

ENGAGEMENT QUERY

The New Jersey Department of Community Affairs, Sandy Recovery Division Contracts

INTRODUCTION:

The Department of Treasury (Department) is seeking quotes from the prequalified contractors in Group 3 Integrity Oversight Monitor/Anti-fraud (Contractor) pursuant to the “Program and Process Management Auditing, Financial Auditing and Grant Management, and Integrity Monitoring/Anti-Fraud Services for Disaster Recovery Assistance” RFQ and the “Prequalification Pools: Auditing and Other Related Services in Support of Disaster Recovery” RFP.

This Engagement Query is seeking to retain the services of a prequalified Contractor with knowledge of the Department of Housing and Urban Development (HUD) Community Development Block Grant - Disaster Relief (CDBG-DR) funds, and experience with state and local procurement processes, particularly the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.). This Contractor will serve as the New Jersey Department of Community Affairs, Sandy Recovery Division (DCA-SRD) integrity oversight and anti-fraud monitor as pursuant to P.L. 2013, Chapter 37 (N.J.S.A. 52:15D-1 et seq.), the Integrity Oversight Monitor Act (the Act). The Act authorizes the State Treasurer to require integrity oversight monitor services on any State or non-State, federally funded recovery and rebuilding contract of \$5M or more.

DCA-SRD is the grantee in receipt of funding from (HUD) and the Federal Emergency Management Agency (FEMA) for the Hazard Mitigation Grant Program (HMGP). The DCA-SRD has contracted with Cohn Reznick as an internal Integrity Oversight Monitor for Sandy-related programs. Cohn Reznick is acting as an extension of DCA’s internal audit group. They are responsible for ensuring that the programs managed by DCA-SRD meet and comply with applicable State and Federal guidelines, regulations and laws; and if DCA-SRD vendors’ performance complies with contract requirements, terms and conditions.

The purpose of this Engagement Query is to act as the external integrity oversight monitor responsible for compliance with A60. The successful bidder will be responsible for reviewing recommendations by Cohn Reznick to DCA management, reviewing the control environment in place; minimizing the risk of deobligation; and prevent or rectify the duplication of benefits, process and payment errors, waste, fraud, abuse, malfeasance and mismanagement of funds. The Contractor is expected to leverage Cohn Reznick’s programmatic findings without duplicating or recreating efforts.

I. BACKGROUND:

On October 27, 2012, Governor Chris Christie signed Executive Order 104 (EO 104) declaring a State of Emergency in New Jersey related to the impact of Superstorm Sandy which caused massive property damage and loss of life. President Obama declared a major disaster for New Jersey (DR-4086), thereby qualifying New Jersey for federal disaster assistance funds. Disaster

assistance includes HUD CBDG-DR funds, and FEMA Public Assistance, Individual Assistance, and Hazard Mitigation Grant Program funds, as well as other federal disaster assistance programs.

On March 27, 2013, the Act was passed authorizing the Treasurer to establish a pool of qualified integrity monitors (IM Pool) from which the Treasurer could require the use of services on any State or federally funded recovery and rebuilding contracts. Consequently, the Treasurer has required integrity oversight monitoring on any such contracts valued at \$5 million or more.

The pool of integrity oversight monitors includes, among others, those contractors procured under G-9004: "Program and Process Management Auditing, Financial Auditing and Grant Management, and Integrity Monitoring/Anti-Fraud Services for Disaster Recovery Assistance" and T-2939: "Prequalification Pools: Auditing and Other Related Services in Support of Disaster Recovery." The firms under these two contracts provide services organized into three distinct groups: Group I - Program and Process Management Auditing, Group II - Financial Auditing and Grant Management, and Group III - Integrity Monitoring/Anti-Fraud.

