



**March 5, 2014**

**Addendum 2**

**RFP# 7548494**

**TITLE: Audit Services, Tobacco Settlement Finance Corp.**

**Submission Deadline: March 17, 2014, 2:30 PM ET**

Four vendor questions were received by the deadline of February 26, 2014, and are answered below.

George Welly

Interdepartmental Project Manager

RFP #7548494- Audit Services, Tobacco Settlement Finance Corporation

**Questions received by 3:00 PM, 2/26/2014**

**Question 1.** Is there an established budget for the requested services?

**Answer 1.** The Corporation has an overall budget for all administrative expenses, including audit services. However, it does not have a specific line item in that budget with an amount for audit services.

**Question 2.** What was the fee for the prior year's services?

**Answer 2.** In 2013 the Corporation paid \$5,000 for the annual audit. However, each respondent to the RFP should assess the level of effort that it believes is necessary to complete the audit in accordance with generally accepted auditing standards and bid accordingly.

**Question 3.** How many auditors were in the field last year and for approximately how many days?

**Answer 3.** We estimate that actual field work at the Corporation's office took less than one day and was focused on obtaining source documents, minutes and copies of accounting records. Additional audit work was done at the office of the independent auditors. We have no information about the total hours spent. However, we will reiterate what was stated in the RFP - the books and records are posted in a timely fashion by our staff and a complete package of financial statements and notes, as well as and management's discussion and analysis, are prepared by our staff and provided to the auditing firm. There was one minor audit adjustments in 2013.

**Question 4.** Does the successful vendor need to have procured a Certificate of Authority from the Rhode Island Secretary of State prior to proposal submission?

**Answer 4.** No. This is a requirement only of the successful vendor before issuance of a purchase order.