

**REQUEST FOR PROPOSAL  
EXTERNAL AUDIT SERVICES  
FOR  
ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513  
PROPOSAL #RFP2021-P02**

**INTRODUCTION**

Illinois Valley Community College (IVCC) is requesting proposals for External Audit Services. Each proposal shall be prepared concisely, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate, and reliable presentation. For ease of review, the proposals must follow the outline in the section of this Request for Proposal (“RFP”) entitled “Mandatory Proposal Response Requirements.” Each response should be clearly numbered and the full question listed.

It is anticipated the selected firm will perform the audit for the fiscal years 2021, 2022 and 2023. However, the College reserves the right to terminate the agreement at any time and issue a separate authorization to proceed with each fiscal year audit. The College upon written agreement by both parties may renew this contract for a successive two-year period.

The College’s financial audit has been performed by Wipfli, LLP since fiscal year 2015.

The College has received an unmodified opinion in each of its past audits. In addition, the College has not been cited for any significant internal control deficiencies (material weaknesses) as a result of past audit examinations.

**BACKGROUND**

IVCC was established in 1924, and is a comprehensive two-year public community college serving the residents of eight counties in north-central Illinois. Since 1965, the Illinois Community College Board (ICCB) has been the state’s coordinating agency for community colleges. The ICCB promotes cooperation within the system and accommodates statewide initiatives considered appropriate for community colleges. The College offers a variety of programs and services.

The College is located approximately 100 miles southwest of Chicago, Illinois. The district is 2,058 square miles-wide serving a population of approximately 148,000 from all or parts of the following eight counties: LaSalle, Bureau, Putnam, Livingston, Lee, Grundy, Marshall, and DeKalb. IVCC’s operating revenue is derived primarily from local property taxes, tuition and fees, and state and federal grants.

## INSTRUCTION TO BIDDERS

One original and three copies of the signed proposal must be submitted to:

**Illinois Valley Community College District No. 513  
Purchasing Department – Room C343  
815 North Orlando Smith Road  
Oglesby, Illinois 61348**

**ALL PROPOSALS MUST BE IN A SEALED ENVELOPE, MARKED “RFP FOR EXTERNAL AUDIT SERVICES” AND DELIVERED NO LATER THAN APRIL 19, 2021 AT 10:00 A.M.** Late proposals will not be considered. Electronic proposal submissions will be accepted and can be sent to [purchasing@ivcc.edu](mailto:purchasing@ivcc.edu); vendors, however, assume the risk of premature disclosure due to submission in an unsealed form. It is strongly suggested that vendors choosing to submit electronically also submit copies of the proposal in written form as specified above.

Please submit all questions to Michelle Carboni, Director of Purchasing, via e-mail.

<b>Name</b>	<b>Phone</b>	<b>E-Mail address</b>
Michelle Carboni	815-224-0417	michelle_carboni@ivcc.edu

## SCHEDULE OF EVENTS

<b>Event</b>	<b>Date and Time</b>
Request for Proposal Issued	<b>March 22, 2021</b>
Proposals Due	<b>April 19, 2021</b>
Analysis of Proposals	<b>April 19- 30, 2021</b>
Recommendation to Board of Trustees	<b>May 13, 2021</b>
Notification of Award	<b>May 14, 2021</b>

## SELECTION CRITERIA

The award of the contract, if it's awarded will be to the firm who in the College's opinion serves the best interest of the College. Illinois Valley Community College reserves the right to reject any or all proposals and to waive minor informalities in any quotation in order to make this award.

**Scoring System/Selection Criteria:** In order to facilitate choosing the best proposal for the College, each proposal will be scored via an evaluation system.

**1) Criteria for selection of the auditing firm:**

- a) Firm must be licensed to practice public accounting in Illinois.
- b) Experience in auditing governmental entities with a preference to firms with Illinois Community College auditing experience.
- c) Experience in auditing federal programs including the Student financial aid cluster.
- d) Evidence that the firm has adequate staffing to undertake the audit during the established timelines.
- e) Up to date on current issues and pronouncements.

**2) Participation in meetings**

- a) Be available to meet with the College Board of Trustees and administration to answer questions on the audit, management letter, audit proposal, or other financial audit related issues, if necessary, throughout the year.
- b) Audit committee meetings prior to the beginning of fieldwork and prior to the presentation of the final audit report to the full Board of Trustees.
- c) Presentation of the final audit report by a firm representative, preferably a Partner, at the November Board of Trustees meeting, the third Tuesday of the month.

**3) Evaluation for cost:**

- a) Provide a flat annual fee based on activity necessary to conduct the annual audit of the College.
- b) Hourly rate for additional professional services by classification.
- c) Any other information that would assist the College in the selection process.

**ACKNOWLEDGEMENT OF ADDENDA**

Signature of a company official on an original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. **FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.**

**PROPOSAL PROCEDURES**

No proposal shall be modified, withdrawn, or canceled for (60) sixty days after the proposal opening date without the consent of the College.

