



STATE OF DELAWARE  
OFFICE OF AUDITOR OF ACCOUNTS

KATHLEEN K. MCGUINNESS, CFE, RPh  
STATE AUDITOR

February 12, 2019

Dear Clifton Larson Allen,

I am pleased to inform you that Clifton Larson Allen has been awarded the contract from RFP AOA 1903-CAFR, contingent upon receipt of a satisfactory insurance certificate. The AOA Audit Liaison is Laura Horsey. She can be reached at 302-857-3912 or [Laura.Horsey@delaware.gov](mailto:Laura.Horsey@delaware.gov). Also please copy the Deputy Auditor Elizabeth Vasilikos at 302-857-3933 or [Elizabeth.Vasilikos@delaware.gov](mailto:Elizabeth.Vasilikos@delaware.gov) on all correspondence.

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 at [Kathleen.McGuinness@delaware.gov](mailto:Kathleen.McGuinness@delaware.gov) or 302-739-5055.

We look forward to working with you.

Sincerely,  
Signature on File

Kathleen McGuinness, RPh, CFE  
Delaware Auditor of Accounts