

**Pennsylvania Convention Center Authority  
RFP for External Audit Services  
Addendum #5 – Additional Answers to Submitted Questions  
November 19, 2024**

| #  | Question   |
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| 1. | <p>Please explain the proposal electronic submission requirements. The RFP is unclear. For example, how is the Cost portion different than the Financial portion? Does the Financial portion refer to Section 5.1.a., which needs to be provided as a separate pdf? Does the file need to be uploaded to a Dropbox, or can the pdfs be emailed to Ron Bernal?</p> <p>To clarify the proposal electronic submission requirements:<br/><u>Cost vs. Financial Portion:</u></p> <ul style="list-style-type: none"> <li>• The Cost portion of the proposal should outline the pricing, fees, and charges the bidding firm proposes for its services.</li> <li>• The Financial portion refers to the information requested in Section 5.1a of the RFP, which needs to be provided separately. This section typically asks for financial details about the bidding firm, like its financial health or past financial performance.</li> </ul> <p><u>Submission Process:</u></p> <ul style="list-style-type: none"> <li>• According to Section 3.4 of the RFP and its clarification in Addendum 2, the proposal must be submitted in four separate PDF files: <ul style="list-style-type: none"> <li>○ Technical Proposal</li> <li>○ Anti-Discrimination Documentation</li> <li>○ Cost/Price Proposal</li> <li>○ Financial Information (as outlined in Section 5.1a of the RFP)</li> </ul> </li> </ul> <p><u>Where to Submit:</u></p> <ul style="list-style-type: none"> <li>• All documents should be uploaded to the Cobblestone project site.</li> <li>• In addition to uploading, email the PDFs to Kevin Andrews (kandrews@paconvention.com) and Ron Bernal (rbernal@paconvention.com).</li> <li>• It is important to confirm receipt of your submission with either Kevin or Ron to ensure it has been successfully received by the PCCA.</li> </ul> <p><u>If Help is Needed:</u></p> <ul style="list-style-type: none"> <li>• If you need assistance with uploading to Cobblestone, you should contact Kevin Andrews at kandrews@paconvention.com.</li> </ul> <p>In short, you will submit the documents electronically via both Cobblestone and email, with four distinct PDFs for the different sections of the proposal. Make sure to get confirmation from Kevin or Ron that the submission has been received.</p> |

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| 2. | <p>If the bidder is a nationally certified MBE, do we still need to subcontract a portion of the services?<br/>Are we required to complete and submit the Anti-Discrimination Policy document?</p> <p>Even when the prime is diverse (MBE, WBE, and/or DBE) we ask that they explore working with another diverse business as a subcontractor to expand the opportunities associated with the bid. Exhibit AA which is the D&amp;I and Anti-Discrimination Policy should not be submitted with the bid paperwork (it is their resource as they complete the paperwork) - the D&amp;I exhibits to be submitted are BB (Solicitation for Participation &amp; Commitment) and CC (Best &amp; Good Faith Efforts)</p> |
| 3. | <p>Will the tour of the Center be conducted in person or virtually?</p> <p>Any tour of the Center will be conducted in person, but it is optional. If a proposer is interested in the tour, it can be arranged at a mutually agreeable day and time between the proposer and the PCCA. However, the tour may not be necessary for this specific service or bid.</p>   |