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March 26, 2020

ADDENDUM NO. 01
TO
SPECIFICATIONS AND CONTRACT DOCUMENTS
FOR
REQUEST FOR PROPOSAL 20-01

FORENSIC ACCOUNTING SERVICES
FOR THE JACKSONVILLE PORT AUTHORITY

The item(s) of this Addendum shall modify and become a part of the contractual documents for this project as of this date.
(Failure to acknowledge this addendum may be grounds for rejection of proposal.)

PHYSICAL CHANGES TO RFP SPECIFICATIONS

**Changes by addition or deletion have been highlighted for ease of review*

Item No. 01

Throughout the RFP Specifications and any E-Builder Notifications, **DELETE:** "Proposals are due: THURSDAY, APRIL 2, 2020 at 2:00PM" **REPLACE TO READ:** *Proposals are due:*

THURSDAY, APRIL 16, 2020 at 2:00 PM (EST)

ATTACHMENTS TO CONTRACT SPECIFICATIONS

Attachment No. 1 – Questions received by E-mail or E-Builder

Acknowledgment of the following addenda is hereby made:

Addendum #1, Dated: _____ Initials _____

Company: _____

NOTE: THIS ADDENDUM SHALL BE ACKNOWLEDGED ON THE BID FORM. FAILURE TO ACKNOWLEDGE ADDENDUM WILL BE GROUNDS FOR REJECTION OF PROPOSAL.

PLEASE VISIT <https://www.jaxport.com/procurement/> OR CALL PROCUREMENT SERVICES AT (904) 357-3455, PRIOR TO THE BID OPENING TO DETERMINE IF ANY ADDITIONAL ADDENDUMS HAVE BEEN RELEASED ON THIS CONTRACT.



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REQUEST FOR PROPOSAL 20-01

FORENSIC ACCOUNTING SERVICES FOR THE JACKSONVILLE PORT AUTHORITY

RESPONSE TO QUESTIONS

1. Page A1-3, Item F indicates, “the Proposer must submit an overall schedule of availability of personnel as such exists at that time. Any significant commitment of listed personnel which could conflict with their availability of this project should be clearly shown, including all personnel who are not locally based.” Full-time forensic accountants traditionally do not have set schedules for far into the future as we perform non-annuity work for clients as their needs arise. To address any potential schedule issues not known at the time of submission, is it acceptable to provide required information for a group of professionals, from whom the engagement team would be sourced?

ANSWER: Yes.

2. Page A1-3, Item G indicates, “If a firm or partnership makes the Proposal, the name and address of each member of the firm or partnership must be stated.” If a firm has hundreds of partners and thousands of employees, would an authorized partner, such as a managing partner, be able to sign in the name of the partnership, similar to what is described at Page A3-2, Item 1C?

ANSWER: Yes.

3. Page A3-1, Item 2 requires references from three public entity customers with similar services. Does “similar services” refer to customers that supply similar services to JAXPORT or to whom the Proposer has provided similar business interruption services?

ANSWER: Business Interruption services to other public entities.

4. Page A3-1, Item 2 requires references from three public entity customers. Are commercial customers acceptable as well?

ANSWER: We would prefer that all three references be from public entities; however, we will accept a combination of public and commercial references.

5. Given the current circumstances of the COVID-19 outbreak, and the impact on supply chains, are the services likely to be requested within the next few months? If so, is there an estimated month at this time?

ANSWER: This is still to be determined.

6. Due to the current national emergency, will JAXPORT allow electronic submission of this proposal? If so, please state any specific guidelines related to the electronic submission.

ANSWER: We are working to provide a digital solution. More info to follow.

7. Has JAXPORT previously awarded this contract?

ANSWER: Yes

8. Does JAXPORT require a firm with an office in Jacksonville?

ANSWER: No. However, it is important that the proposer understand any additional cost related to travel must be built into their hourly rates with the exception of travel costs incurred at JAXPORT's request.

9. What is the length of the proposed contract?

ANSWER: One (1) year period with four (4) additional, one (1) year renewal options.

10. Has JAXPORT appropriated funds to perform the forensic accounting work requested?

ANSWER: Not at this time, we are looking for a partner who will be ready to assist us once a project becomes available.

11. Does this RFP relate to a specific incident or response? If so, is there an order of magnitude for that incident?

ANSWER: No

12. Are there currently controls or manuals in place that address disaster recovery?

ANSWER: Yes, JAXPORT has a continuity of operations plan (COOP).

13. Does JAXPORT currently utilize off the shelf or proprietary software to track inventory?

ANSWER: JAXPORT utilizes Maximo (out of box) to track inventory.

14. Does JAXPORT regularly perform a review of their insurance policy coverage matrix, and do they have a coverage analysis available. For example – What types of Business Interruption claims are insured, what are not?

ANSWER: JAXPORT procures \$42M worth of Business Interruption coverage using a manuscript written policy that will be provided to the awardee. In addition, the awardee will have the ability to question the Risk Management team regarding coverage analysis.

15. Would JAXPORT consider allowing for electronic submission of the RFP given the current impact of COVID-19?

ANSWER: We are working to provide a digital solution. More info to follow.

16. Has there been any determination relating to a delayed proposal deadline (currently 4/2/2020) due to the impact of COVID-19?

ANSWER: The deadline has been extended to Thursday, April 16, 2020.