

**STATE OF ARIZONA
ARIZONA AUDITOR GENERAL**

Request for Proposals from Qualified Firms

A. Project description

The Arizona Auditor General (Office) is requesting proposals from qualified firms to conduct a special audit of the Arizona State Employee Health Plan administered by the Arizona Department of Administration (Auditee). The special audit must be completed and a report of its work, including findings and recommendations, must be submitted to the Office no later than March 1, 2027.

B. Background

The Arizona Department of Administration (ADOA) is responsible for providing the Arizona State Employee Health Plan (Plan), a comprehensive insurance package to active State and university employees, Consolidate Omnibus Budget Reconciliation Act (COBRA) members, retirees, and their qualified dependents. The State contracts with medical and pharmacy vendors to provide network access and related discounts, as well as claims adjudication and payment, and medical management, including utilization management, case management, and disease management.^{1,2,3} The State offers 2 self-insured medical plans: a Preferred Provider Organization (PPO) plan and a High Deductible Health Plan with a Health Savings Account (HDHP with HSA).⁴ Both plans are available from ADOA's contracted medical vendors: Blue Cross Blue Shield of Arizona and UnitedHealthcare. In addition, ADOA contracts with MedImpact to provide pharmacy coverage. Further, ADOA has contracted with 2 dental vendors to provide dental insurance: Delta Dental which is a self-insured plan and United HealthCare Solstice which is a fully insured plan.⁵ Finally, ADOA contracts with Avesis to provide vision insurance.⁶

¹ ADOA defines utilization management as the evaluation of appropriateness and efficiency of health care services, procedures and facilities according to established criteria or guidelines and under the provisions of an applicable health benefits plan.

² ADOA defines case management as a collaborative process that facilitates recommended treatment plans to provide appropriate medical care to disabled, ill, or injured individuals.

³ ADOA defines disease management as a comprehensive, ongoing, and coordinated approach to achieving desired outcomes for a population of patients. These outcomes include improving members' clinical conditions and quality of life, as well as reducing unnecessary healthcare costs. These objectives require rigorous, protocol-based clinical management and intensive patient education, coaching, and monitoring.

⁴ ADOA defines a self-insured plan as a plan funded by the employer, who is financially responsible for all medical claims and administrative expenses.

⁵ ADOA defines a fully insured plan as an insurance model wherein a commercial insurer collects premiums, pays claims for services and takes the risk of revenue to expense.

⁶ The vision plan is fully insured.

According to ADOA's 2024 annual report, during plan year 2024, ADOA offered a comprehensive insurance package to approximately 135,423 members.^{7,8}

Arizona Revised Statute (A.R.S.) §38-654 establishes the Special Employee Health Insurance Trust Fund (Trust Fund) to administer the state employee health insurance benefit plans.⁹ The fund consists of legislative appropriations, monies collected from State employers and employees for the health insurance benefit plans (contributions), and investment earnings on employee contributions. ADOA is responsible for administering the Trust Fund.

Pursuant to A.R.S. §38-654, ADOA is required to use monies in the Trust Fund for the benefit of public officers and employees and their eligible dependents (Plan members) who participate in the health insurance benefit plan for the following purposes:

- To administer a health insurance benefit program for Plan members.
- To pay health insurance premiums, claims costs, and related administrative expenses.
- To apply against future premiums, claims costs, and related administrative expenses.¹⁰

ADOA's contracted medical, pharmacy, dental, and vision vendors, as applicable, receive, process, and pay claims for medical services or products provided to Plan members. The contracted vendors then batch these claims and submit the claims to ADOA, which then pays the contracted vendor for these claims from the Trust Fund using Arizona's financial information system, known as AZ360.

