

ADDENDUM #1

On Page 29 of the original RFP, the “Proposal Submission Requirements” requested that Offerors submit a “Drug Free Workplace Form,” however no form was provided and the “Non-Collusion Affidavit Form” was not mentioned. This was not correct. Offerors are not required to submit a “Drug Free Workplace Form,” but are required to submit a “Non-Collusion Affidavit.” This RFP addendum notes that change.

PROPOSAL SUBMISSION REQUIREMENTS

1. **Five (5)** copies of your proposal must be submitted. The Superintendent shall assume no responsibility for any costs related to the preparation or submission of the proposal. In order for the proposal to be considered, all items should be included and properly referenced (preferably through index tabs) in the following order. Refer to Pages 23-24 regarding descriptions of the Proposal Format items listed below.
 - a. Title Page
 - b. Table of Contents
 - c. Letter of Transmittal
 - d. Audit Firm Profile and Qualifications
 - e. Audit Firm’s Approach to the Audit
 - f. Cost Proposal
 - g. Required Forms
 - i. Offer & Acceptance Form
 - ii. Confidentiality and Proprietary Information Form
 - iii. Deviations and Exceptions Form
 - iv. ~~Drug Free Workplace Form~~ **iv. Non-Collusion Affidavit**
 - v. Addendum Acknowledgement Form
 - vi. IRS Form W-9 – (Download at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)