

STATE BOARD OF ELECTIONS

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**Financial Compliance Audit Report for the
Candidacy and Campaign Finance Division
State Board of Elections
eMMA Solicitation Number: BPM-031751**

The State Board of Elections (SBE) Candidacy and Campaign Finance Division requires an audit report on the financial compliance of a publicly financed committee. The selected Contractor company will complete an audit of the state candidate that participated in the State of Maryland Public Funding system and submit their findings to the Candidacy and Campaign Finance Division Director.

I. Deliverables

- A. An audit must be performed on a public financed campaign account of the 2022 Primary Election. The requirements of the audit include a detailed financial reconciliation of campaign finance entity's transactions, reports, bank statements, receipts, and any other required documents to ensure compliance with State law and regulations. The account has less than \$1million in assets and expenditures.
- B. The selected Contractor will provide the following deliverables:
 - a. The completion of the financial audit in accordance with State laws and regulations.
 - b. A written final report in a word document on the financial activity of the political committee in comparison to the report filed and public contribution received.
 - c. A written report on any deficiencies found or violations of State law or regulation.
 - d. Weekly written status reports on the progress of the audit to the Director of Candidacy and Campaign Finance.
 - e. A summary of the work performed, documents reviewed and methodology employed is included in the completion of the audit.
- C. Final deliverables are required by April 1, 2023.

II. Location of Services

The Contractor can provide the services remotely utilizing its staff, however the Contractor would be required to report to 151 West Street, Suite 200, Annapolis, Maryland 21401 to collect material when required.

I. Additional Information

The Contractor must submit a monthly invoice to Jared.DeMarinis@Maryland.Gov and DLinvoice.SBE@Maryland.Gov by the first of each month.

Any staff assigned by the Contractor to this audit must complete a background check prior to the commencement of work.

II. Proposal Submission Requirements

Please submit your bid and work plan to Whitney.LeRoux@Maryland.Gov. You should include grand total pricing in your submission.

The deadline to submit the requested information is Tuesday, October 4, 2022 at 2:00 pm. The required submissions must be emailed to Whitney.LeRoux@maryland.Gov.