

Judy, Kimberly Y. (Auditors)

From: Judy, Kimberly Y. (Auditors)
Sent: Thursday, June 22, 2017 2:22 PM
To: 'pkirk@zallc.org'; 'Kim Stank'
Subject: AOA17002-CPA_HAZSUB

Categories: Egress Switch: Unprotected

Hi Pat and Kim,

I am pleased to inform you that Zelenkofske Axelrod, LLC has been awarded the contract from AOA17002-CPA_HAZSUB, Department of Natural Resources and Environmental Control (DNREC) Hazardous Substance Cleanup Fund Financial Statement Audit. I will be the AOA Audit Liaison for this contract.

Before I can proceed with executing the contract, I need you to provide certificates of liability insurance demonstrating the firm's coverage as detailed in the RFP. The certificate must include a description of the types of coverage (i.e. general liability, professional liability, cyber liability) covered by any umbrella insurance carried by the firm.

Once I have received a satisfactory insurance certificate, I will forward you an electronic copy of our contract that must be completed and returned to my attention. The contract MUST have the signature of a representative who has the legal capacity to enter your organization into a formal contract with the State of Delaware, Office of Auditor of Accounts. A copy of the fully executed contract will be returned for your records. I will also let you know that I am scheduled to be out of the office starting tomorrow through the end of next week, and plan to return on July 3, 2017.

If you have questions regarding the proposal and selection process, please direct them to John Fluharty, Research Analyst, at 302-857-3937 or John.Fluharty@state.de.us. Otherwise, please feel free to contact me.

We look forward to working with you again!

Kimberly Y. Judy, CPA, CFE | Audit Manager

Delaware Office of Auditor of Accounts | auditor.delaware.gov | **Report Fraud!** 1-800-55-FRAUD (37283)
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