REQUEST FOR PROPOSAL
EXTERNAL AUDIT SERVICES
FOR
ILLINOIS VALLEY COMMUNITY COLLEGE
PROPOSAL # RFP2015-P02

The Board of Trustees of Illinois Valley Community College (IVCC) District No. 513 is seeking a proposal for External Audit Services. All proposals are due by 2:00 p.m. on Monday, March 16, 2015 and should be sent to:

Illinois Valley Community College District No. 513
Purchasing Department – Room C-343
815 North Orlando Smith Road
Oglesby, Illinois 61348

Responses shall be submitted in sealed envelope(s) or package(s). The outside of the envelope or package must clearly indicate the name of the project, RFP-External Audit Services, the time, and the date specified for receipt. The name and address of the proposer must also be clearly printed on the outside envelope or package. The proposer shall be responsible for delivery by the due date and time, whether delivered by US mail or messenger. Late proposals will be returned to sender unopened.

Questions should be directed to Cheryl Roelfsema, Vice President for Business Services & Finance, at (815) 224-0419 or Cheryl_Roelfsema@ivcc.edu.

To be considered, four (4) copies of the proposal must be submitted. The College reserves the right to accept or reject any or all proposals received or any parts thereof, or to negotiate separately with any accounting firm whatsoever if no acceptable proposals are submitted, in order to best serve the interest of the College. The submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposal (RFP), unless clearly and specifically noted otherwise in the submitted proposal and confirmed in the contract between the College and the firm selected. The RFP is made for information and planning purposes only and does not obligate or bind the College contractually to accept any proposals submitted.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposals Issued</td>
<td>February 17, 2015</td>
</tr>
<tr>
<td>Question Period Ends</td>
<td>March 12, 2015</td>
</tr>
<tr>
<td>Proposals Due &amp; Bid Opening</td>
<td>March 16, 2015</td>
</tr>
<tr>
<td>Evaluation Period</td>
<td>March 16 – 20, 2015</td>
</tr>
<tr>
<td>Anticipated Contract Award</td>
<td>April 10, 2015</td>
</tr>
</tbody>
</table>
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 sixty days after the proposal opening date without the consent of the College’s Board of Trustees.

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 five (5) 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 ten (10) 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 vendors are a part of the specifications.

TAX EXEMPTION

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

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

PROPOSED AGREEMENT

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.

W-9 FORM

Please complete the enclosed W-9 form (Attachment C) and return it with your proposal.
GENERAL INFORMATION

Illinois Valley Community College 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.

The FY 2015 expenditures budget is as follows:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Funds (Education and Operations &amp; Maintenance)</td>
<td>$22,821,072</td>
</tr>
<tr>
<td>Operations &amp; Maintenance Fund - Restricted</td>
<td>3,500,000</td>
</tr>
<tr>
<td>Bond &amp; Interest Fund</td>
<td>1,266,925</td>
</tr>
<tr>
<td>Auxiliary Enterprise Fund</td>
<td>2,628,585</td>
</tr>
<tr>
<td>Restricted Purposes Fund</td>
<td>7,229,398</td>
</tr>
<tr>
<td>Audit and Liability, Protection &amp; Settlement Funds</td>
<td>1,071,255</td>
</tr>
</tbody>
</table>

In addition, the College’s Working Cash Fund has a balance of $4,712,037.

The RFP and all attachments are available for download from the Illinois Valley Community College website, [https://www.ivcc.edu/purchasing.aspx?id=7914](https://www.ivcc.edu/purchasing.aspx?id=7914). Respondents who download the RFP waive their right to have clarifications and/or addenda sent to them. Such respondents are responsible for checking the website for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the website shall not relieve such respondents from being bound by additional terms and conditions in the clarification and/or addenda, if any, or from considering additional information contained therein in preparing their responses. Note that there may be multiple clarifications and/or addenda. Any harm to a respondent resulting from such failure shall not be valid grounds for protest against award(s) made under this RFP. Responses will not be accepted in electronic form.
INTENT AND SCOPE OF SERVICES

A. Intent

IVCC is seeking certified public accounting firms with experience in auditing higher education institutions or community colleges, to audit the College’s business-type activities, each major fund, and aggregate remaining fund information, as of and for the year ending June 30, which collectively comprise the financial statements.