The Trust Fund's expenditures have consistently exceeded its annual revenues between calendar years 2016 and 2021, resulting in a decrease in the Trust Fund balance (see [ADOA's annual reports](#) for plan years 2012 through 2024). Although the Trust Fund's annual revenues for calendar years 2022 and 2023 exceeded total expenditures in these years, according to ADOA's 2024 annual report, which was published in September 2025, during plan year 2024 (calendar year 2024), the Trust Fund's expenditures once again exceeded its revenue. Specifically, during plan year 2024 the Trust Fund's revenues totaled \$1.05 billion, and the Trust Fund's expenditures totaled \$1.10 billion. The plan year 2024 year-end cash ending balance of the Trust Fund was \$74.7 million. The Joint Legislative Budget

Committee recommends that ADOA maintain between \$50 million and \$100 million in reserve in the Trust Fund to ensure ADOA can meet its obligations in the event of

⁷ A plan year is January 1 through December 31.

⁸ In its annual reports, ADOA defines members as both employees and their eligible dependents.

⁹ According to ADOA's annual report, the vision plan is paid from the Employee-Related Expenditures (ERE)/Benefits Administration Fund.

¹⁰ A.R.S. §38-651(B) also allows ADOA to expend public monies appropriated for such purpose to procure health and accident coverage for the dependents of full-time officers and employees of this State and its departments and agencies. Arizona Administrative Code (AAC) R2-6-101(18) defines eligible dependent as a member's spouse or child who is lawfully present in the United States.

cash flow fluctuations or catastrophic expenses. However, the \$74.7 million cash ending balance of the Trust Fund was less than the \$129.8 million in liabilities incurred in plan year 2024 but not yet paid, as calculated by ADOA's actuary (see page 12/94 in [ADOA's 2024 annual report](#) for a summary of the Trust Fund).

During the Arizona Auditor General's 2023 Sunset Review, ADOA reported that various factors have contributed to the Trust Fund's revenues being insufficient to cover its expenditures, including insufficient employee and employer contribution rates and increasing medical and pharmacy costs (see page 19/26 of [Arizona Auditor General Report 23-107](#)). For fiscal year 2023, the Legislature appropriated ADOA \$203,100 from the Trust Fund for medical and pharmacy consulting services to explore opportunities to reduce Trust Fund costs. ADOA reported using this appropriation to create a task force by partnering with the Governor's Office and pharmaceutical industry experts. According to ADOA documentation, as of July 2023, the task force conducted market research and was able to negotiate pharmaceutical cost savings for the Department's health insurance plans.

AAC R2-6-303 requires that ADOA shall conduct audits to determine whether individuals enrolled by members in an insurance plan made available by ADOA are eligible dependents. According to ADOA's 2024 annual report, it does an annual Dependent Eligibility Audit, and that the audit initiated and completed in plan year 2024, identified that 92.96% of the dependents reviewed were eligible for benefits, and appropriate documentation was supplied for verification. For information on other audits of the Trust Fund, see pages 70-75/94 of [ADOA's 2024 annual report](#).

Finally, among the terms of its contract with vendors, are several ADOA-negotiated performance measures with specific financial guarantees tied to vendor performance for contracted services. If a vendor fails to meet any of the measures within the specified performance range, the vendor must submit a Corrective Action Plan detailing why the measure was missed and any actions taken to address the issue and improve performance to meet the standard of measure. In addition, ADOA withholds an amount as a performance penalty, as per the vendor contract terms. Two of these performance measures that ADOA calculates are:

- Claims Financial Accuracy (dollar value)—This is calculated based on an audit sample of ADOA-specific claims and measures the percentage of claims dollars submitted that will be accurately processed and paid.
- Claims Processing Accuracy—This is calculated based on an audit sample of ADOA-specific claims and measures the percentage of claims processed accurately, and includes payment amount, communication to claimant or provider, data entry errors affecting current or future benefit determinations, and management reports.

