

# DUTCHESS BOCES

## ADDENDUM NO. 1 – QUESTIONS & ANSWERS

### RFP 2526-35

**DATE:** April 6, 2026

**RE:** RFP 2526-35 – Internal Claims Auditor

This Q&A is issued to provide the following clarification regarding questions submitted under RFP #2526-35:

**Question:** Does the BOCES anticipate keeping the bi-monthly schedule for claims auditing functions or is there a plan to change this?

**Answer: Yes. Dutchess BOCES intends to maintain a schedule of 2 warrants per month.**

**Question:** Does the current firm perform services on-site or remotely? What is the BOCES preference for the location of work (as the RFP states it will be determined by the BOCES?)

**Answer: Remote. Dutchess BOCES is comfortable continuing this arrangement.**

**Question:** Will the claims auditors have to authorize every invoice or a selection of invoices?

**Answer: Each payment to be made requires authorization by the Claims Auditor. If multiple invoices comprise a single payment request, we will take auditor approval on the overall request as authority to release payment to that vendor. As an example, a request to pay vendor ABC for \$1,000 based on 10 invoices at \$100 a piece will only require Auditor approval to pay the total of \$1,000.**

**Question:** Of the approximate 12,000 claims paid in the prior year, is this a steady flow or are there times when it is busier than other times?

**Answer: End of year (June & July) is typically the busiest as vendors are asked to wrap up billing for our fiscal year (July 1 to June 30), but all months are busy due to the ongoing nature of providing services to our districts and ourselves.**

**Question:** What was the fee for the prior year's services?

**Answer: Hourly rate. Contract was for an estimate of \$7,500.**