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Certified Public Accounting Professional Services TRE-13001 – Audit Compilation (“RFP13-CPA-0”)

Below are the responses to the questions submitted by vendors relating to RFP13-CPA-0:

Plan Specific Questions:

1. **Are there plan documents available for the plan needing compilation?** *Plan documents are available on our deferred compensation website, www.delawaresaves.com under the “Documents and Forms” tab.*
2. **Would the vendors be able to provide loan balances?** *The 403(b) plan currently does not allow loans, although the successful bidder would be expected to account for loans if the provision is added in the future.*
3. **The RFP indicates that there are 14 plan vendors for the 403b plan as of 12/31/2012. Is that number expected to increase?** *The number of vendors is not expected to increase*.
4. **Are there vendors that have accounts that are part of the plan, but no longer are an approved provider? If yes, how do these vendors report their account balances?** *Only the 14 approved vendors are within the scope of this RFP*.
5. **Do all 14 vendors have the ability to provide all inclusive reports of the data needed to be able to prepare the compilation?** *Some vendors report their data on a routine basis; monthly or quarterly. Other providers provide data on an “as requested basis.”*
6. **Have there been any 5500 filings since inception of the plan? Can we obtain copy of the 5500 for the years requested?** *As a governmental 403(b) plan, the State of Delaware is not subject to ERISA and does not need to file a 5500.*

Reporting Specific Questions:

1. **Have there ever been any financial statements prepared for the 403b plan?** *The DST did not and does not prepare financial statements.*
2. **Are financial statements available to review?** *The RFP requests firms develop their own process for compilation.*
3. **Will the DST provide assistance with the vendors to facilitate obtaining the required reports?** *The DST will ask the 403b vendors as well as the common remitter, VALIC, to submit the reports necessary to help complete the compilation services.*
4. **Does the State of Delaware prepare internal financial statements for the 403b plan?** No.

RFP Specific Questions:

1. **What is the engagement term of the contract? (Reference to "services requested" and "term of engagement" on pages 4&5 respectively.)** *The term of the contract to provide compilation services is three years with one additional year term option. This will include the compilation for reconciliation of CY 2012 and subsequent years.*
2. **Is it possible to quote the research (deliverable #1) at an hourly rate and a fixed fee for the remaining portion of the RFP?** *Please follow the fee schedule (appendix A) on page 22 of the RFP.*
3. **If this service has been provided in years previous by a CPA, What was the fee?** *There has been no previous compilation service.*
4. **Is the engagement partner / manager / supervisor being licensed as a CPA in Delaware a necessity; or, would the Firm's being licensed to practice in the State of Delaware sufficient?** *If properly licensed in a State with reciprocity, we will consider your proposal. Proof of license is a mandatory requirement.*
5. **Do you have an example of the financial statement and note disclosure that the 403b plan should have?** *The method and format of the compiled financial statements is part of the services requested.*
6. **What standards have the 403b plan used in prior years?** *The firm should make its' own independent evaluation as part of this contract.*
7. **Who will be the contact throughout the engagement?** *Dan Kimmel will be the point of contact throughout the engagement. daniel.kimmel@state.de.us ; (p) 302-672-6733.*