IVCC has received an unmodified opinion in its current and past audits. IVCC has also received the GFOA Excellence in Financial Reporting Award for the past twenty. We expect to receive it for 2014. Our FY2014 Comprehensive Annual Financial Report (“CAFR”) and our FY2015 Budget are available on our website at:

https://www.ivcc.edu/uploadedFiles/businessservices/CAFRs/FY2014CAFR.pdf and
https://www.ivcc.edu/uploadedFiles/businessservices/Budgets/FY15Budget.pdf.

IVCC uses the Ellucian software, Colleague - an administrative software suite based on a single-source technology approach, coupled with data-driven, rules-based architecture. The four components of Colleague that IVCC uses are:

• CORE
• ST (Student)
• CF (Colleague Finance)
• HR (Human Resources)

B. Scope of Services

The audit will be conducted in accordance with auditing standards generally accepted in the United States of America, Government Auditing Standards issued by the Comptroller General of the United States and the provisions of the Single Audit Act, US Office of Management and Budget (“OMB”) Circular A-133, and the Illinois Community College Board’s (“ICCB”) Fiscal Management Manual. Additional information regarding the Illinois Community College Board can be found on their website at www.iccb.state.il.us.

1. The preliminary audit fieldwork shall be scheduled immediately upon audit firm selection. Final fieldwork shall commence no later than the second week in August. A draft copy of the audit report should be submitted no later than September 30, and the final audit report completed and delivered no later than October 14.

2. The auditor will produce an annual management letter in connection with their examination of the financial records. The letter will make recommendations with regard to the internal controls and reporting practices generating the financial information. The management letter shall be completed and delivered with the final audit report.

IVCC requests the following reports or types of opinions to be included in this audit engagement:

1. Audit of basic financial statements of Community College District 513
   a. In accordance with generally accepted auditing standards
   b. In accordance with Government Auditing Standards
   c. As required by the ICCB’s Fiscal Management Manual
2. Examination of “Schedule of Enrollment Data and Other Bases on Which Claims are Filed”
   a. In accordance with AICPA attestation standards
   b. As required by the ICCB’s *Fiscal Management Manual*

3. Reports to be issued
   a. Basic financial statements
   b. CAFR
   c. ICCB grants (list is illustrative; actual grants may vary from year to year, depending on ICCB funding and grants awarded) See ATTACHMENT A for the FY2015 listing.
      i. State Basic Adult Ed.
      ii. State Performance Adult Ed.
      iii. State Public Assistance
   d. State of Illinois program specific grants (list is illustrative; actual grants may vary from year to year depending on state funding and grants awarded)

4. A-133 single audit

While final responsibility for the financial statements rests with IVCC management, the auditors are expected to possess and demonstrate sufficient expertise in governmental accounting and reporting to assure all reporting requirements are met. IVCC does expect the firm to maintain in their possession the District’s work papers for a minimum of seven years.

**QUALIFICATION REQUIREMENTS**

Firms interested in responding to this request for proposal should provide the following:

1. **Independence** - The firm should provide an affirmative statement that it is independent of IVCC as defined by generally accepted auditing standards and the US General Accounting Office’s Government Auditing Standards.

2. **License to Practice in Illinois** – The firm should provide an affirmative statement that the firm and all assigned key professional staff are properly licensed to practice in Illinois.

3. **Litigation** - The firm should provide an affirmative statement that the firm is not subject to any current or pending litigation that would preclude it from executing an Agreement with IVCC. Explain any conflicts.

