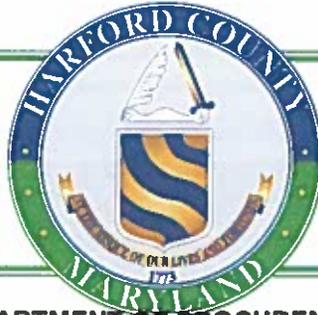


**BARRY GLASSMAN**  
HARFORD COUNTY EXECUTIVE

**BILLY BONIFACE**  
DIRECTOR OF ADMINISTRATION



**KAREN D. MYERS**  
DIRECTOR OF PROCUREMENT

**DEPARTMENT OF PROCUREMENT**  
**16-135 - Independent External Audit Services**  
**ADDENDUM NO. 2**

Jan 21, 2016

Ladies and Gentlemen:

The purpose of this addendum is to provide clarification(s) to all prospective proposers.

**Question No. 1:** Attachment A-5, #2 states that the auditor shall review draft copies of the CAFR and make all recommendations on changes to the report by October 1 of each year. Attachment A-6, #4 states that the auditor shall provide all recommendations, revisions and suggestions for improvement to the Treasurer, Deputy Treasurer and the Chief, Bureau of Accounting on or before October 10th. Are these two statements regarding the same topic: review of CAFR and auditor providing recommendations, revisions, etc. to the County? If so, which date is correct?

**Answer No. 1:** Page A-5 should say October 10th. The statements should be available for review prior to October 1, so comments should be provided by October 10.

**Question No. 2:** Is it permitted to submit a sample report with the proposal?

**Answer No. 2:** Yes, this is acceptable.

**Question No. 3:** Is it permitted to submit other information as an appendix in the proposal?

**Answer No. 3:** Other information supporting information demonstrating the qualifications of the proposing firm may be provided. Any additional information should NOT contain price or cost details.

**Question No. 4:** For the cost proposal do you want a separate Appendix 2 through 8 completed for 2016, 2017, 2018 and 2019?

**Answer No. 4:** No. Appendices 2 through 8 only need to be completed for the first year. Annual increases in audit fees should be reflected on Appendix 1. Should it become necessary, the rates in appendices 2-8 will be the basis for determining pricing throughout the contract term for any additional services requested by the Office of the County Auditor.

Sincerely,

Aaron Hall  
Procurement Agent

cc: Chrystal Brooks, County Auditor

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