

Dear Potential Bidder:

The New York State Division of the Budget (Division) is requesting proposals from qualified public accounting firms to perform a review of its compliance with administrative and programmatic internal controls. The purpose of this review of operations is to assure conformance with management policies and the effectiveness of internal controls.

The Request for Proposal (RFP) outlines the terms and conditions, and all applicable information required for submission of a proposal. To prevent possible disqualification and to ensure compliance with the requirements of the RFP, Bidders should pay strict attention to the proposal submission deadline and follow the format and instructions contained in the RFP.

For Bidders' convenience, the RFP and its related attachments have been made available in electronic format at the Division of the Budget's Procurement website:

<http://www.budget.ny.gov/contract/index.html>.

All questions regarding this RFP should be submitted via email, citing the RFP page and section, no later than **12:00 PM ET on November 28, 2023** to [Contracts@budget.ny.gov](mailto:Contracts@budget.ny.gov). **Questions will not be accepted orally** and any question received after the deadline may not be answered. The comprehensive list of questions/requests for clarifications and the official responses will be posted to the Division's website and notice of such posting will be sent to all potential Bidders who have been furnished the RFP by the Division.

**Interested Bidders must submit a proposal for this RFP before 12:00 PM ET on December 15, 2023.**

All documentation should be completed and returned in accordance with the guidelines provided in the RFP.

**Please be advised that this procurement is within a period of restricted communication.** Vendors/lobbyists are restricted from making contacts related to this procurement with any New York State employee or any representative of a New York State board or commission. Please limit any communications related to this procurement to the designated contacts shown below during this Restricted Period (beginning with the announcement of this RFP in the NYS Contract Reporter and ending with the contract approval by OSC). The term "Contact" is defined by statute and refers to those oral, written, or electronic communications that a reasonable person would infer are attempts to influence the outcome of the procurement. Contact initiated between your firm and any other agent of the Division/State is not permissible and can result in disqualification from this procurement.

**All questions regarding this solicitation should be addressed via e-mail to:**  
[Contracts@budget.ny.gov](mailto:Contracts@budget.ny.gov)

**The designated permissible contacts for this procurement are:**

Interested Bidders should email their contact information to [contracts@budget.ny.gov](mailto:contracts@budget.ny.gov) to ensure receipt of future correspondence regarding this procurement.

Director of Procurement: Michelle Heaslip  
Contract Administrator: Roxanne West  
Additional Contact: Barbara Farley

Any expenses incurred in the preparation and submission of the proposal will not be reimbursed by the State.