State of Louisiana or a local Louisiana government entity.”] Will CPRA accept the work for another State or State entity with similar scope of services as a substitute for this requirement?
 - A. **Compliance with the State of Louisiana’s rules, regulations, guidelines, and policies is a requirement of this project. As such, familiarity with Louisiana’s rules, regulations, guidelines, and policies is a factor that will be weighed in awarding this Contract.**