The Department of Housing and Urban Development (HUD) and the Federal Emergency Management Agency (FEMA) for the Hazard Mitigation Grant Program (HMGP) provided initial funding of \$1.8 billion. A number of programs were included in this award, some of which are managed directly by DCA-SRD and others that are managed by governmental agencies as sub-grantees to DCA. The programs funded by the initial award include:

- Homeowner Resettlement (Incentive) Program
- Superstorm Sandy Housing Incentive Program (SSHIP)
- Reconstruction, Rehab, Elevation and Mitigation (RREM) Program
- Landlord Rental Repair Program (LRRP)
- Fund for Restoration of Multi-Family Rental Housing Program
- Predevelopment Loan Fund for Affordable Rental Housing
- Neighborhood Enhancement Program (Blight Reduction Pilot Program)
- Landlord Incentive Program (LIP)
- Homebuyer Assistance Program
- Supportive Services Program
- Sandy Special Needs Housing Fund
- Stronger NJ Business Grants
- Stronger NJ Direct Loans for Small Business
- Neighborhood and Community Revitalization (NCR)
- Tourism Marketing
- FEMA Match Program
- Continuation and Enhancement of Essential Public Services
- Code Enforcement
- Hazard Mitigation Program (HMGP)
- Planning Assistance Grant

II. SCOPE OF WORK (SOW) REQUIREMENTS:

The scope of this engagement is limited to the following contracts of \$5M and above managed directly by the Department of Community Affairs, Sandy Recovery Division. Solicitation packages, contractor proposals, and contract details can be found on the NJ Sandy Transparency site:

<http://nj.gov/comptroller/sandytransparency/contracts/sandy/>

- **CohnReznick LLP** – The purpose of this contract is to provide the DCA-SRD with an internal Integrity Oversight Monitor, to monitor the programs and contractor dollars distributed by the DCA in its administration of its CDBG-DR action plan. Estimated value \$10.4M
- **ICF Inc.** – The purpose of this contract is to provide project management services in order to implement CDBG-DR programs, including tasks related to program implementation and staff augmentation in accordance with the Disaster Recovery Action Plan submitted to HUD. Estimated value \$5M.

For the Disaster Recovery Action Plan:

<http://www.state.nj.us/dca/announcements/pdf/CDBG-DisasterRecoveryActionPlan.pdf>

- **CGI Federal Inc.** – The purpose of this contract is to obtain a turn-key software and services solution, Sandy Integrated Recovery Operations and Management system (SIROMS), for the DCA. This system will allow the State to quickly deploy its CDBG-DR Program to assist those impacted by Superstorm Sandy. Estimated value \$38.5M.
- **Hammerman & Gainer Inc.** – The purpose of this contract is to provide management of the Superstorm Sandy Housing Incentive Program (SSHIP), completing and processing all housing program applications, determining eligibility, disbursing funds under the Resettlement (Incentive) Program, coordinating with applicants and contractors for the RREM program and LRRP, managing all loan closings and closing out the Housing Programs. Estimated value \$67.7M.
- **Gilbane Building Company, URS Group, Inc. and CBI Shaw** – The purpose of these contracts is to manage the implementation and operation of the Rehabilitation, Reconstruction, Elevation and Mitigation (RREM) Program. The Lead RREM contractor (URS) will complete and manage the preparation of program policies and procedures in consultation with the other RREM Contractors (Gilbane and CBI-Shaw) and will manage the homebuilder prequalification process to create a pool of homebuilders who will be available to all RREM Contractors. All three Contractors will be responsible for determining applicant eligibility; estimating the cost of repairs; determining the duplication of benefits; making award determinations; assigning homebuilders; managing the construction process; dispersing payments to homebuilders; and working with the SSHIP Contractor to close out applicants' grants and loans. Collective estimated value (3 contracts) \$73.3M.

- **Gilbane** - The purpose of the Landlord Rental Repair Program (LRRP) is to establish a program to create affordable rental housing units through the restoration of approximately 1,000 privately owned small rental properties. The purpose of this contract is to manage the LRRP program. Gilbane will be responsible for reviewing homebuilders to ensure minimum adequate qualifications for rehabilitation; determining the SOW necessary to restore eligible properties and verification of completed work to date; overseeing construction activities and schedules related to these properties; and approving draws for homebuilders based on construction progress. Estimated value \$6M.