4. **Firms Qualifications and Experience** - The proposal should state the size of the firm, the types of services provided, and how the firm is organized by practice and service line.

   a. State the size of the firm’s governmental and not-for-profit audit practice, the location of the office(s) from which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in the engagement.

   b. Describe the firm’s internal quality control procedure for an engagement and the firm’s overall quality assurance program.

   c. Describe how the firm complies with local, state, or federal statutes and regulations such as:
i. Maintenance of independence as required by U.S. Government Accountability Office’s Government Auditing Standards (2003), known as the Yellow Book
ii. Adherence to the AICPA’s Code of Professional Conduct
iii. Conflict of interest (for example, ethics ordinance, code of ethics requirements)
iv. Assignment of professional services contract to a third party
d. Discuss government, not-for-profit, and industry experience including, but not limited to, community colleges, training, organizational involvement, federal financial assistance programs, and federal and state grant programs, ICCB, etc.

5. **Technical Approach** - Identify the partners, managers, and in-charge auditors who would be assigned to the engagement and how the team will interact internally and with IVCCC.

   a. Describe their individual role on this engagement.

   b. Provide Profiles/CV’s of the proposed engagement team, noting the following:
      
      i. Educational background
      ii. Professional qualifications; highlighting information on government, education/community college, and not for profit audit experience, as well as information on relevant continuing professional education for the past five years; including yellow book standards training. Include list of other client commitments.

   c. Describe the firm’s commitment to maintaining staff continuity.

   d. Describe staff turnover experience in the last 3 years within the firm and the audit practice.

   e. Explain the firm’s policies for notification of changes in key personnel during the audit.

6. **Audit Planning and Approach** - The proposal should set forth a work plan, including an explanation of the audit methodology to be followed. The firm will be required to provide the following information in their proposal:

   a. Describe the approach the firm will take to transition the audit from the predecessor firm. Include example transition timeline.

   b. Describe the approach the firm will take to gain and document an understanding of IVCC’s internal control structure.

   c. Describe the firm’s audit approach in year one and subsequent years, noting the following:
      
      i. The audit planning process
      ii. Type and extent of analytical procedures used in the engagement
      iii. Determining the level of materiality for IVCC.
      iv. Incorporating risk assessment into the planning and execution of financial statement audits.
      v. Reviewing the computerized and manual controls over the financial reporting system and how systematic controls are relied upon.
      vi. The approach to be taken in determining laws and regulations that will be subject to audit test work, including ICCB audits.
d. What is the firm’s reporting approach as they relate to interim and final phases of the audit and presentations to IVCC senior management and Audit/Finance Committee?

e. Provide an example of the firm’s Prepared by Client Checklist and describe how this is used during interim and final testing.

f. Describe how your firm will keep the Audit/Finance Committee and IVCC management informed regarding significant changes in accounting standards and how they apply to IVCC.

g. Describe how the firm provides continuing education training to IVCC management and staff on changes or updates to Government Standards.

h. Describe how the firm will communicate (frequency and method) with IVCC management regarding audit status, expansion of scope, and audit exceptions.

7. Audit Problems - Describe how potential audit performance problems are handled, the firm’s approach to resolving these problems, and any special assistance that will be requested from IVCC. Describe how disagreements with management over application of accounting principles or basis of management’s judgment about accounting estimates are resolved, should they arise.

8. Peer Review Report - Submit a copy of most recent peer review report, the applicable letter of comment, and the firm’s response to the letter of comments.

9. Fee Information - The Fee Proposal spreadsheet must be filled out completely, signed, and submitted with the proposal (See Exhibit 1). Please submit the following information in relation to proposed fee:

   a. How many years will the proposed fee(s) be kept at the same level?
   b. Describe how audit budget will be managed and how the firm will insure there are “no surprises.”
   c. Describe how add-on work will be priced, if requested.
   d. Describe how you handle (from a billing standpoint) miscellaneous audit-related or financial questions and phone calls (for general assistance and consultation) during the year.
   e. What level of assistance from College staff (hours) have you built into your proposal?

SUBMITTAL REQUIREMENTS

Each Proposer submitting a proposal will be required to present evidence of experience, qualifications, financial responsibility, and capacity to perform the requested services. Three (3) original signature, hard copies are to be submitted in response to this RFP (see Page 1).

