

METROPOLITAN PIER AND EXPOSITION AUTHORITY



REQUEST FOR PROPOSALS #2022-02-M
 COMPLIANCE ATTESTATION ENGAGEMENT
 EXHIBITOR RIGHTS at McCORMICK PLACE

ADDENDUM NO. (1)

March 17, 2022

This Addendum No. 1 consists of one (1) page and has the following information to be incorporated into the Request for Proposals (RFP). Proposer must acknowledge receipt of this Addendum No. 1 in their RFP submittal in Required Form A, Form of Transmittal Letter.

Item #1: Proposers’ questions and/or requests and the MPEA’s responses are provided below.

Proposers’ Question:	MPEA’s Response:
<p>What is the expected timeframe of when the work will be performed? Are there any reporting deadlines related to the scope of work?</p> <p><u>Related Question(s):</u> What is the expected/desired timing of the first engagement to be performed under this contract?</p> <p>How long does it normally take for the auditors to complete the attestation engagement?</p>	<p>MPEA is required to contract at least one engagement per year. The current engagement will conclude around the end of April and the next engagement is expected to begin around October of 2022. The length of the engagement varies depending on the type and size of the show audited, the complexity of the show, the contractor’s record keeping practices, and the accessibility to the contractor’s staff. As such, there are no hard deadlines and the engagement is billed at a blended hourly rate. MPEA interacts regularly with the auditors to monitor progress. On average, the engagements have been completed in 3 to 6 months from initiation of the engagement to final reporting, though the effort is generally intermittent.</p>
<p>In what format (pdf, excel, software reports, etc.) will the event data be provided to us in?</p>	<p>The detailed event and financial data are provided in an excel format. Documents related to the show kit, contractor/exhibitor contracts, floor plans, etc. are provided in PDF format.</p>
<p>Have compliance attestation engagements on exhibitor rights been previously performed? If so, can a copy of the reports be provided?</p> <p><u>Related Question:</u> Can you provide a copy of the last available compliance report?</p>	<p>All reports can be found at https://www.mpea.com/public-information/ under Examination Reports: Exhibitor Rights Legislation. The first 2 engagements were compliance attestation engagements, the remaining reports were AUP engagements.</p>
<p>With regards to the MBE/WBE goals, are firms required to subcontract both portions separately? For example, if a proposed subcontractor meets both certification requirements, may we provide the full combined 30% minimum goal to the one firm? Required Form I, Section VII.a.2 seems to indicate this will not be allowed, but please confirm if one firm could be used to satisfy both requirements.</p> <p><u>Related Question:</u> What are the specific MBE/WBE forms to be completed by an MBE or WBE firm preparing a proposal?</p>	<p>The Authority has established the Contract Specific Goals of 25% MBE and 5% WBE. Firms that are certified as both MBE and WBE may only be listed on a proposer’s utilization plan as either an MBE or a WBE to demonstrate compliance with the Contract Specific Goals.</p> <p>For example, a firm that is certified as both an MBE and a WBE can only be listed on the proposer’s utilization plan under one of the categories, but not both. Only payments made to MBE and WBE firms that meet both the commercially useful function and area of specialty requirements will be counted towards the contract specific goals.</p> <p>Refer to Required Form I Special Conditions Regarding Minority and Women Owned Business Enterprises. Section VI. Submittal Requirements.</p>
<p>The last examination noted on the website is dated 10/15/20. Have any others been issued since then?</p>	<p>The 10/15/20 report is the last completed report. There is an engagement currently in progress. Due to the COVID pandemic, which resulted in contractor shutdowns and contractor staffing inaccessibility, no engagement was performed for 2021.</p>

<p>The RFP refers to “an examination or agreed upon procedures engagement” on page 4/30 of the RFP. It appears that recent reports posted on the website are in the form of an agreed upon procedures engagement. Is that the desired format for all future engagements? If so, are any modifications to the procedures performed in the report dated 10/15/20 that are known to be needed?</p>	<p>The most recent engagements have been agreed upon procedures engagements. However, the legislation is written to allow the flexibility of examinations and/or agreed upon procedures as deemed necessary by MPEA management and its Advisory Council. For the foreseeable future it is anticipated that the engagements will continue to be AUP engagements. However, the audit firm should be prepared to perform both types of engagements.</p>
<p>Will the Authority provide any information regarding fees billed and hours incurred in conjunction with the most recent engagement?</p>	<p>MPEA is declining to provide fees and hours billed for past engagements primarily because the information would not necessarily reflect the needs for future engagements. It should be understood that each engagement involves a different show/convention of varying sizes, varying complexity and a different contractor. Thus, each engagement will be monitored by MPEA and paid at a blended hourly rate.</p>
<p>Is Crowe still eligible to conduct the engagement, or is rotation being required? <u>Related Question:</u> Is the incumbent permitted to bid on this opportunity?</p>	<p>Yes. Crowe is eligible to bid on this opportunity and to conduct the engagement.</p>
<p>Rather than submitting the three years of financial statement information required in item 7 of the Proposal Submission section on page 7 of the RFP, would the Authority consider a proposal that offers to make such information available for review at the time of contracting to be responsive, or would that omit us from consideration?</p>	<p>As the Proposer’s financial stability is one of the criteria by which a proposal will be evaluated and a selection is made, Proposer should include information that best demonstrates its financial strength (a copy of the balance sheet, profit and loss statement, statement of cash flows, and any notes to the financial statements).</p> <p>An online link to the publicly available financial information may be provided in lieu of hard copies of the full financial statements. If your firm does not prepare financial statements in the requested format, Proposer must determine the information to provide that best demonstrates its financial stability.</p>
<p>Is there a budget for the engagement?</p>	<p>Due to the variation in the engagements, there is no fixed budget. The cost varies from one engagement to another due to show size, show complexity, and contractor’s recordkeeping processes, etc.</p>