Contractors must be able to provide all of the following tasks related to these contracts:

- Attend a kick-off meeting with representatives from the Department to discuss the tasks and deliverables required under this work assignment. The Contractor is responsible for documenting and providing minutes of the meeting to the State Contract Manager within ten (10) days of the meeting.
- Work with DCA staff and contractors leveraging completed policy and procedure reviews, control system analysis, and risk assessments to ensure that program requirements are met, and comply with applicable State and Federal guidelines, regulations and laws. If necessary, recommend loss prevention strategies to prevent duplication of benefits, inefficiency, waste, fraud, abuse, malfeasance and mismanagement of funds. Submit findings to the State Contract Manager.
- Review any recommendations from Cohn Reznick to DCA management and corrective action plans already in place to assess contractors and/or DCA process for implementation. Monitor for the duration of the contract. Submit findings to the State Contract Manager.
- Review contract requirements, terms and conditions. Determine if the contractors' performance complies with contract requirements, terms and conditions. Monitor for the duration of the contract. Submit findings to the State Contract Manager.
- Provide deliverables as set forth in this Engagement Query.

Please note: The Contractor is expected to administer forensic accounting and other specialty accounting services as required; and to comply with all Federal, State and Local laws, regulations, and ordinances, as they are applicable to the program.

III. DELIVERABLES

The Contractor must ensure compliance with the following:

- Required Timelines
 - Task B is required to be completed within 40 business days of receipt of letter of engagement.
 - Remaining Tasks are ongoing tasks to be conducted for the duration of the contract. Status updates are to be included in each monthly report.

B. Required Reports and Documents

1. Upon a finding of a likely criminal violation or lesser degree of any malfeasance, inefficiency, waste, fraud, abuse or mismanagement of funds, report findings to the State Comptroller and the Attorney General immediately consistent with the requirements of the Act. Provide a copy to the State Contract Manager.
2. Monthly Status Reports
 - Provide update on activities conducted on, or for, each task to include the type of activity, analysis, results, recommendations, resolutions, and/or preventative measures; and follow-up on any previous outstanding issues. Provide monthly status reports to the State Contract Manager.
3. Quarterly Report (**Attachment 1**)
 - On the first business day of each calendar quarter, the Contractor shall provide to the State Treasurer, for distribution to the Legislature and the Governor, a report detailing the Contractor's provision of services during the three-month period second preceding the due date of the report and any previously unreported provision of services, which shall include, but not be limited to, detailed findings concerning the Contractor's provision of services and recommendations for corrective or remedial action relative to findings of malfeasance and inefficiency. The report shall include a privilege log which shall detail each denial of sensitive information that the integrity oversight monitor exercises in preparing the report for transmission to the Legislature and the Governor pursuant to this subsection. The report shall not include any information which may compromise a potential criminal investigation or prosecution or any proprietary information.
4. Time Logs
 - Copies (and upon request, originals) of time logs shall be maintained by the Contractor and shall include information on the allocation of hours worked by the Contractor and staff to the respective federally-funded programs and all other data required in order to ensure compliance with all federal requirements.

IV. OTHER CONTRACTOR REQUIREMENTS

The Contractor is required to comply with all of the terms, including pricing, of its State contract (contracts G-9004 or T-2939, as applicable), the applicable provisions of the New Jersey Standard Terms and Conditions, and the associated Method of Operation for the selected contracts. For the purpose of this engagement, the Contractor's indemnification obligation shall be limited in the aggregate to 500% of the value of the contract.

Contracts are available on the Department of the Treasury, Division of Purchase and Property website:

Contract G9004 http://www.state.nj.us/treasury/purchase/boa/contracts/g9004_13-r-23144.shtml

Contract T2939 http://www.state.nj.us/treasury/purchase/boa/contracts/t2939_14-x-23110.shtml

V. LENGTH OF ENGAGEMENT

This initial engagement will begin once a Letter of Engagement has been awarded. The length of this engagement is for a period of 2 years, which may be extended for all or part of any 1 year extension period, until all deliverables have been met and accepted by the State.

VI. CONFLICT OF INTEREST

Any person with FEMA/CDBG responsibilities, decision-making power or information may not obtain a financial interest or benefit from FEMA/CDBG activity or have any interest in the contract(s) or subcontract(s). Firms are prohibited from acting as a contractor for both the auditing and integrity monitoring requirements for the same project.