Discussions may be conducted with respondents who submit responses determined to have a reasonable possibility of being selected. All respondents shall be accorded fair and equal treatment with respect to the RFP process. RESPONSES MAY BE DEEMED NON-RESPONSIVE AND WILL NOT BE FURTHER CONSIDERED FOR FAILING TO SUBMIT A RESPONSE AND/OR DOCUMENTATION THAT ADDRESSES EACH AND EVERY PARAGRAPH CITED IN THIS SECTION.
A. Format of Response

All original responses must be submitted with pages numbered and with section dividers for each item listed below. Each original signature response shall be submitted on standard 8 ½” x 11” plain white paper with material printed on one side only. Expensive papers and special bindings are discouraged since no materials will be returned to the respondent.

B. Contents of Response

1. Cover Letter

   The cover letter must be submitted on the firm’s letterhead, signed by a principal and the joint venture partner, if applicable. The cover letter must contain a plan explaining how services will be performed, include a commitment to provide the services described in the Scope of Services of this RFP, and indicate that the offer is good for one hundred and eighty (180) days from submittal of proposal.

2. Table of Contents

   The contents of the proposal shall be included in an index at the beginning of the proposal and should include all contents and attachments.

3. Executive Summary and Executive Summary Sheet

   An Executive Summary shall include a brief statement of understanding of the scope of services to be provided, a brief description of the firm, the services offered, the name of the Proposer, and the location of the Proposer’s principal place of business. Proposer shall include the Executive Summary Form.

4. Experience and Statements of Qualifications

   a. Proposer must provide information on the company’s background, including the number of years in business, main office location, and a list of services provided.

   b. Proposer must provide information on services similar in nature and scope as requested in Scope of Services, including company’s name, contact person, telephone and fax numbers, and email address; provide information of similar services for any educational institutions or government agencies. Proposer must submit company contacts. Provide the name, title, street address, city, state, zip code, telephone and fax numbers, and email address for: (a) primary contact person for this project and (b) the individual(s) authorized to negotiate a contract with IVCC.

   c. Proposer must provide detailed information on the Proposer’s ability to meet the scope of services of this RFP. This should include the services that your firm would be able to provide and how the services will be executed.

   d. Proposer must provide an organizational staffing plan chart for the personnel who will perform services as stated in Scope of Services, including resumes and educational background.
5. **Clients and Portfolio**

Respondents shall indicate all major and educational clients and portfolio for the last three (3) years. Provide scope of work, contract value and respondent’s project manager.

6. **References**

Provide a minimum of three (3) references from projects similar to those the respondent desires to provide herein, including contact persons’ names, mailing addresses, telephone and fax numbers, and email addresses. Please complete page one of the Reference Questionnaire (Attachment B). IVCC will fax this form to the references included in your submittal. Please inform your references that they will be contacted by IVCC.

7. **IRS W-9 Form**

A current IRS W-9 Form must be completed, signed, and submitted with your proposal. (Attachment C)

8. **Legal Actions**

List and briefly describe any and all legal actions for the past three (3) years in which respondent has been a debtor in bankruptcy, a defendant in a lawsuit for deficient performance under a contract or agreement, a respondent in an administrative action for deficient performance, or a defendant in a criminal action.

9. **Pricing Structure and Hourly Rates**

With respect to the requirements outlined in the scope of work section of this RFP, provide a price for your firm’s work. IVCC desires a fixed price for all phases and tasks of this project. Please provide the information request. (See Qualification Requirements #10 and Fee Proposal Form)

10. **Disclosure**

The Proposer will disclose any professional or personal financial interest which could be a possible conflict of interest in representing IVCC. The Proposer shall further disclose arrangements to derive additional compensation from various investment and reinvestment products, including financial contracts. The Proposer will be required to disclose any lobbying activities if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any sister governmental agency, member of Congress, officer or employee of Congress, or employee of a member of Congress in connection with this contract.

