

Independent Auditing Services

REQUEST FOR PROPOSALS

Alberta, Virginia
Meherrin River Regional Jail

March 25, 2021

ADDENDUM NO. 1

TITLE: Independent Auditing Services

RFP NO.: 04-FY2021

DUE DATE: **April 5, 2021, prior to 2:00 p.m., local time prevailing.**

1. **Question:** We do not have an annual report nor do we share our financial statements as we are privately held; however, we can provide financial information certified by our CFO. Would a certified letter be acceptable in lieu of an annual report?

Answer: In lieu of an annual report, a copy of your financial statements would be acceptable. If you do not want your financial statements to be released with your proposal under the Freedom of Information Act, you would need to mark this information as proprietary and remove it from your redacted electronic copy that is submitted.

2. **Question:** Do we need to include an insurance certificate with our response or do we only need to certify that we will have the adequate insurance coverage at the time the contract is awarded?

Answer: As stated in 9. Insurance Requirements on page 13 of RFP # 04-FY2021, "By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded."

3. **Question:** We are working on the RFP and wanted to make one clarification on the delivery. We wanted to confirm that hard copy or email submission was allowed?

Answer: To further clarify the information in 8.1 A of RFP 04-FY2021, a hard copy or email submission is permissible.

ISSUED BY: Shelley J. Slaughter
Executive Secretary
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