VII. CONFLICT FOR FUTURE ENGAGEMENTS

The Department of the Treasury will determine, on a case-by-case basis, if the Contractor will be eligible to receive additional integrity monitoring engagements. If it is determined that award of this engagement presents a conflict of interest for participation in future engagements, the Contractor will be precluded from accepting subsequent Engagement Queries.

VIII. PROPOSAL CONTENT

The Contractor shall provide a detailed proposal with a detailed budget to perform the SOW in this engagement to the State Contract Manager:

Dave Ridolfino, Associate Deputy State Treasurer
IntegrityOversightMonitor@treas.state.nj.us
by 5pm on February 7, 2014

Questions related to this Engagement Query must be submitted to:

IntegrityOversightMonitor@treas.state.nj.us
by 5pm on January 24, 2014

Note: Use the attached template to submit questions. The compilation of all questions and answers will be sent to the group prior to the Engagement Query response due date. **(Attachment 2)**

If the contractor is unable to bid because of a conflict of interest or scheduling, the contractor must provide notice to the Department within **three (3)** business days of the receipt of Engagement Query.

The contractor's proposal must contain the following elements:

- A. A detailed proposal, including a detailed budget, to perform the SOW reflecting the requirements of the engagement query for competitive price quotes. The proposal must explain how the contractor intends to accomplish each task listed in the SOW.
- B. A contract schedule that shall identify the performance milestones and associated deliverable items to be submitted as evidence of completion of each task and/or sub-task.
- C. Person-hour and/or labor category mix: A comprehensive chart showing the person-hours proposed to meet the requirements of the Engagement Query. The chart shall be designed to reflect the tasks, sub-tasks, or other work elements required by the Engagement Query. The chart shall set forth, for each task, sub-task or other work element, the total number of person-hours, by labor category, proposed to complete the contract. The hourly rates used for each labor category shall be the hourly rates, or lower than the hourly rates specified in the contract. The person hours must be those originally bid or lower. The Contractor is to fill in each task listed in Section II Scope of Work in the column provided, and determine how many hours are required to complete each task. Provide a separate quote sheet for each year covering the entire length of this engagement. **(Attachment 3)**
- D. Estimated travel and direct costs for the duration of the engagement. Refer to contract T2939: 3.7 Travel Expenses and Reimbursements and Section 6.7.2 Bidders' Price Schedule; and contract G9004: 3.6 Travel Expenses and Reimbursements, and Section 6.0 Cost Proposal. **(Note: Include travel and direct costs on Attachment 3 in the boxes provided.)**
- E. A description of FEMA consulting experience on similar projects that demonstrates knowledge of eligibility, documentation and procurement requirements. Include client results in recovering the proposing contractor's fees as direct administrative costs, and a list of any deobligation of funds by FEMA in any of your projects.
- F. A detailed list of engagements or task orders in which the firm is currently providing services for any type of disaster recovery, including those of sub-contractors proposed for this engagement. The list must include the name of the contracting entity; a detailed list of the scope of services and the contract term; and identification of any sub-contractors to be utilized for this engagement which must be consistent with those identified in the original proposal/bid.
- G. Resumes of any primary contractor or sub-contractor individuals proposed for this engagement.
- H. Summary of experience of the primary and sub-contractor for engagements of similar scope and size.

IX. SELECTION PROCESS

The State Contract Manager, on behalf of the Treasurer or the using agency, will review the proposals and select the Contractor whose proposal is most advantageous, price and other factors considered.

The Treasurer or Using Agency will then issue a task order with a “Not to Exceed” clause to the engaged firm. Any firm may submit pricing lower than its bid price for a specific project. The firm will then be held to that lower pricing for all future engagements.

X. LIQUIDATED DAMAGES

To the extent that actions of the Contractor result in failure to meet performance standards, the State may suffer damages that could be difficult or impossible to quantify. Given the significance of rehabilitation of New Jersey communities, businesses, and programs, the necessity that all resources, including recovery grant management programs, dedicated to the recovery from Superstorm Sandy be applied in an efficient manner, and the need to take all necessary precautions to prevent, detect, and remediate waste, fraud, and abuse, the State and the Contractor agree to the specified liquidated damage amounts for late delivery of the following deliverables.

