

Response to Lead Safe Performance Audit RFP Questions

- 1. Our understanding is the Department of Community Development (CD) manages certain functions pertaining to lead hazard mitigation, which may influence lead safe certifications. Could the City please clarify whether review of CD's functions are included in scope – in whole or in part?**

A review of CD's functions are not included in the scope.

- 2. Has the City identified the specific performance audit objectives or is the City anticipating the respondent will propose objectives?**

The City is seeking a performance audit that assesses the efficiency and effectiveness of its Lead-Safe Certificate Program and recommendations for improvement. The City is seeking an assessment of whether the review, analysis, and issuance of Lead-Safe Certificates results in the prevention of lead poisoning in children, the reduction and control of lead-based paint hazards, and the prevention of human exposure to lead hazards as anticipated by the City's Lead-Safe Certification ordinance.

- 3. Are the relevant policies, procedures, and practices referenced within the Scope of Service currently in writing?**

Many Lead-Safe Certificate program policies, procedures and practices are in writing. The City expects the Lead Safe Performance Audit to identify policies, procedures and practices that are not in writing, but should be placed in writing.

- 4. Is the City's current GIS Data that has been identified for assessment current and complete?**



The City's property survey data is from 2022 and available here: [Cleveland Property Survey Viewer | City of Cleveland Open Data \(clevelandohio.gov\)](#). In addition, the most recent Lead Hazard Control Order data is available from the State of Ohio here: [Lead Hazardous Properties \(2nd Order\) | DataOhio](#). Finally, the City has up-to-date location data related to its Rental Registry and Lead Safe Certificate program that are not currently mapped.

5. Does the Building & Housing Department have a current secure document transfer site or protocol for use with external parties?

The City has a SharePoint capabilities.

6. Does the City require each member of the engagement team to be named or just key team members?

Key team members is sufficient for the engagement team.

7. Does the City have a targeted or expected fee range for the requested services? If so, could the City please provide a range as such may help ensure reasonable, equitable, and consistent project scoping amongst respondents?

The City's prior contract for the role of Lead Safe Auditor involved a professional services agreement budgeted at \$225,000 for 3 years or \$75,000/year. The City did not provide for a targeted or expected fee range to allow respondents to meet the demands of the scope and timeline described in the RFP.

8. Could the City please clarify how the engagement is envisioned to be structured and managed if multiple awards are made?

The City does not anticipate multiple awards.

9. Can the City confirm that only one vendor will be awarded a contract under this solicitation?

The City anticipates that only one vendor will be awarded a contract under this solicitation.



10. Could the City please confirm that its intent when using the language, below, is not to negotiate changes in the provision or requirements of the solicitation? "The City reserves the right to negotiate separately the terms and conditions of all or any part of the proposals as deemed to be in the City's best interest at its sole discretion."

The City does not intend the RFP to be the full terms of a contract for services. The requirements of the solicitation are the same for all respondents.

11. Due to GAGAS requirements, certain assumptions required to produce a fee estimate may be violated and scope expansions necessary. Could the City please confirm that additional charges associated with mandatory additional actions not reasonably foreseen by the respondent may be the subject of negotiation and equitable adjustment in fees?

Respondents should include a provision for additional charges for mandatory additional actions, foreseen or not foreseen, in the respondent's proposal if necessary to meet GAGAS requirements.

12. Is it anticipated that any Federal funding will be used to cover the audit fees?

Federal funding sources are not anticipated to be used to cover audit fees.

13. Would the City consider accepting responses from authorized signers of the respondent's company(ies) in lieu of company officers only?

Yes.

14. Due to the nature of performance audits and, in particular our prior experience conducting such audits for municipalities throughout the country, fee proposals frequently vary significantly. In the absence of more complete data and clearly identified audit objectives, would the City consider shifting to a "Best Value" procurement evaluation approach and reserve fee negotiation for the successful respondent based on the technical evaluation? Alternatively, would the City consider reducing the weight of the Cost Evaluation criterion both in the spirit of competition and so as to encourage the most compliant, complete engagement that complies with GAGAS?



The City has included weighted criteria that include a combination of weight for past experience among work samples, experience and qualifications of the firm and staff that already far outweighs the cost evaluation criteria points. A respondent may choose to highlight their past performance in “more clearly identifying audit objectives” if the respondent believes that is necessary or helpful in their proposal.

15. Could the City please provide a copy of the anticipated contract?

Alternatively, given the requirement for the audit to be performed in accordance with GAGAS, would the City be open to accepting the performance audit standard engagement letter as developed or drafted by AICPA for these engagement types?

An anticipated contract has not yet been drafted for this engagement opportunity. The City is open to accepting the performance audit standard engagement letter referred to in the question as a starting point to drafting the anticipated contract.