11. **Debarment**

Proposers must disclose that neither the vendor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a contract or agreement with any federal, state, county, or local department or agency. If the vendor is unable to certify to this statement, it must attach an explanation to this application.
INSURANCE REQUIREMENTS

The Proposer shall procure and maintain at all times, at Proposers own expense, until final acceptance of the Work covered by this Agreement and if required to return during the warranty period, the types of insurance specified below, with insurance companies authorized to do business in the State of Illinois covering all operations under this Agreement, whether performed by the Proposer or by subcontractors. The kinds and amounts of insurance required are as follows:

1. **Worker's Compensation and Occupational Disease Insurance**

   Workers Compensation and Occupational Disease Insurance, in accordance with the laws of the State of Illinois, or any other applicable jurisdiction, covering all employees who are to provide a service under this contract. Employer’s liability coverage with limits of not less than $1,000,000 each accident or illness shall be included.

2. **Fidelity, EPLI (Employment Practices Liability Insurance) and Professional Liability (E&O)**

   Professional liability insurance covering errors, omissions, or negligent acts must be maintained with limits of not less than $1,000,000. Coverage must include contractual liability. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede start of work on, this Agreement. A Claims-Made Policy, which is not renewed or replaced, must have an extended reporting period of two (2) years.

   The Contractor will furnish Illinois Valley Community College original Certificates of Insurance evidencing the required coverage to be in force on the date of this contract, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this contract.

   The insurance herein specified shall be carried until all work required to be performed under the terms of the Agreement is satisfactorily completed and formally accepted. Failure to carry or keep such insurance in force may constitute a violation of the Agreement, and Illinois Valley Community College maintains the right to stop work until proper evidence of insurance is provided.

   The insurance shall provide for 60 days prior written notice to be given to Illinois Valley Community College Business Services office in the event coverage is substantially changed, canceled, or non-renewed.

   The Proposer shall require all subcontractors to carry the insurance required herein, or Proposer may provide the coverage for any or all subcontractors, and, if so, the evidence of insurance submitted shall so stipulate.

   Any and all deductibles on referenced insurance coverages shall be borne by Proposers.

   Proposer expressly understands and agrees that any insurance coverages and limits furnished by Proposer shall in no way limit the Proposer’s liabilities and responsibilities specified within the contract documents or by law.
The Proposer and each subcontractor agree that insurer shall waive their rights of subrogation against Illinois Valley Community College.

The Proposer expressly understands and agrees that any insurance maintained by Illinois Valley Community College shall apply in excess of and not combine with insurance provided by the Proposer under the contract.

If the Proposer or its subcontractors desire additional coverage, higher limits of liability, or other modifications for its own protection, the Proposer, and each of its subcontractors, shall be responsible for the acquisition and cost of such additional protection.

Illinois Valley Community College maintains the right to modify, delete, alter, or change these requirements.

**GENERAL INSTRUCTIONS**

**A. Time for Receiving Proposals**

Proposals must be received no later than 2:00 p.m. CDT, on Monday, March 16, 2015. Proposals received prior to the due date and time will be securely kept and unopened. Proposals submitted after the designated date and time will be returned unopened. Proposals are not publicly opened and once submitted become the property of the IVCC.

**B. Preparatory Cost**

All costs incurred in the preparation and presentation of the proposals shall be wholly borne by each Proposer.

**C. Submission of Proposals**

IVCC, at its discretion, may reject any or all of the proposals; cancel and reissue this RFP; negotiate with any, all, or none of the proposers; solicit best and final proposal from all or some of the proposers; and award a contract to one or more of the proposers.

**D. Contract Award**

The successful proposer will be required to enter into a Professional Service Agreement with the Board of Trustees of Community College District No. 513, which incorporates as part of the agreement this RFP and the proposer’s response to the RFP. IVCC reserves the right to award to multiple vendors.