The methodology utilized to calculate liquidated damages pertaining to reviewing contractor processes and procedures for efficiency; determining if existing corrective action plans are being implemented; and reporting on status are based on the assumption that failure to have these key elements in place will directly result in loss of Federal funds. Also, failure to provide reports could prevent the State from taking action to rectify issues early on, and may also cause harm to the public in the form of waste by the government and inefficiency in rebuilding projects.

Task	Deliverable	Due Date	Liquidated Damages
Task B	Work with DCA staff and contractors leveraging completed policy and procedure reviews, control system analysis, and risk assessments to ensure that program requirements are met, and comply with applicable State and Federal guidelines, regulations and laws. If necessary, recommend loss prevention strategies to prevent duplication of benefits, inefficiency, waste, fraud, abuse, malfeasance and	Completed within 40 business days after receipt of letter of engagement	\$1000 a day for each day past due date

	mismanagement of funds.		
Monthly Status Reports	Provide update on activities conducted on, or for, each task to include the type of activity, analysis, results, recommendations, resolutions, and/or preventative measures; and follow-up on any previous outstanding issues.	On the first business day of each month	\$1000 a day for each day past due date
Quarterly Reports	Report detailing the integrity oversight monitor's provision of services during the three-month period second preceding the due date of the report and any previously unreported provision of services	On the first business day of each calendar quarter	\$1000 a day for each day past due date
Time Logs	Copies (and upon request, originals) of time logs shall be maintained by the Contractor and shall include information on the allocation of hours worked by the Contractor and staff to the respective federally-funded programs and all other data required in order to ensure compliance with all federal requirements.	On the first business day of each month	\$1000 a day for each day past due date

XI. NOTICE OF EXECUTIVE ORDER 125 REQUIREMENT FOR POSTING OF WINNING PROPOSAL AND CONTRACT DOCUMENTS

Pursuant to Executive Order No. 125, signed by Governor Christie on February 8, 2013, the Office of the State Comptroller (OSC) is required to make all approved State contracts for the allocation and expenditure of federal reconstruction resources available to the public by posting such contracts on an appropriate State website. Such contracts are posted on the New Jersey Sandy Transparency website located at: <http://nj.gov/comptroller/sandytransparency/contracts/sandy/>

The contract resulting from this Engagement Query is subject to the requirements of Executive Order No. 125. Accordingly, the OSC will post a copy of the contract, including the Engagement Query, the winning bidder's proposal and other related contract documents for the above contract on the Sandy Transparency website.

In submitting its proposal, a bidder may designate specific information as not subject to disclosure. However, such bidder must have a good faith legal and/ or factual basis to assert that such

designated portions of its proposal (i) are proprietary and confidential financial or commercial information or trade secrets or (ii) must not be disclosed to protect the personal privacy of an identified individual. The location in the proposal of any such designation should be clearly stated in a cover letter, and a redacted copy of the proposal should be provided.

The State reserves the right to make the determination as to what is proprietary or confidential, and will advise the winning bidder accordingly. The State will not honor any attempt by a winning bidder to designate its entire proposal as proprietary, confidential and/or to claim copyright protection for its entire proposal. In the event of any challenge to the winning bidder's assertion of confidentiality with which the State does not concur, the bidder shall be solely responsible for defending its designation.

XII. ATTACHMENTS

Attachment 1: Quarterly Report Template

Attachment 2: Question Template

Attachment 3: Cost Quote

**Engagement Query Questions or Request for Clarification
Engagement Query #: EQ2014-002-P3-DCA CDBG**

Addendum 1 - Questions and Answers

Please note, some questions have been combined or edited for clarity and readability.

