



**BID # CHA22-02**

**ADDENDUM NUMBER 02**  
**REQUEST FOR PROPOSALS FOR:**  
**Financial Audit Services**  
**2/4/2022**

**TO: ALL CONTRACT BIDDERS OF RECORD**

This Addendum forms a part of the Contract Documents and modifies the Request for Proposals dated January 10, 2022, with amendments and additions noted below. This Addendum consists of a total of two (2) page.

**AMENDMENT OF RFP LANGUAGE**

**Amendment #1**

**Language location:** Pages 7-8 under “General Requirements” > “Proposals”

**Old Language:** The proposal shall be sealed, signed by an individual authorized to sign for the firm and include one original, four paper copies and one electronic copy.

**New Language:** The proposal shall be sealed, signed by an individual authorized to sign for the firm and include one original, four paper copies and one electronic copy. **Electronic copies may also be delivered via email.**

**Reason:** CCSNH will not require electronic copies of proposals to be saved on flash drives and mailed with paper copies.

**Amendment #2**

**Language location:** Page 10 under “References”

**Old Language:** A list of references to include recent clients that we may contact to determine the firm’s ability to provide the audit services requested in the RFP. Provide the type of audit performed, the number of hours worked and level of assigned staff.

**New Language:** A list of references to include recent clients that we may contact to determine the firm’s ability to provide the audit services requested in the RFP. **Provide the type of audit performed, the number of hours worked and level of assigned staff.**

**Reason:** CCSNH will not require this additional information to be provided.

**Acknowledge receipt of this Addendum with the Proposal Form.  
Failure to do so may disqualify the Bidder.**

NOTE: IN THE EVENT THAT YOUR BID HAS BEEN SENT TO THIS OFFICE PRIOR TO RECEIVING THIS ADDENDUM, RETURN THE ADDENDUM WITHIN THE SPECIFIED TIME WITH ANY CHANGES YOU MAY WISH TO MAKE AND MARK ON THE REMITTANCE ENVELOPE BID INVITATION NUMBER AND OPENING DATE. RETURNED ADDENDA WILL SUPERSEDE PREVIOUSLY SUBMITTED BID.



Bidder \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

(This Document Must Be Signed)

Name \_\_\_\_\_

(Please Print or Type Name)