C. Work statement

The selected Firm must:

1. After receiving formal "Notice to Proceed" from the Office, make all necessary off-site preparations for the selected Firm to execute the project with minimal support from the Office.
2. Attend a project entrance conference, potentially by video or teleconference if necessary, with representatives from the Auditee and the Office. The purpose of this entrance conference is to introduce the person or Firm, establish workspace if needed, identify a liaison for the Auditee, establish a periodic meeting schedule, and discuss the scope and time frame for the audit.
3. Conduct preliminary work to plan for completing the tasks outlined in Section C(4)(a)-(j). This work must be completed by September 4, 2026 and must include, but is not limited to:
 - a. Assessing the availability of the Auditee's data relevant to the audit areas, including interviewing Auditee staff to determine what data the Auditee maintains and where it is stored, how it is used, and what controls are in place to ensure its accuracy and reliability; reviewing the data and data system(s) to determine what data is necessary to address audit issues; and requesting and obtaining the data and ensuring the data provided is fully responsive to the request.
 - b. Conducting data validity/reliability testing after the data is obtained, such as by looking for blank fields, potential errors in logic or calculations, inconsistent names or values within fields, etc., and randomly pulling a sample of hard copy files to test data reliability and completeness.
 - c. Based on the results of this work, the Firm should determine the data's reliability for audit purposes. If the Firm determines the data is not available or not reliable for audit purposes, it should contact the Office to discuss and determine alternative procedures for any of the areas listed below for which the Firm has determined data analysis would be useful.
 - d. Performing any other work the Firm deems necessary for completing the tasks outlined in Section C(4)(a)-(j), including but not limited to developing work plans, conducting initial interviews with Auditee staff, and completing work to gain an understanding of the areas to be reviewed.
4. Complete the following audit tasks:
 - a. Conduct research to identify and gather information on best practices and/or common strategies identified in literature or other sources for health insurance cost containment.

- b. Conduct research to identify how other public and private employee health plans, including but not limited to other state and local governments that have employee health care trust funds, contain health insurance costs.
- c. Compare the Auditee to the best practices and other public and private employee health plans identified in Sections C(4)(a) and C(4)(b) to:
 - i. Identify common and/or recommended cost containment practices or strategies that the Auditee has implemented.
 - ii. Identify common and/or recommended cost containment practices or strategies that the Auditee has not implemented.
 - iii. Make recommendations for any additional cost containment practices or strategies that the Auditee should consider implementing.
- d. As applicable, identify causes why the Auditee's expenditures have been exceeding revenues, including but not limited to whether the Auditee's cost containment measures have been effectively and/or fully implemented and overseen.
- e. Use data analytics to review claims data from claims the State paid between July 1, 2025 and June 30, 2026 to identify potential errors, such as duplicate payments and clinical edits. This analysis should also include tests to assess if plan provisions were administered properly, such as whether deductibles and copayments were properly applied, and whether claims complied with plan limitations and exclusions.
- f. Review a sample of claims the State paid between July 1, 2025 and June 30, 2026 to identify:
 - i. Any payment for ineligible participants. This work will require the Firm to compare claims data to eligibility data.
 - ii. Potential errors, such as duplicate payments for the same service for the same participant.
 - iii. Whether plan provisions were administered properly, including testing deductible, copayments, and plan limitations and exclusions.

For any error identified, the Firm must report on the dollar amount of the overpayment or underpayment.

- g. If Firm's analysis of claims data and review of a sample of claims identifies any indications of potential fraud, the Firm should conduct forensic procedures to detect potential fraud, waste, abuse, or misrepresentation, and to gather admissible evidence for possible disciplinary, legal, or regulatory action.

- h. Using the data for claims the State paid between July 1, 2025 and June 30, 2026, calculate each vendor's performance relative to the following 2 key performance measures outlined in Auditee's vendor contracts:
 - i. Claims financial accuracy (dollar value)—A certain percentage of claims dollars submitted for payment will be accurately processed and paid.
 - ii. Claims processing accuracy—A certain percentage of all claims processed accurately. Accurate processing includes payment amount, communication to claimant or provider, data entry errors affecting current or future benefit determinations, and management reports.
 - i. Gain an understanding of ADOA's internal auditing processes related to the Auditee, including but not limited to the areas it reviews, the areas it does not review, the frequency of its reviews, its risk-assessment procedures, and its sampling methodology; as applicable make recommendations for improvements to the audit process.
 - j. Obtain background information necessary to develop a report introduction for any applicable information the Firm includes in its report, including but not limited to information about the Arizona State Employee Health Plan, the Special Employee Health Insurance Trust Fund, Auditee staffing, and revenues, expenditures, and fund balances for the Special Employee Health Insurance Trust Fund for fiscal years 2022, 2023, 2024, 2025, and 2026.
5. Receive approval from the Office regarding sample sizes and sampling methodology prior to beginning test work. Additionally, the Office reserves the right to provide guidance for the selected Firm, upon the Firm's request or if the Office determines is necessary, in matters such as sample sizes, the nature, extent, and timing of testing procedures, audit report content and format, and other areas, as applicable, to ensure the Firm fully addresses the issues identified in Sections C(4)(a)-(j).

