

**Delaware Department of Transportation**  
**QUESTIONS AND ANSWERS**  
**Auditing Services**  
**1698 Request For Qualifications**  
**Friday, May 30, 2014**

Q #	Question	Answer
12	Dependent on when the contract would be awarded is there an approximate date anticipated for the placement and the length of that placement?	That will be decided following execution of an agreement.
11	Do you know the number of staff that may be required at any point in time – one, two or more?	This will be determined at a later date.
10	Can the staff assigned to DelDOT be changed/exchanged based on the length of the task or assignment?	See response to Question #4.
9	Can you expand on what exactly you are looking for as far as Project Organization Chart?	The hierarchy of your firm, specifically for this assignment.
8	Just to confirm the RFQ is 1 page for Table of Contents; Letter of Interest is 3 pages doubled sided for a total of 6 pages with 1 additional single sided sheet of paper for additional information; Organizational Chart is one single side sheet of paper; References are to be a total of 3 with all 3 on one sheet of paper. Correct?	Correct.
7	Have these services been provided to the Department of Transportation in the past? If so, how many hours in a year by level of staff and billing rates by level of staff?	These services have been provided to the Department in the past; information regarding billing rates is not available.
6	Will we just be providing labor in the audits and not issuing a Firm opinion?	This is correct. The firm's personnel will be assigned to a DelDOT Lead Auditor or Supervisor and all audit reports, work papers, and opinions will be issued with DelDOT as the responsible party.
5	We are a Pennsylvania based CPA firm and have the substantial equivalent requirements to practice certified public accountancy as those of the State of Delaware under Section 23 of the Uniform Accountability Act. Will this also apply for this RFQ? We have done work for the State of Delaware Auditor of Accounts under this requirement	The substantial equivalent requirements under Section 23 of the Uniform Accountancy Act will apply for this RFQ. Our contract requirements and State of Delaware requirements require a Delaware Business license to conduct business within the State of Delaware.
4	Does the CPA firm have flexibility to assign different staff members to the engagements, as long as staff members have expertise in the assigned tasks and those involved with managing staff are consistent?	We would expect the CPA firm, if using multiple people, to keep an auditor that has been assigned an audit on that assignment until the audit is completed. As stated in our response to Question #2, the CPA firm staff members will be reporting to a DelDOT Lead Auditor/Supervisor.

Q #	Question	Answer
3	Is there an expectation as to how many persons/hours per week DEL*DOT would need the CPA firm to provide to complete the consultant services required?	We would expect the person(s) to work approximately 16-20 hours per week.
2	Are the audit reports and findings formulated by the CPA firm on its letterhead or will they be transmitted by DeIDOT without mention of the CPA firm?	The audit reports and findings are issued on DeIDOT Letterhead as the CPA firm will report to a DeIDOT Lead Auditor/Supervisor.
<b>Thursday, May 15, 2014</b>		
1	Is this RFP for the financial audit or are you looking for internal audit related services regarding financial, operational, and compliance services?	This RFP is for audit services related to the Department of Transportation's consultant/contractor contracts and agreements. These are contract compliance audits to ensure the Department's contractual expenditures are within federal, state, and contractual guidelines.