



STATE OF DELAWARE
OFFICE OF AUDITOR OF ACCOUNTS

KATHLEEN K. MCGUINNESS, CFE, RPh
STATE AUDITOR

September 1, 2020

TO: ALL OFFERORS

FROM: Kathy McGuinness
State Auditor

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: AOA-20-001-PRFSV

ADDENDUM #1:

The purpose of this addendum is to answer questions received regarding the solicitation.

QUESTIONS AND ANSWERS

1. Do you anticipate extending the bid due date?
 - a. No
2. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?
 - a. This position will require but not limited to communications and analyzing on several topics to lead initiatives or collaborate with various audit teams. This is for one-point person who can be titled as an analyst. Responsibilities include preparing researched materials on a daily basis, writing, editing and any other needs of the project. It will depend on the engagement/topic for materials requested.
 1. Scope of Services. The Contractor agrees to provide the Services specified listed below.
 - a. Serves as a subject matter expert and analyst on various topics
 2. Organizes and Provides communication of reports about topics including, but not limited to education and healthcare
 3. Assists with the preparation materials for engagements
 4. Assists with writing and editing for initiatives.

Description:

Firm agrees to provide the following services ("Services") to OAOA under this Agreement: OAOA requires Firm staff to be onsite at OAOA's Dover office to perform these tasks, and allow OAOA staff to participate and observe their work for learning and training opportunities. Firm also agrees that Firm staff will be available to OAOA's team lead for technical support, calls, and questions. Firms will also work on items deemed necessary within the scope of assigned engagement and assist with internal review.

3. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free?
 - a. Not to our knowledge
4. Other than your own website, where was this bid posted?
 - a. www.delaware.gov

1. Can you provide some detail/responsibilities/job titles on the positions you are looking to fill?
 - a.

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All other terms and conditions remain the same.

If you have any questions, please contact me at
302-739-5055
Kathleen.mcquiness@delaware.gov