#	Page #	Engagement Query Section	Question	Answers
1		General	Where will the work be performed, and will travel be reimbursable?	<p>Most, if not all, of the work will be performed in New Jersey. Physical space may be provided in Trenton, NJ.</p> <p>Travel will be reimbursable as outlined in Section VIII. Proposal Content, item D.</p>
2		General	There is discussion of providers “not duplicating the efforts of CohnReznick.” Is the review of provider contracts, related to recommendations provided by CohnReznick, considered a duplication of effort? Understanding the contract terms is essential to understanding the recommendations.	The firm awarded the task order(s) resulting from this engagement query will be able to review provider contracts that relate to this engagement.
3		General	Will there be any travel outside New Jersey required?	At this juncture, we do not foresee the need to travel outside of New Jersey to complete the scope of work set forth in the Engagement Query. Therefore, the amount of outside travel should be negligible.
4	1	Introduction	This section indicates that the provider would be responsible for reviewing CohnReznick’s recommendations to DCA management, however the scope of work section (page 3) lists several additional contracts and then singles out CohnReznick on page 4. Please help us understand the distinction.	CohnReznick is working in the capacity of an internal oversight monitor assisting DCA with Sandy-related programs. The firm awarded the task order(s) resulting from this engagement query will work as the integrity oversight monitor responsible for compliance with the A60 requirements. This firm will leverage work completed by CohnReznick without duplicating efforts.
5	1	Introduction	What is meant by “minimizing the risk of deobligation?”	Minimize the risk of deobligation means to take the measures necessary to prevent the reduction of the federal obligations on this contract.
6	1	Introduction	Please specifically clarify where the responsibilities of the DCA-SRD Integrity oversight and anti-fraud monitor and CohnReznick (also described as the DCA-SRD Integrity Oversight Monitor) differ. Are these roles meant to be independent of each other?	Please see question #1. These roles are independent of each other, but work product should be leveraged as not to duplicate efforts. However, only the contractor is responsible for compliance with A60.

7	1	Introduction	To whom will each Integrity and Anti-fraud Monitor be reporting? How will this be structured for independence?	The firm awarded the task order(s) resulting from this engagement query is expected to follow the reporting requirements outlined in the scope of work, and will be reporting to State Contract Manger.
8	1	Introduction	<p>The Engagement Query Scope of Work identifies 5 contracts (7 contractors) plus CohnReznick but the "Purpose" paragraph (last paragraph in the Introduction section) discusses only CohnReznick. Is it the correct assumption that the integrity monitor is responsible for A60 integrity monitoring of all 5 contracts and 7 contractors?</p> <p>In addition, is it correct that there is additional support being sought relative to CohnReznick's work. That is, the integrity monitor under this Query will be expected to also review CohnReznick methodologies, recommendations, etc.?</p>	<p>The firm awarded the task order(s) resulting from this engagement query will be responsible for the A60 integrity monitoring. This includes 8 contracts for 6 programs:</p> <ol style="list-style-type: none"> 1. Internal Oversight Monitor - CohnReznick Contract (1) 2. Project Management - ICF Inc. Contract (1) 3. SIROMS-CGI Federal Inc. Contract (1) 4. SSHIP-Hammerman & Gainer Inc. Contract (1) 5. RREM - URS, Gilbane, and CBI Shaw Contracts (3) 6. LRRP - Gilbane Contract (1) <p>CohnReznick is the DCA internal monitor working as an extension of DCA's internal audit function. The contractor is not being asked to check CohnReznick's work, but to ensure the requirements of A60 are met and it is expected that the contractor will need to leverage work already performed in order to comply with A60.</p>
9	1	Introduction	What role will the Integrity Monitor have in monitoring the HGI contract, which we understand may no longer be active at the time this work starts?	The firm awarded the task order(s) resulting from this engagement query will be expected to monitor all contracts over \$5M associated with the programs outlined this engagement query.
10	1	Introduction	As part of the current internal Integrity Oversight, are sample individual applications being examined for eligibility, duplication of benefits, etc?	Applications are being reviewed and tested to ensure compliance with program guidelines.
11	2	Background	What percentage of the work requires FEMA experience vs. HUD experience?	HUD is the awarding agency of DCA's disaster relief funding (CDBG-DR).
12	2-3	Scope of Work	Please confirm there is no specific testing or sampling of expenditures and disbursements required.	The firm awarded the task order(s) resulting from this engagement query must utilizes processes and procedures necessary to provide all of the tasks outlined in the scope of work.
13	2-3	Scope of Work	Is the effort limited to the 5 contracts noted? Could it expand to others?	Yes, the effort is limited to the contracts outlined in this engagement query, but maybe expanded if necessary.

