

*Section 5.4(H) requires that the Vendor provide “a summary of internal procedures that demonstrate the adequacy of controls.” Please clarify the internal procedures and controls the TOC requests be summarized in response to this section and, in addition, please clarify if any information of the type requested in Sections 5.4(B), (D), and (E) should be included within this summary.*

Information included in responses to Sections 5.4(B), (D), and (E) do not need to be repeated in response to 5.4(H). Section 5.4(H) is meant to include any other controls (not previously requested) that the Vendor feels are important to ensure the State that they have adequate controls in place to handle unclaimed property audits on behalf of the State. The Treasurer may request additional information throughout the selection process if the treasurer doesn't feel that we have adequate information to ensure the Vendor has the necessary controls in place.

*Section 1.2 (Minimum Qualifications) of the RFP, contains a sentence that states “The Vendor must maintain a full-time, licensed attorney on staff.” Can the requirement for a full-time licensed attorney on staff be waived?*

The Treasurer may waive the requirement for a full-time, licensed attorney on staff if the Vendor can demonstrate that they have an attorney with unclaimed property experience on retainer. The existing terms of the contract would not give the Vendor the use of the Attorney General's office for general matters as they conduct their services under the contract.