Changes or corrections may be made in the proposal documents after they have been issued and before proposals are received. In such cases, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned and shall become part of the proposal documents. Except in unusual cases, addendum will be issued to reach the vendors at least (5) five days prior to the date established for receipt of proposals.

Each vendor shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or omissions from documents, or should there be doubt as to their meaning, they shall, at once, and in any event not later than (10) ten days prior to proposal due date, notify the Director of Purchasing who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing. After proposals are received, no allowance will be made for an oversight by the bidder.

## **SIGNATURE ON PROPOSALS**

The College requires the signature on proposal documents to be that of an authorized representative of said company. Each Bidder, by making her/his proposal, represents that she/he has read and understands the proposal documents and that these instructions to vendor are a part of the specifications.

## **INSURANCE**

The vendor shall maintain, during the term of any resulting contract, comprehensive General, Contractual, Professional and Errors and Omissions (E&O) Liability Insurance and Employee Dishonesty bonding coverage or such coverages as required by Federal, State, and local laws governing the services described herein. Proposers shall also maintain all employee-related insurances, in the statutory amounts, such as unemployment compensation, worker's compensation, and employer's liability for its employees involved in performing services pursuant to any resulting underwriting contract. Such coverages may be self-funded.

## **INVESTIGATION OF BIDDERS**

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. The College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

## **PROPOSAL AWARD**

The successful vendor, and/or any vendor, shall not proceed on this proposal until it receives a purchase order from the College. Failure to comply is the risk of the vendor.

## **PROPOSED AGREEMENT**

Please submit a sample of your company's agreement with your proposal.

## **CERTIFICATION FORM**

Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your proposal. Failure to do so may result in the rejection of your proposal.

## **EQUAL OPPORTUNITY EMPLOYMENT**

Illinois Valley Community College District No. 513 is an Equal Opportunity/Affirmative Action Employer, and parties doing business with the College must comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission. The successful bidder must agree to conform to the current rules and regulations of the Fair Employment Practices Commission. Illinois Valley Community College District No. 513 is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, education programs, and activities it operates.

## **LAW GOVERNING**

Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois, without regard to conflict of law principles.

## **TAX EXEMPTION**

The College is tax exempt and therefore all proposal submissions should not include tax.

## **BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES ACT COMPLIANCE**

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. It is the policy of the College to promote the economic development of disadvantaged business enterprises by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services, to the extent provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act (“Act”), 30 ILCS 575/0.01 et seq. and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (“Council”) which serves to implement, monitor and enforce the goals of the Act.

## **W-9 FORM**

Please complete the enclosed W-9 form and return with your proposal.

## **SCOPE OF SERVICES**

Guidelines of the College's audit are established in the Illinois Community College Board (ICCB) Fiscal Management Manual, specifically Section III, Parts A and B. The Manual is available on the ICCB website at [http://www.iccb.org/financial\\_compliance/fiscal-manuals/](http://www.iccb.org/financial_compliance/fiscal-manuals/). In addition, the audit will be conducted in accordance with accounting principles generally accepted in the United States of America, Government Auditing Standards, issued by the Comptroller General of the United States and provisions of the Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

1. The Audit Report must include an examination of all funds and groups of accounts of the College. Funds to be included in the audit are:
  - a. Education Fund
  - b. Operations and Maintenance Fund
  - c. Operations and Maintenance (Restricted) Fund
  - d. Bond and Interest Fund
  - e. Auxiliary Enterprise Fund
  - f. Restricted Purposes Fund
  - g. Working Cash Fund
  - h. Audit Fund
  - i. Liability, Protection and Settlement Fund
  - j. Trust and Agency Fund
  - k. Long-Term Debt Account Group
  - l. Fixed Asset Account Group
  - m. Any other fund(s) that may be created
2. The examination must include a State-required compliance audit of the enrollment data and other bases upon which claims are filed. In addition, the examination must include reports on compliance with other State requirements for State grant programs, as prescribed by the Illinois Community College Board.
3. An opinion is to be expressed upon the financial statements as required by the provision of Government Auditing Standards, issued by the Comptroller General of the United States.
4. Preparation of the General Purpose Financial Statements and Supplemental Schedules.
5. Preparation of the Uniform Financial Statements as required by the Illinois Community College Board.
6. Review of the Certification of Chargeback Reimbursement (prepared by College staff) as required by the Illinois Community College Board.
7. Preparation of the Schedule of Expenditures of Federal Awards and all applicable compliance and internal review required by Government Auditing Standards and the U. S. Office of Management and Budget (OMB) Circular A-133.

8. Any additional reports or schedules that become required by the College.
9. When the College serves as a fiscal agent for separate agencies or special State or Federal grants, the proposing firm will be asked to propose on and conduct separate grant audits in accordance with the specific grant and agency requirements.
10. A draft copy of the audit report is to be submitted no later than the second week in October and the final audit report completed and delivered no later than October 31. These dates are subject to change based on ICCB reporting requirements.
11. The College has a 501(c) 3 component unit, Illinois Valley Community College Foundation, which historically has been audited by Stewart Tax & Accounting, LLC. The Foundation is issuing a separate Request for Proposals for auditing services.
12. Fifteen copies of the final audit report, one electronic version and fifteen copies of the management letter are required.

