

## Exhibit titled Previous Vendor Questions

Below are questions received as well as answers to the previously issued solicitation. These are still valid.

1. Do you believe there will be an IT component necessary in facilitating the collection of financial data from the UGLGs through web services or other data exchanges?

Yes, the vendor will need to keep record of many sensitive data points and will likely have to have data agreements with cities, towns, or non-profits so that sensitive information can be shared.

2. Do you believe there will be an IT component during the collection of financial data from the UGLGs that would require one or more databases to store the collected data?

Yes

3. Ensuring compliance implies current practices are already in place; to what extent, if any, are the services being requested apply to the creation, initiation, and execution of compliance measures, as opposed to verifying current measures in place are reasonable and compliant?

Knowledge of data sharing agreements and/or agreements already in place that may be necessary to audit financial information of beneficiaries.

4. Regarding the 25-45 units of general local government, what type of local government are the UGLGs? IE cities, towns, or entire counties.

At this point, all entities are cities/towns. It is highly unlikely we will have other types of applicants at this time.

5. Are 25-45 individual compliance reviews and service monitoring's to be completed with each UGLG or one compliance review and service monitoring encompassing data from all the UGLGs?

Individual compliance reviews would be necessary for each entity to ensure that they are keeping adequate documentation of benefits received per applicant

6. In working with the UGLGs, who have received benefits and have contracts under the CDBG-CV Program, are the services expected to be completed remotely/virtually or physically at the UGLG's location?

The vendor can complete services either in person or remotely, depending on their agreement and/or communication with the UGLG. If communities are able to provide all information from a distance, then virtual services seem adequate.

7. 8.F.2 (b) 2 states the "Bidders must the Exhibits in Word format." Can these be submitted in pdf format?

No, for the specific documents in that section (Level of Expertise, Risk Assessment, and Value Added) the submissions must be in Word format using the original documents. All other documents may be submitted in an alternate format.

8. Is there an estimated year one budget for this project?

The first year of the contract is not to exceed \$175,000.00

9. Is there an estimated total contract budget for this project?

Future year budgets are not known at this time but should be in the similar budget range of the initial year.

10. Describe the key kinds of risks or threats the State of Oklahoma faces if this quality review is not performed or not performed accurately or timely.

Beneficiaries will have to pay back any duplicative funds to cities, whom will have to repay ODOC, who will have to repay HUD. This would be a lengthy and time consuming process, as well as could lead to several other complications in the grant closeout process and/or ODOC compliance with HUD.

11. Describe the kinds of errors or quality issues that the State of Oklahoma has encountered in the past in evaluating compliance in this area.

This is an extremely new concept that is being required. Previously, ODOC experienced issues with DOB because they only checked for DOB at the closeout of the grant, rather than ensuring compliance throughout the time period.

12. Describe the value that the State of Oklahoma expects to receive from outsourcing this effort such as cost savings, risk reduction, subject matter expertise, etc.

The State expects to receive subject matter expertise and risk reduction by outsourcing this activity.

13. Describe the areas of State government or agencies involved with this process.

Oklahoma Department of Commerce, its respective city/town subrecipients, and US Department of Housing and Urban Development.

14. Describe the State of Oklahoma's current state and desired future state and the relative timing for this process (e.g. no process exists today and expect to have a comprehensive process in place in 90 days)

The State does not currently have a process for analyzing DOB. Previously, the state contracted out DOB analysis at the time of closeout for the 2013 CDBG-DR grant program.

15. What is the scope and frequency of quality reviews or audits that will be performed by the State of Oklahoma to verify the completeness and accuracy of the services provided by the winning bidder?

The State will require the vendor to submit quarterly reports detailing their findings throughout the grant lifespan

16. Are these services currently being monitored for compliance and duplication of services by the State of Oklahoma or a contractor or is this a new process?

This is a new process with new requirements. Previously, the CDBG-DR 2013 grant where DOB was contracted out was simply a DOB check at the end of the closeout and there were few monitoring checks, as the State simply requested a final verification that there were no DOB for the 2013 program.

17. If these services are currently being performed by the State of Oklahoma how many FTE's are required to complete the required tests?

These are not being performed by the state currently.

18. If these services are currently being performed are policies and procedures in place?

N/A

19. If these services are currently being performed do training modules exist?

N/A

20. If these services are not currently being performed will the contractor be required to build processes, policies and procedures that will be required to be approved by the State of Oklahoma?

Policies on DOB analysis are outlined specifically in the June 20, 2019 Federal Register Notice. <https://www.govinfo.gov/content/pkg/FR-2019-06-20/pdf/2019-13147.pdf> The vendor should detail procedures as to how they will follow the Federal regulations and report findings to ODOC on a quarterly basis.

21. Is there a transition period or start up period allowed before reviews begin and, if so, for how long?

This would be determined by the selected vendor, which would create the timeline for the project as well as an explanation of why that timeline is correct. Ultimately, yes there could be a transition period allowed.

22. When results are produced will the contractor be required to obtain responses from management?

Yes.

23. If the contractor disagrees with whether management's responses were adequate who will resolve these differences?

The contractor and management will refer back to the contract signed at the time of agreement to determine if the results meet the outlined contract.

24. What are the volumes of transactions or services occurring monthly that are available for this quality control and compliance review?

Unsure at this time.

25. From the total available volume of transactions or services occurring monthly that are available for this quality control and compliance review is the contractor expected to review every transaction/service or is the contractor required to sample from these transactions? If sampling is required what is the required sampling approach or coverage (i.e. percent of transactions/services that must be reviewed if not statistical)?

Unsure.

26. What is the frequency in which status meetings are expected to occur, if any?

Quarterly and likely only necessary to be virtual.

27. What is the frequency in which meetings are expected to occur to discuss the results of the contractor's results?

Quarterly and likely only necessary to be virtual.

28. Who is the audience for the reports that the contractor will prepare from this review (e.g. management only, internal audit, board oversight committees, others)?

ODOC Staff – Program Planner, Program Representative, Project Manager, and Division Director; HUD Monitoring Staff; Internal Audit Staff

29. Are there internal quality control tests that are required to be performed above and beyond the regulatory requirements referenced?

No.

30. Will the contractor be required to be on-site at any State of Oklahoma offices to perform this work?

No.

31. Will the contractor be required to access the State of Oklahoma's system remotely to perform this work?

Highly unlikely.

32. Will the work be performed on the State of Oklahoma's network, and, if so, will PC's be supplied to access this network?

No.

33. What degree of error rates or reportable condition rates are expected to currently exist in the population that is required to be tested (i.e. 20%, 30%, etc.)?

Unknown.

34. What kind of turnaround time can we expect from State of Oklahoma personnel regarding verbal day to day questions and questions for management?

1-2 business days

35. What kind of turnaround time can we expect from the State of Oklahoma regarding written report responses?

5 business days

36. What travel requirements, if any, are expected as part of this monitoring process?

Unlikely that travel will be required.