

April 3, 2020

TO: All Offerors

FROM: Kathleen McGuiness
Delaware State Auditor
Office of Auditor of Accounts

SUBJECT: Addendum to Request for Proposals (RFP) – AOA20-CPA-001-UDE

Addendum #1 – Proposers Questions & Office of Auditor of Account's Answers

Please note: The attached sheets hereby become a part of the above mentioned RFP. All other terms and conditions remain the same.

The Office of Auditor of Accounts (AOA) received the following questions for clarification in response to its RFP posted on March 23, 2020.

1. We noted there is an audit of the 2019 Statements of State of Delaware Funds at <https://sites.udel.edu/vpfinance/reports/state-of-delaware-financial-statements/>. Is the scope of this Request for Proposal the same as the report as published at this website location?
Yes.
2. If yes to #1, can you explain the reason for including 2019 in the scope of this RFP due to the 2019 audit having been completed by KPMG on November 14, 2019?
[The Auditor of Accounts was not included in the selection of this vendor as required by Delaware Code.](#)
3. If no to #1, can you provide a copy of the FY18 report similar to the scope of this request for Proposal?
N/A
4. Appendix F of the Request for Proposal includes two schedules: 1) Statement of State of Delaware General Funds Expended and 2) Statement of State of Delaware Capital Improvement Funds Appropriated, Received and Expended. The FY19 report referenced in question #1 above also includes the following: 4) Statement of State of Delaware General Funds Appropriated, Received and Expended, 5) Statement of State of Delaware Agency Funds Appropriated, Received and Expended, and the 6) State of Delaware Appropriated Funds- Current Funds Expenditures by Function. Are all 5 schedules within the scope of this Request for Proposal or just schedules 1 and 2?
[All five schedules are within the scope of this RFP as they are all State of Delaware funds.](#)
5. If the June 30, 2019 year is within the scope of this Request for Proposal, can work begin on this engagement prior to work on the FY20 report or must testing occur simultaneously?
[Yes, work can begin prior to work on the FY20 report.](#)
6. Will the auditors for the University of Delaware place reliance on this report in conjunction with its report on the University as a whole?
[That decision lies with the auditors for the University of Delaware.](#)

7. What, if any, coordination will occur between the auditors for the University and the firm selected to perform this engagement?

Any coordination between the auditors for the University and the selected firm will be left to the discretion of these two parties and the Office of Auditor of Accounts.

8. In an effort to understand the level of effort exerted by the current firm for this engagement, may we be provided with:
 - a. Hours billed
 - b. Prior year fees
 - c. How did the fees charged compare to the fees quoted in the proposal?

The Auditor of Accounts was not involved in the audit by “the current firm for this engagement” as that firm was retained by the University. The University provides the following response:

- a. Hours billed Approximately 120 hours
 - b. Prior year fees \$18,000
 - c. How did the fees charged compare to the fees quoted in the proposal? Unknown
9. Can you provide a schedule of auditors in the field from the prior year including number of people and timing (for example, 2 people for 1 week in June and 3 people for 2 weeks in September and October)?

The first year of this engagement will be the first time that the Auditor of Accounts has utilized a contractor to conduct the audit of state appropriations to the University of Delaware, accordingly the information you requested is not available.

10. May we be provided with copies of any management letters, if issued, in FY17?
Per the University of Delaware, there was no management letter.