The work statement is intended as a listing of the minimum tasks required. The selected Firm may be required to perform certain additional auditing procedures in connection with the special audit at the Office's request. Within 10 days of notice from the Office of additional auditing procedures required, the Firm must provide the Office a written estimate of the hours necessary to perform the additional auditing procedures. The Firm must not commence work on the additional auditing procedures until the Office provides written approval of the hours estimated. Costs for any additional auditing procedures must be paid at the hourly rate submitted by the Firm pursuant to Proposal Content (K)(2). In completing any additional auditing procedures, the Firm must submit a written statement to the Office describing all deficiencies and errors noted resulting from the additional auditing procedures performed and must incorporate such deficiencies and errors into the special audit report, as directed by the Office.

D. Independence

The Firm must have no conflict of interest with regard to any other work performed for the State of Arizona, the Auditee, or the Auditee's contracted medical, dental, pharmacy, and vision benefit providers. The Firm must also provide information on other areas that may result in independence issues, such as participation on a board or having a direct or indirect financial interest. Firms must submit this information using the Independence Disclosure Form in Attachment A to this Request for Proposal (RFP). If the Auditor General determines that an independence issue exists, a Firm's proposal may not be considered. The Auditor General is the sole authority in determining whether any conflicts of interest or independence issues exist.

E. Reporting

1. The Office requires the Firm to prepare and submit written progress reports every 4 weeks for the purposes of monitoring the status, progress, and direction of the Firm's work, including any preliminary findings, conclusions, and recommendations. The Office may require additional information and/or that the Firm meet to discuss the audit's status, progress, and direction.
2. The Office requires the Firm to prepare and submit by October 26, 2026, a fieldwork exit meeting PowerPoint presentation to the Office using a format prescribed by the Office. The Office will provide feedback on the PowerPoint which the Firm must incorporate into its fieldwork exit meeting presentation for the Auditor General on November 2, 2026.
3. The Office requires that the Firm provide reports to the following entities by the following dates:
 - a. A draft report outline must be submitted to the Office on or before November 10, 2026. The Office will provide feedback on the outline, which the Firm must incorporate as it drafts the report.
 - b. An initial draft report of the Firm's findings, conclusions, and recommendations must be submitted to the Office on or before December 3, 2026. The initial draft report must include the information and evidence supporting the Firm's findings, conclusions, and recommendations and must address all items identified in Section C(4) of this RFP. The Office will provide feedback on the initial draft, and the Firm must revise the draft based on this input and resubmit the draft to the Office to approve the changes. If the Office determines the resubmitted draft needs additional changes, the Firm must revise the draft to make these changes and resubmit the draft to the Office to approve the changes. The Firm must not submit the initial draft to the Auditee until the Office has approved the initial draft.

