**RFP No. 2020-11 – Audit 2020**

**Andy Hill Cancer Research Endowment**

**Question and Answers – Addendum 1**

1. Would EHF be open to the audit being performed remotely due to COVID-19? Yes.

2.      Is documentation related to grant awards and grants management available in electronic format? Yes.

3.      Is documentation related to the Program Administrator’s execution of duties for the CARE Fund available in electronic format? Yes.

4.      How many staff at the Program Administrator are responsible for performing duties related to the CARE Fund? As of June 30, 2020, 3 FTE. Plus, shared services staff (small percentages of staff time) for backbone services such as finance and human resources.

5.      When would EHF like to have the draft and final audit reports submitted? This may be negotiable, but our target dates are as follows:

* 1. Draft Report due, 4/6/21
	2. Final Draft Report due, 4/27/21
	3. Presentation at board meeting, 6/9/21
	4. Final Report due, 6/23/21

6.      There seems to be an overlap of requested information as noted below.  In order to avoid being repetitive, would it be sufficient to include responses to only Section 3.3, Paragraph B, number 3 and Paragraph D? Yes

1.      Experience of the Consultant, Section 3.3, Paragraph B

1.#3: “Include a list of contracts the Consultant has had during the last five years that relate to the Consultant’s ability to perform the services needed under this RFP. List contract reference numbers, contract period of performance, contact persons, telephone numbers, and fax numbers/e-mail addresses.”

2.#9: “The proposer must provide the names, affiliations and contact information of three relevant client references from past engagements.”

2.      References, Section 3.3

1.Paragraph D: “List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three (3) business references for the Consultant ...