

Message

From: Sheri Bizarro [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=8954EA3994144F3C8924EC5F059EB8CD-SHERI BIZAR]
Sent: 2018-09-24 10:25:23 AM
To: Anthony Martinello [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=3fb7d76317b34780b15d96309b995c31-Anthony Mar]
Subject: New RFP - Getting Started - External Audit Services
Attachments: IESO_RFP_0085 External Audit Services_final with Doc control.doc; RFx Requirements Template.docx; Procurement Request Form - REVISED.docx

Good Morning

I understand that you have a new RFP in the works for external auditing services and I've been assigned as your Procurement Specialist to support you. Dona has sent to you the older previous RFP and the Requirements template which is a good start. As she has mentioned, that is a very old RFP and the templates have changed significantly so please don't update that old RFP on that template.

I've added the Procurement Request form which should be completed and sent to me first following the RFx Requirements Template. Once I have both of these from you I can guide you on type of procurement (ie: RFP/RFQ etc.) and process to under go (ie: invitational, public etc.) and provide you with general timelines etc for your project scheduling. I'll take your requirements and populate the appropriate document for you and seek for you edits and comments from there to finalize the document.

I have a few quick questions upfront that might help this process go a bit faster for you:

1. Do you have a Project Manager assigned to work with you on this? If so, who? Best that we all have touch points early in the process.
2. What is the TPV of this one? Contract Term in mind?
3. Is there a time concern with contracting on this one? Any pending timelines I should be aware of upfront?

Thanks!!

Sheri

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From: Dona Brent
Sent: September 24, 2018 8:18 AM
To: Sheri Bizarro
Subject: FW: IESO_RFP_0085 External Audit Services_final with Doc control.doc

FYI

From: Dona Brent
Sent: August 21, 2018 12:28 PM

To: Anthony Martinello

Subject: IESO_RFP_0085 External Audit Services_final with Doc control.doc

Hi Anthony,

Here is the last RFP document, which I believe you participated in at the time. Our templates have changed significantly, so don't bother updating the old RFP document, but have your team review the requirements and identify what's still relevant – keeping in mind that if any additional services will be required that they must be captured.

Your team should start drafting the requirements in the attached Appendix C template and I will identify a procurement specialist to work with you to lead you through the process.

Let me know if any questions. Thanks,
Dona