14	3	Scope of Work	<p>What is the firm's goal in performing this engagement, concerning:</p> <ol style="list-style-type: none"> 1. Services provided 2. Frequency 3. Population 4. Size of the contract we will be monitoring monthly 	Please refer to the Engagement Query.
15	3	Scope of Work	What are the locations for each of the engagements?	Locations are throughout New Jersey, and are to be determined.
16	3	Scope of Work	Will this RFQ be parceled, and can a firm win the work on one contract without winning the work on other contracts?	Please refer to the Engagement Query.
17	3	Scope of Work	Will CohnReznick also be reviewing the work of the other contractors described in the RFQ? If so, please provide specifics on how our scope will differ from CohnReznick on these reviews?	Please see question #4.
18	3	Introduction and Scope of Work	<p>Each contractor will have proprietary information and documentation. This could present obstacles to the requirement that the contractor "leverage CohnReznick's programmatic findings without duplicating or recreating efforts. "</p> <p>Has access to proprietary information and documentation been granted by CohnReznick (and the others if applicable) for the purposes of this engagement?</p>	All contractors are expected to comply with the requirements of the Integrity Oversight Monitor Act. It is acceptable for contractors to provide redacted copies of documentation that contains proprietary information.
19	3	Scope of Work	<p>The link in the Scope of Work section to DCA's Action Plan does not work. Can this be activated?</p> <p>The link to the State Comptroller's Sandy Transparency website lists all contracts awarded for recovery work. Can specific links to each of the seven (7) contractors RFP and Proposal be provided for review by proposing contractors?</p> <p>The specific Engagement Query for CohnReznick work with DCA and their proposal is not listed on the State Comptroller's Sandy Transparency website. Can these be provided?</p>	<p>The link to DCA's Action Plan has changed. The new link is: http://www.state.nj.us/dca/divisions/sandyrecovery/pdf/CDBG-DisasterRecoveryActionPlan.%20non.substantial.amendments.%2011.14.13.pdf</p> <p>All contract information pertaining to this engagement query is now available on the NJ Sandy Transparency Site: http://nj.gov/comptroller/sandytransparency/contracts/sandy/approved/contracts.html</p> <p>Please see NJ Sandy Transparency site.</p>

20	3	II	Does the internal Integrity Oversight contractor monitors sub recipient awards to local governments?	Such monitoring is within the scope of the internal integrity oversight monitors.
21	4	II B	Please provide the names of all the stakeholders the Contractor would be working with under Engagement Query section II B.	This information will be provided to the firm awarded the task order(s) resulting from this engagement query.
22		Section II.c	How many recommendations, or what is the estimated number of recommendations, have been provided by CohnReznick?	This information will be provided to the firm awarded the task order(s) resulting from this engagement query.
23		Section II.d	Is the scope of work limited to the recommendations provided by CohnReznick over ONLY the 5 contracts (over \$5M) indicated in the RFP or all CohnReznick recommendations? Or, are we expected to review all individual contracts over \$5m but take into account the CohnReznick findings to ensure there is not duplication of efforts.	The contractor is expected to review all individual contracts over \$5m as listed taking account the CohnReznick findings to ensure there is not duplication of efforts.
24	4	II D	How many RREM contractors is the Contractor expected to monitor: One, two, or all three?	The firm awarded the task order(s) resulting from this engagement query is expected to monitor all three RREM contractors.
25		II	To what extent do you anticipate reviews of the construction work performed out on the field?	Three of the five contracts that require monitoring involve significant construction activity that may require fieldwork.
26	4	Scope of Work	When will the kick-off meeting(s) occur?	This will be determined once a letter of engagement has been issued.
27	4	Scope of Work	In what manner will documentation which will be monitored be provided? Electronic, pdf, other?	This information will be provided to the firm awarded a Task Order resulting from this Engagement Query.
28	5	III B 4	Will the Department of Treasury accept that, in connection with the performance of services under the Agreement, the Contractor will use vendors inside and outside of the United States to provide, at the Contractor's direction, strictly administrative and clerical services to the Contractor?	Pursuant to N.J.S.A. 52:34-13.2, all contracts primarily for services awarded by the Director shall be performed within the United States, except when the Director certifies in writing a finding that a required service cannot be provided by a contractor or subcontractor within the United States and the certification is approved by the State Treasurer. Please refer to Section 3.6 Service Performance Within U.S. of the State of NJ Standard Terms and Conditions. Also, refer to the RFP, Section 7.1.2.1 Breach of Contract for additional information.