- c. Once the Firm receives the Office's approval, the Firm must submit the initial draft report to the Office and the Auditee on or before January 20, 2027.
 - d. At a draft exit meeting to discuss the initial draft, the Auditee may identify accuracy or other concerns with report information, and the Firm is required to revise the report to address these concerns. The revised draft must be submitted to the Office on or before February 5, 2027. The Office will provide feedback on the revised draft, and the Firm is required to revise the draft based on this input and resubmit the draft to the Office to approve the changes. The Firm must not send the revised draft to the Auditee until the Office has approved all changes made to the report.
 - e. Once the Firm receives the Office's approval, the Firm must submit the revised draft report to the Office and the Auditee on or before February 11, 2027. The revised draft report will be the basis for the Auditee to submit their final written response, which the Firm must include in the final report.
 - f. The Firm must submit the final report of the Firm's findings, conclusions, and recommendations, including the written response from the Auditee to the Office on or before February 22, 2027. The Firm must provide the Office with an electronic copy of the final report, including any graphics and appendices. The Firm must provide the electronic report version through a ShareFile upload link that the Office will provide to the Firm and must provide the electronic report in PDF format, and it must not be password protected. Further, the Firm must complete final copy editing of the final report prior to providing it to the Office.
 - g. The due dates in Section E(3)(a)-(f) will apply unless the Auditor General waives or modifies them in writing.
4. The selected Firm must retain the audit documentation supporting its report for 5 years from the date of the final report and make the audit documentation available at a location the Office specifies, free of charge, for examination by authorized Office representatives. If the Firm does not desire to retain the documentation for such period, the Firm must give the documentation to the Office for safekeeping.

F. Meetings

The following additional tasks are required as a part of the audit:

1. At the start of the audit, the Firm must attend a project entrance conference, with representatives from the Auditee and the Office. The purpose of this entrance conference is to introduce the Firm, establish workspace as needed, identify

liaisons, determine a periodic update meeting schedule, and discuss the scope and time frame for the audit.

2. During the audit, the Firm must schedule and hold periodic meetings (at least 1 meeting every 2 weeks) with representatives from the Office to update them on the audit's progress, including any preliminary conclusions.
3. During the audit, the Firm must schedule and hold periodic meetings (at least 1 meeting every 4 weeks) with representatives from the Auditee to update them on the audit's progress, including any preliminary conclusions. The Office must also be invited to attend these meetings.
4. Upon completion of fieldwork, the Firm must hold a fieldwork exit meeting with the Office and the Auditor General prior to initiation of the report outline.
5. After submitting the report outline to the Office, the Firm must hold a messaging meeting with the Office to discuss and approve the outline prior to initiation of the report draft.
6. Upon receiving the Auditee's written response to the audit, meet with the Office to prepare for the draft exit conference.
7. Prior to completing the final report, the Firm must organize, schedule, and facilitate a draft exit conference, with responsible officials from the Auditee. The Office must also be invited to attend this meeting. Prior to the draft exit conference, the Firm must provide the Office and the Auditee with a draft audit report. The draft exit conference's purpose is to discuss the draft audit report, identify any potential accuracy concerns, and obtain comments on the report's findings and recommendations.

To facilitate this discussion, the Firm must require the Auditee to provide a preliminary written response, including whether it agrees to the findings and plans to implement any recommendations directed to it. The response is required to be provided to the Firm and the Office at least 2 business days before the draft exit meeting. The Office will provide specific instructions for the response. Attendance at the draft exit conference is mandatory for the selected Firm's project manager and any other staff who performed evaluation tasks as listed in the proposal.

8. The Firm must hold a follow-up expectations meeting with the Auditee one month following issuance of the initial report.
9. The Firm must plan and budget time and resources to participate in presentations to legislative committees or briefings for legislative members, if requested. The Firm must allow for at least 1 in-person trip for a presentation to the legislative

committees when the Auditor General requires. The Firm may be required to participate in several presentations or briefings during 1 trip.

10. The Firm must plan and budget time and resources to conduct follow-up work after the final report is issued and must issue a follow-up report on the implementation status of the final report's recommendations. The Firm must conduct at least 2 follow-ups at 6 months and 18 months after the audit report is released. The follow-up work and follow-up report format must follow the format of the follow-up reports the Office issues. If subsequent follow-ups are required, such as a 24-month follow-up, these will be negotiated at a later date.

G. Term of agreement

The term of the agreement must provide for the special audit of the Auditee to be completed by March 1, 2027, and must continue for the purpose of retaining audit documentation.