**E. Withdrawal of Proposals**

Proposers may withdraw their proposals at any time prior to the time specified as the closing time for the receipt of proposals. However, no proposer shall withdraw or cancel his proposal for a period of one hundred eighty (180) calendar days after said closing time for the receipt of proposals nor shall the successful proposer(s) withdraw, cancel, or modify his proposal after having been notified by IVCC that said proposal has been accepted.
F. Addenda to this RFP

If IVCC determines that this RFP should be modified before the date set for receipt of proposal, IVCC will inform all prospective proposers by distributing addendum. The addendum will be emailed, faxed, or mailed to each proposer receiving this RFP, except for respondents who download the RFP from IVCC’s website.

Respondents who download the RFP waive their right to have clarifications and/or addenda sent to them. Such respondents are responsible for checking the website for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the website shall not relieve such respondents from being bound by additional terms and conditions in the clarification and/or addenda, if any, or from considering additional information contained therein in preparing their responses. Note that there may be multiple clarifications and/or addenda. Any harm to a respondent resulting from such failure shall not be valid grounds for protest against award(s) made under this RFP.

Proposers must acknowledge receipt of each addendum issued in the RFP Executive Summary Introduction Letter.

G. Conflicts

In the event of conflict between the Contractor’s terms and conditions and those of IVCC, then IVCC’s terms and conditions will take precedence.

H. Indemnity

Notwithstanding any other terms and conditions, including any obligations regarding insurance coverage, Vendor agrees to defend, indemnify, save, and hold harmless fully the Board of Trustees of Community College District No. 513, its colleges, satellite campuses, officers, employees, agents, students, volunteers, and contractors against any and all claims, suits or judgments, costs or expenses, including attorney’s reasonable fees, (collectively (“Loss”)) in connection with this Agreement. This indemnification obligation does not extend to that portion of a Loss caused by Institution’s negligence, as determined by a court of competent jurisdiction in a final, non-appealable, judicial order. The firm must acknowledge in their submission their willingness to indemnify Illinois Valley Community College.

The requirements listed below are mandatory for protecting the interests of Illinois Valley Community College.

1. The successful Proposer shall indemnify and hold IVCC harmless from all providers’ performance or failure of performance under the resulting contract.

2. The successful Proposer shall keep IVCC free and clear from all liens asserted by any person or firm for any reason arising out of the furnishing of services or materials by or to the provider.

3. The action of the successful Proposer with third parties is not binding upon IVCC.
I. Termination

This contract can be terminated upon ten (10) days written notice by Illinois Valley Community College on the grounds of Proposer’s violation of any terms and conditions of the Contract, procedures or guidelines or inadequacy of Proposer’s performance, or if there is no further need for the requirements. In the event that no funds or insufficient funds are appropriated and budgeted in any fiscal period of IVCC for payments to be made under this agreement, then IVCC will notify the contractor of such occurrence and this agreement shall terminate on the earliest of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under this Agreement are exhausted. No payments will be made or due to the contractor under this contract beyond those amounts appropriated and budgeted by IVCC to fund payment under this contract.

Illinois Valley Community College may terminate this Contract, or any portion of the Services to be performed under it, at any time for convenience by a notice in writing from IVCC to the Proposer when the Contract may be deemed no longer in the best interest of IVCC.

1. **Termination for Default.** This Agreement may also be terminated for default. Each of the following shall constitute an event of default:

   a. Any material misrepresentation, whether in the inducement or in the performance, made by the Consultant to the Institution.

   b. A breach of a representation or warranty contained in this Agreement.

   c. The insolvency, bankruptcy, or committing of any act of bankruptcy or insolvency, or making an assignment for the benefit of creditors.

   d. Failure to comply with or perform any material provision of this Agreement.

   e. Failure or refusal to provide enough properly skilled personnel, adequate supervision, or adequate materials and equipment of the proper quality to perform the Services.

   f. Causing, by any action or omission, the stoppage, delay of, or interference with, the work of any other Consultant or sub consultant.

If a court of competent jurisdiction rules that termination of this Agreement by the Institution for default of Consultant was wrongful, then the termination shall be deemed to have been a termination for convenience.

