



February 19, 2026

**A Request for Proposals for a Performance Audit or Evaluation of the Department of Personnel & Administration's Fiscal Year 2026-27 Quadrennial Total Compensation Report**

**Responses to Prospective Bidder Inquiries**

1. Has OSA established a budget for this project, and will that be shared with bidders?

**OSA Response 1:** The OSA has not set a budget for this this project. When this audit was last done, in 2021, the cost was \$140,000.

2. Are firms that have previously conducted these audits for OSA in any way precluded from responding to this RFP?

**OSA Response 2:** No. However, in their proposals, firms must describe any and all work they are performing for the Department of Personnel & Administration or the State of Colorado, as well as work they performed within the past 2 years or are currently planning to perform for the Department or the State of Colorado. Further, proposing firms must affirm that they are independent for this engagement.

3. Section I Administrative Information, C. Services Required (p. 7). Would CO OSA please clarify whether hours and expenses associated with presentation to the Legislative Audit Committee should be either:

- (a) Incorporated into the overall cost proposal and budget; or
- (b) Provided as a separate line item?

**OSA Response 3:** Hours and expenses for the project should be broken out into, at least, the following categories: each objective, preparing findings, and writing and finalizing the report. The cost for the LAC presentation could be included as a separate line item, or included with writing and finalizing the report. Please note that travel costs to conduct any of the work or to attend the LAC hearing should be included as part of the hourly rate because they will not be reimbursed separately.

4. Section II Required Information, A. Proposal Sections, 4. Profile of the Organization, i. (p. 15) states that offerors must “Provide no more than three references for similar work performed.” Would CO OSA please confirm what information offerors should provide regarding these three references (e.g., customer point of contact, contractual information)?

**OSA Response 4:** Please provide the name of the organization for which the work was performed; the name and contact information for a specific individual within the organization; and a brief explanation of the services your firm provided.

5. Section II Required Information, A. Proposal Sections, 5. Qualifications of Assigned Personnel (p. 15) states, “The OSA may require that the Contractor provide the OSA with the results of background checks conducted pursuant to the organization’s standard employment practices on personnel assigned to the engagement. If background checks are not a standard employment practice for the Contractor, the OSA may require the Contractor to conduct a background check on personnel assigned to the engagement and provide the results to the OSA.” Would CO OSA please confirm that this is a post-award requirement, and not to be included with offeror proposal responses?

**OSA Response 5:** If the OSA requires background checks, we will ask the Contractor to provide the results of the checks, once a contract has been executed. Proposals should not include any results from background checks conducted by the firm.

6. Section II Required Information, A. Proposal Sections, 8. Compensation and Staff Hours (p. 16). Would CO OSA please provide an estimated level of effort expected for the requested services, in terms of overall hours, based on prior similar audits?

**OSA Response 6:** Proposals for prior similar audits have included estimated hours that range from about 350 to about 550 hours. However, the OSA has not set an estimated level of effort for this project.