



STATE OF DELAWARE
OFFICE OF AUDITOR OF ACCOUNTS

R. THOMAS WAGNER, JR., CFE, CGFM, CICA
AUDITOR OF ACCOUNTS
302-739-5055
R.THOMAS.WAGNER@STATE.DE.US

September 20, 2018

Dear Ms. Console,

I am pleased to inform you that Lori Console, CPA, LLC has been awarded the contract from RFP AOA19002-RVWSVCS, Engagement Management & Review Services, contingent upon receipt of a satisfactory insurance certificate. The AOA Audit Liaison for this engagement is Tammy B. Smith, Senior Audit Manager. She can be reached at 302-857-3925 or tammy.smith@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 me.

We look forward to working with you.

Sincerely,

Signature on File

R. Thomas Wagner, Jr.
State Auditor