



STATE OF DELAWARE
OFFICE OF AUDITOR OF ACCOUNTS

KATHLEEN K. MCGUINNESS, CFE, RPh
STATE AUDITOR

May 29, 2020

Gunnip & Company, LLP
2752 Centerville Rd, Suite 300
Wilmington, DE 19808

Dear Mr. Wright,

I am pleased to inform you that Gunnip & Company, LLP has been awarded Contract Number 20-CPA001-UDE for Financial Audits of University of Delaware Audit of State Funds, contingent upon receipt of satisfactory insurance certificate.

Before we can proceed with the contraction process, please provide certification of liability insurance demonstrating the firm's coverage as detailed in the RFP to the Liaison. The certification 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 certification, the Liaison will forward you an electronic copy of the 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 capability 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 revision via email to the Liaison.

If you have questions regarding the proposal and decision process, please feel free to contact me at Kathleen.McGuinness@delaware.gov or 302-739-5055.

We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kathy McGuinness'.

Kathy McGuinness, RPh, CFE
Delaware State Auditor