				Bidders are also reminded to review provisions for substitution or additions of subcontractor(s) in the RFP section 5.7, and Sections 5.8 and 5.9 of the State of NJ Standard Terms and Conditions.
29	5/10	III B 4	Is there a specific work breakdown structure to follow in order to properly report the hours worked on by the Contractor?	There is no specific work breakdown structure.
30	6/10	VII	Will this scope of work preclude the Contractor from being the Integrity Monitor on any other NJ projects? If so, on what type of engagements?	The Department of the Treasury will determine, on a case-by-case basis, if the Contractor will be eligible to receive additional integrity monitoring engagements. If it is determined that award of this engagement presents a conflict of interest for participation in future engagements, the Contractor will be precluded from accepting subsequent Engagement Queries.

State of New Jersey
 Department of Treasury
 Integrity Monitoring Reporting Model
 For Quarter Ending: xx/xx/2013

Reports required under A-60 will be submitted by Integrity Monitors on the first business day of each calendar quarter to the State Treasurer and will contain detailed information on the projects/contracts/programs funded by the Disaster Relief Appropriations Act.

No.	Recipient Data Elements	Response	Comments
A. General Info			
1.	Recipient of funding		
2.	Federal Funding Agency? (e.g. HUD, FEMA)		
3.	State Funding (if applicable)		
4.	Award Type		
5.	Award Amount		
6.	Contract/Program Person/Title		
7.	Brief Description, Purpose and Rationale of Project/Program		
8.	Contract/Program Location		
9.	Amount Expended to Date		
10.	Amount Provided to other State or Local Entities		
11.	Completion Status of Contract or Program		
12.	Expected Contract End Date/Time Period		
B. Monitoring Activities			
13.	If FEMA funded, brief description of the status of the project worksheet and its support.		
14.	Quarterly Activities/Project Description (include number of visits to meet with recipient and sub recipient, including who you met with, and any site visits warranted to where work was completed)		

State of New Jersey
Department of Treasury
Integrity Monitoring Reporting Model
For Quarter Ending: xx/xx/2013

Reports required under A-60 will be submitted by Integrity Monitors on the first business day of each calendar quarter to the State Treasurer and will contain detailed information on the projects/contracts/programs funded by the Disaster Relief Appropriations Act.

No.	Recipient Data Elements	Response	Comments
15.	Brief Description to confirm appropriate data/information has been provided by recipient and what activities have been taken to review in relation to the project/contract/program.		
16.	Description of quarterly auditing activities that have been conducted to ensure procurement compliance with terms and conditions of the contracts and agreements.		
17.	Have payment requisitions in connection with the contract/program been reviewed? Please describe		
18.	Description of quarterly activity to prevent and detect waste, fraud and abuse.		
19.	Provide details of any integrity issues/findings		

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No.	Recipient Data Elements	Response	Comments
20.	Provide details of any work quality or safety/environmental/historical preservation issue(s).		
21.	Provide details on any other items of note that have occurred in the past quarter		
22.	Provide details of any actions taken to remediate waste, fraud and abuse noted in past quarters		
C. Miscellaneous			
23.	Attach a list of hours and expenses incurred to perform your quarterly integrity monitoring review		
24	Add any item, issue or comment not covered in previous sections but deemed pertinent to monitoring program.		

Name of Integrity Monitor: Name of Report Preparer: Signature: Date:

Engagement Query Questions or Request for Clarification

Firm:

Engagement Query #:

Page #	Engagement Query Section	Question

