



STATE OF DELAWARE
OFFICE OF AUDITOR OF ACCOUNTS

KATHLEEN K. MCGUINNESS, CFE, RPh
STATE AUDITOR

July 22, 2020

Belfint Lyons & Shuman, P.A.
1011 Centre Road, Suite 310
Wilmington, DE 19805

Dear Mr. Moll,

I am pleased to inform you that Belfint, Lyons & Shuman, P.A. has been awarded Contract Number 20-CPA004-AG for Financial Audits of Delaware Agricultural Lands Preservation Foundation, contingent upon receipt of a satisfactory insurance certificate. The Liaison for this engagement is the Deputy Auditor, Matthew Zolper.

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 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 revisions via email to the Liaison at matt.zolper@delaware.gov or 302-857-3933.

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,



Signature on File

Kathy McGuinness, RPh, CFE
Delaware State Auditor