H. Changes in work

In the event significant changes in the scope, character, or complexity of the work occur, the parties may agree to change the contract amount or duties, or both, based upon a written determination that changes are advantageous to the State. The Auditor General must authorize contract changes defining, increasing, and/or limiting the work and compensation in writing prior to the performance of the work, unless the parties determine during the performance of services pursuant to this Agreement that less work is necessary for the Firm to adequately perform the services in this Agreement in which case the parties agree to modify the compensation amount for the special audit engagement or the follow-up work to reflect the actual costs of the reduced work.

I. Sample Contract terms and conditions

The Firm must read Attachment C: Sample Contract. The Office intends to enter the terms and conditions of Sections III, IV, and V of the sample contract as written and without modification, deletion, or exception. (see Attachment C). The Firm must be willing and able to agree to and comply with the terms and conditions set forth in Sections III, IV, and V of the sample contract as written. Proposals containing changes to these terms may be considered non-responsive.

J. Proposal delivery

1. Sealed proposals will be received until 5:00 p.m. Mountain Standard Time on July 24, 2026, at the following location:

Arizona Auditor General (Attention: Julie Cantrell)

State of Arizona
2910 N. 44th St., Ste. 410
Phoenix, AZ 85018

Timely receipt of proposals will be determined by the date and time the proposal is received at the address specified. No proposals will be accepted after the time indicated. Proposals received after the deadline will be stamped for time and date, and returned unopened.

All material submitted in accordance with this solicitation becomes the Office's property and will not be returned.

Alternatively, you may email the proposal with the subject line "Arizona State Employee Health Plan Special Audit Proposal" to RFP@azauditor.gov until 5:00 p.m. Mountain Standard Time on July 24, 2026, instead of mailing hard copies. No emails will be opened until after the deadline.

2. If the proposal is mailed, 5 copies of the proposal are required. They must be packaged in such a manner that **the outer wrapping clearly indicates** the following information:

PROPOSAL FOR ARIZONA STATE EMPLOYEE HEALTH PLAN
SPECIAL AUDIT
PROPOSAL DEADLINE: July 24, 2026

3. Any questions relating to the RFP should be directed to Julie Cantrell at jcantrell@azauditor.gov. Email inquiries will be acknowledged, and inquiries and responses will be posted on the Office's website (www.azauditor.gov). Email inquiries will be accepted only until 5:00 p.m. Mountain Standard Time on Thursday July 16, 2026. No responses will be provided for inquiries received after that date/time.
4. The Office will hold a preproposal conference scheduled for Monday July 13, 2026, at 1:00 p.m. (Mountain Standard Time), to provide information about the audits and to answer any questions. The conference will be held at the Auditor General's Office in Phoenix, at 2910 North 44th Street, executive conference room. For those unable to join in-person, you may request a virtual meeting link by sending an email to Julie Cantrell at jcantrell@azauditor.gov.
5. Information provided in the proposal, including cost, will be held confidential and will not be disclosed to competitors before selecting the contractor. However, proposals may be disclosed following selection of the contractor.

K. Proposal content

1. The technical portion of the proposal must include a minimum of:
 - a. A written acknowledgement that the Firm has read Attachment C: Sample Contract and that the Firm, if selected, is able to agree to and comply with the terms and conditions set forth in Section III, IV, and V of the Sample Contract as written.
 - b. A work plan detailing the Firm's approach for completing the tasks outlined in Section C(4)(a)-(j).
 - c. The resume for the engagement partner and project manager.

2. Bid amount

Using the Cost Proposal Form in Attachment B to this RFP, the Firm must submit its cost proposal for the following:

- The estimated hours and cost per task, and the total fee for the work required to complete all work necessary to prepare the final special audit report and participate in legislative briefings and hearings, including all travel and out-of-pocket expenses.
- The estimated hours and cost for the work required to complete all work necessary to prepare the final 6- and 18-month follow-up reports, including all travel and out-of-pocket expenses.
- A single hourly rate for any additional auditing procedures required in connection with the special audit.

3. References

A description of the offeror's experience in conducting recent audits similar to that anticipated by this RFP. The following data should be included for at least 1 such audits.

