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## ADDENDUM #1

Request for Proposals  
Fee Accountant Services  
Solicitation No. 2024-5004

Originally Issued February 13, 2024

### **Addendum 1 – Issued February 29, 2024**

To Offerors:

The following additions, deductions, changes and corrections to the proposal and specifications for the above referenced project shall hereby be incorporated into the work, and their affect on the proposal shall be reflected in the Offeror's proposal. Offerors shall also verify this fact by indicating the receipt of the addendum in their proposal.

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### **QUESTIONS:**

1. Is the contract for all resources or for resources per person in the pool?  
**This is for an Accounting Firm.**
2. Is the \$150k max per resource or per firm?  
**Per Firm.**
3. Does this require the resource to have a CPA and 10 years' experience or is it only a firm qualification?  
**This is a Firm qualification.**
4. How many resources will CMHA need throughout the year?  
**The need will vary. Assignments will be made based on Firm's capacity.**
5. Do you expect us to have resources available at any time or per the hourly work?  
**Resources are expected to be available if and when the need arises. If contracted for hourly work, ample notice will be given and deadlines provided with enough time given for reviews, revisions and timely submissions.**

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6. Can we include any project manager time? This could would allow for additional experience and oversight for the scope.  
**This cost must be included in the annual fee.**
7. What is the Min/Max hours for each resource?  
**There is no requirement for minimum or maximum hours.**
8. Is it a variable or set demand for work hours?  
**This will be based on assignment and will be communicated when assigned.**

\*\*\*END OF ADDENDUM TO DATE 2/29/24\*\*\*