



STATE OF DELAWARE
OFFICE OF AUDITOR OF ACCOUNTS

R. THOMAS WAGNER, JR., CFE, CGFM, CICA
AUDITOR OF ACCOUNTS
302-739-5055
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February 12, 2018

Ms. Maria Hurd, CPA
Director, Accounting & Auditing – Retirement Plan Audit Services
Belfint, Lyons & Shuman, P.A.
1011 Centre Road, Suite 310
Wilmington, DE 19805

Dear Ms. Hurd,

I am pleased to inform you that Belfint, Lyons & Shuman, P.A. has been awarded the contract from AOA18002-CPA_OSTPlans, Delaware Deferred Compensation and College Investment Plans, contingent upon receipt of a satisfactory insurance certificate. The AOA Audit Liaison for this engagement is Kimberly Judy. She can be reached at 302-857-3931 or kimberly.judy@state.de.us.

Before we can proceed with the contracting process, please provide certificates of liability insurance demonstrating the firm's coverage as detailed in the RFP to the Liaison. The certificate must include a description of the types of coverage (i.e. general liability, professional liability) covered by any umbrella insurance also carried by the firm.

Once we have received a satisfactory insurance certificate, the Liaison will forward you an electronic copy of our contract for your review. If the contract terms are acceptable, please sign and return the contract to the Liaison's 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.

If the contract terms are not acceptable, please send your suggested revisions via email to the Liaison.

If you have questions regarding the proposal and selection process, please feel free to contact Tammy Smith at 302-857-3925 or tammy.smith@state.de.us.

We look forward to working with you.

Sincerely,
 Redacted - Original on File

R. Thomas Wagner, Jr. CGFM, CICA, CFE
Delaware State Auditor