- a. The date of the audit.
- b. The name of the client organization.
- c. The name and telephone number of the individual in the client organization who is familiar with the audit.

4. Other items to be included in the proposal are as follows:

- a. A 1 page or less description of the offeror's organization.
- b. A completed independence disclosure form using Attachment A for the Firm.
- c. Completed independence disclosure forms using Attachment A for each anticipated engagement staff member.

L. Proposal evaluation and selection

1. A selection committee will review and evaluate the proposals. During the evaluation process, you must be available to answer questions by telephone. As part of the final selection process, the Auditor General reserves the right to:
 - a. Contact references from among those provided by the Firms as requested in the Proposal Content.
 - b. Request oral presentations or discussions with the Firms. Presenters from the Firm must include key members of the proposed engagement team.
2. The Auditor General will select the proposal judged most likely to meet the project's needs and objectives. Emphasis will be placed on:
 - a. Responsiveness to the objectives and issues described in the Request for Proposal.
 - b. Firm's related past experience and reputation.
 - c. Qualifications of staff assigned to the project.
 - d. Proposed work plan.
 - e. Engagement hourly and total costs.
3. A recommendation for contract award will be made to the Auditor General; her decision will be final. The Auditor General will award the contract to the responsible Firm whose proposal is determined to be the most advantageous to the State.
4. A successful bidder will be notified by telephone with a confirmation letter and contract to follow. A sample contract is included herein (see Attachment C).
5. The Auditor General reserves the right to:
 - a. Cancel this solicitation.

- b. Reject any and all proposals.
- c. Select for contract negotiation the Firm's proposal that, in the Auditor General's judgment, best meets the Office's needs, regardless of any differences in estimated project costs between the Firm and all others.
- d. Negotiate a contract that covers selected parts of this proposal.

M. Other requirements

Prior to commencing work, the Firms selected are required to perform the following:

1. Execute a contract, a sample of which is included as a separate document (see Attachment C).
2. Provide an insurance certificate naming the State as an additional insured in the amounts stated in Section III of the sample contract.

TIME FRAME FOR PROPOSAL PROCESS, STATUS REPORTS, BRIEFINGS, AND SUBMISSION OF REPORTS

The following dates will apply unless the Auditor General waives or modifies them in writing:

Auditee	
Event	Date
RFP released	July 6, 2026
Preproposal conference	July 13, 2026
Deadline for RFP questions and inquiries	July 16, 2026
Estimated date that answers to RFP questions and inquiries will be posted	July 20, 2026
Deadline for Firms to submit proposals	July 24, 2026
Estimated contract award; notice to proceed; and date work may begin	August 10, 2026
Deadline to complete data reliability and preliminary work	September 4, 2026
Briefings with the Auditor General	Every 2 weeks
Firm provides written progress reports to Auditor General	Monthly
Firm briefs Auditee and Auditor General	Monthly
Deadline to submit fieldwork exit presentation	October 26, 2026
Deadline for fieldwork exit with Auditor General	November 2, 2026
Deadline to submit report outline	November 10, 2026
Deadline for Firm to submit initial preliminary draft to Auditor General	December 3, 2026
Deadline for Firm to submit initial preliminary draft to Auditee and Auditor General	January 20, 2027
Deadline for Auditee to submit written responses to preliminary draft to Firm	February 1, 2027
Deadline for Firm to meet with the Office to prepare for draft exit conference	February 2, 2027
Deadline for Firm to hold draft exit conference	February 3, 2027
Deadline for Firm to submit a revised report draft to Auditor General	February 5, 2027
Deadline for Firm to submit a revised report draft to Auditee and Auditor General	February 11, 2027
Deadline for Auditee to submit final written responses to the revised report draft to the Firm	February 19, 2027
Deadline for Firm to submit final report incorporating Auditees' written responses to Auditor General	February 22, 2027
Issue Report	March 1, 2027
Deadline for Firm to conduct initial follow-up	November 1, 2027
Deadline for Firm to conduct 18-month follow-up	November 1, 2028