

Questions to RFP for External Audit Services

- *Primary Point of Contact* states, in part, “The individual shall be available within 24-hours telephone notice to accomplish the following:...”. I occasionally take time off or am out of town on business and am not available within 24 hours. What is meant by that provision? **The Primary Point of Contact could temporarily assign a staff person to be available while the Primary Point of Contact was unavailable.**
- Section III, under *Selection Criteria*, the third point indicates that Letter of Intent to Propose is required. Can this email serve as that communication? If not, what are the criteria for that submission? **Yes, an email will suffice as Letter of Intent.**
- Section III, under *Bidding Instructions*, there is a line that states “Evaluation Interviews”; however, no information is provided. Will there be interviews? **Interviews will be held as determined by the ELC.**