## **MANDATORY PROPOSAL RESPONSE REQUIREMENTS**

### **1. Cover Letter**

Proposals shall begin with a letter of introduction, approximately one page in length, including the official name and address of the Firm submitting the proposal, and the name, address and telephone number of the person(s) who will be authorized to act on behalf of the Firm during the proposal process. The cover letter shall be signed by an officer of the Firm authorized to bind the Firm to all commitments made in the proposal. Unsigned proposals will not be accepted

### **2. Narrative Response**

- a) Service Summary: This should provide a description of the key points of your proposal.
  
- b) Qualifications: Provide background information on your firm, including but not limited to
  - business overview
  - age of the business
  - names, addresses and position of all persons having a financial interest in the company
  - state of incorporation of the firm (as applicable)
  - the number of employees
  - the number of employees that would be assigned to this audit
  - any other information that will permit the College to determine capability of firm to meet all contractual requirements
  - whether your firm has ever been cited by any authority for unscrupulous practice

Each firm shall describe its quality control features that insure compliance with professional standards as well as federal and state grant requirements. Please include a copy of your most recent Peer Review.

- c) Fees/Costs: Provide a maximum, “not-to-exceed” fee proposal inclusive of all expenses for each fiscal year, beginning with fiscal year 2021 and through fiscal year 2023. Provide your firm’s current hourly rate for management advisory services or additional auditing services on matters outside the scope of this proposal. This information should separately itemize fees and costs for services provided.
  
- e) Additional information that you believe pertinent to the College’s selection decision.

### **3. References**

- a) Names, titles, address and phone numbers of key contacts for client references, with particular emphasis on educational clients, specifically community colleges and other colleges or universities.

**4. Additional Information**

- a) Provide a tentative audit timetable. What you expect your audit schedule to be for a June 30 year-end and a due date of October 31. How many weeks and/or hours would be spent on-site at the College and by how many audit staff members?
  
- b) What level of assistance from College staff have you built into your proposal? Please describe the extent and examples of client-prepared schedules and tasks you would expect from College staff.

## **ADDITIONAL INFORMATION**

1. The College reserves the right to request copies of the audit working papers.
2. Illinois Valley Community College budgets for fiscal years 2015 through 2020 are available on the IVCC website at [www.ivcc.edu/businessservices/#financial\\_reports](http://www.ivcc.edu/businessservices/#financial_reports).
3. Illinois Valley Community College Comprehensive Annual Financial Reports and Single Audit Reports for fiscal years 2015 through 2020 are available on the IVCC website at [www.ivcc.edu/businessservices/#financial\\_reports](http://www.ivcc.edu/businessservices/#financial_reports).
4. All materials submitted in response to this Request for Proposal will become the property of the College.
5. Submission of a proposal in response to this Request for Proposal shall constitute an offer on the part of the successful proposer to execute an engagement substantially as described herein.
6. The successful firm shall not assign or subcontract any portion of its obligations under the contract without the prior written consent of the College. Assignment or subcontracting shall in no way relieve the successful firm of any of its obligations.

**ILLINOIS VALLEY COMMUNITY COLLEGE  
AUDIT SERVICES PROPOSAL FORM**

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Contact Person \_\_\_\_\_

Fee Proposal FY 2021 (07/01/20 – 06/30/21) \_\_\_\_\_

Fee Proposal FY 2022 (07/01/21 – 06/30/22) \_\_\_\_\_

Fee Proposal FY 2023 (07/01/22 – 06/30/23) \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**VENDOR'S CERTIFICATION**  
**(Must be returned with proposal)**

\_\_\_\_\_, as part of its proposal for  
(Name of Contractor/Vendor)

External Audit Services to Illinois Valley Community College, hereby certifies that said contractor/vendor is not barred from participating on the aforementioned proposal as a result of a violation of either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes.

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Section 33E-5(b) pertains to disclosure of information related to the terms of a bid and any bidder's responsiveness to a request for bids. Specifically, district officials or employees must not knowingly open a sealed bid at a time or place other than as specified by the district. Also, any official who knowingly discloses any information related to the terms of a sealed bid or any bidder's responsiveness to the request for bids commits a Class 3 felony. This section does allow, however, that no violation occurs if any disclosure made to an interested person also is made generally available to the public. Consequently, colleges should be cautious not to disclose any information that is not released to the public.

Section 33E-6 contains several provisions potentially impacting college purchasing procedures. Specifically, a person commits a Class 4 felony when information concerning the specifications of a contract is knowingly conveyed to a bidder or prospective bidder other than through the bid invitation, pre-bid conference, or contract solicitation procedure. Thus, once a request for proposals or request for proposal for a particular contract is released, the college cannot respond to individual inquiries from bidders. Likewise, no information may be volunteered concerning potential subcontractors if the contract involves subcontracting work.

**Request for Taxpayer  
Identification Number and Certification**

Give Form to the  
requester. Do not  
send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts established outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
Or	
Employer identification number	

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*