

On page 6 of the RFP, second paragraph from bottom, it is requested that we provide a statement "of the availability of staff in any local office with requisite qualifications and experience to conduct the requested project." Does this mean that we should indicate which staff in our Bay Area offices have the experience required to conduct the audit, regardless of whether they are named as assigned personnel for this project?

Yes, please indicate the availability of staff persons that are qualified to conduct this audit in the office which would be handling this project, not necessarily all staff in all Bay Area offices. Presumably this would be staff in the office closest to the Air District. The purpose of this request is to evaluate whether there is back up, should the assigned project staff be unavoidably unable to complete the project.

In regards to the scope of work, "The audit shall determine congruence between policies as written and as implemented, define any gaps or lapses in legal and regulatory compliance, identify any policies as written or implemented that may place the Air District at risk for violations, and offer suggestions for preventative measures and policy and/or implementation improvement." Does this mean that you want a discussion and analysis of every policy or are there select policies that are of particular concern?

With regard to the statement referenced in the scope of work, we expect an analysis of every policy (in our Administrative Code, Memorandum of Understanding, and stand-alone policies), and recommendations for changing, deleting and/or adding other policies to effect legal/regulatory compliance. Our expectations are that the selected contractor would review all of our policies to determine if they conflict with any laws/regulations, and also determine if there is a law/regulation for which we have no policy where one is needed.

In the bulleted list of policy subject matter, there are a number of Fair Labor Standards Act type items. Are you interested in a comprehensive FLSA Audit (combined with the personnel audit), which would include: the use of volunteers, hours worked, work period/work week implementation, compensatory time off administration, regular rate calculation, and FLSA overtime exemption analysis?

No, we do not wish to have a FLSA audit. We are interested in ensuring that our policies are legally compliant, and that we have or develop policies as needed to meet legal/regulatory requirements.