A. **Curable and Incurable Defaults.** Time-sensitive defaults (e.g., failure to meet deadlines) are not curable unless the Institution, in its sole and absolute discretion, extends the deadline. Such extension, however, does not relieve Consultant of liability for any damages the Institution may suffer. Consultant shall cure any default that is not time-sensitive within ten (10) calendar days after Consultant is given notice of the default.
B. **Remedies.** In addition to any other remedies contained herein, the Institution may invoke any or all of the following remedies for a Default:

   i. Complete the Services at Consultant’s expense, either directly or through the use of contractors and subcontractors.
   ii. Receive a refund or withhold all or any portion of the Fee.
   iii. Demand specific performance, an injunction, or any other appropriate equitable remedy.
   iv. Terminate this Agreement.

C. **Right to Offset.** All costs incurred by the Institution due to: (i) termination of this Agreement for default; or (ii) Consultant’s performance of the Services; or (iii) Institution’s exercise of any of the remedies available herein, may be offset by: (i) any credits due to or overpayments made by the Institution; or (ii) any payments due to Consultant for Services completed. If such amount offset is insufficient to cover those excess costs, Consultant shall be liable for and promptly remit to the Institution the balance upon written demand. This right to offset is in addition to and not a limitation on any other remedies available to the Institution.

No remedy hereunder is exclusive of any other remedy, but each remedy shall be cumulative and in addition to any other remedies at law, in equity or by statute existing now or hereafter. No delay or omission to exercise any right or power accruing upon any Default shall impair any such right or power nor shall it be construed to be a waiver of any Default or acquiescence therein, and every such right and power may be exercised periodically and as often as may be deemed expedient. If the Institution considers it to be in the Institution’s best interest, it may choose not to declare a default or terminate the Agreement. The parties acknowledge that this provision is solely for the benefit of the Institution and that if the Institution permits Consultant to continue providing Services despite one or more events of default, the Consultant is in no way relieved of any of its duties and obligations under the Agreement and the Institution does not waive or relinquish any of its rights.

J. **Additional Provisions**

The parties further agree the following provision:

1. **Cooperation with Successors.** If this Agreement expires or is terminated for any reason, Consultant shall use its best efforts to assure an orderly transition to Institution and to the successor consultant, if any. Consultant must make an orderly demobilization of its own operations, provide the Services uninterrupted until the effective day of such termination or expiration, and otherwise comply with the reasonable requests and requirements of the Institution in connection with the termination or expiration.
K. Contract Terms

The intent of this RFP is to commit to the winning firm for audits for the three fiscal years ending June 30, 2015, 2016, and 2017. However, the initial contract will be for one year only, with new contracts signed each year at the fee level quoted in this proposal. The College’s Board of Trustees reserves the right to review and adjust or cancel the contract each year at its discretion. It is understood that, if the operations of the College change significantly during the three-year period, the audit fee may be renegotiated.

Services will begin upon execution of a professional service agreement and the issuances of a Purchase Order, for a period of three (3) years, with an option to renew for three (3) additional years subject to Board’s Approval.

L. Payment

The selected proposer will not be entitled to demand or receive payment under this Agreement until all of the stipulations, provisions and conditions set forth in the Agreement have been complied with. Invoice(s) should be transmitted to the Accounts Payable Department via e-mail to IVCC-AccountsPayable@ivcc.edu or in duplicate hard copy to IVCC, Accounts Payable, 815 North Orlando Smith Road, Oglesby, IL. Illinois Valley Community College offers the following payment terms to its suppliers:

Net 30 days – IVCC will issue traditional checks to suppliers.

M. Communication

All written inquiries regarding this RFP should be directed to Cheryl Roelfsema, Vice President for Business Services & Finance, at Illinois Valley Community College, 815 North Orlando Smith Road, Oglesby, IL 61348 or via e-mail, Cheryl_Roelfsema@ivcc.edu.

Such requests must be submitted by Thursday, March 12, 2013, no later than 12:00 p.m.

Any interpretation of the proposed documents will be made only by an addendum issued by the Vice President of Business Services & Finance. A copy of the addendum will be mailed or delivered to each person receiving a copy of the proposal prior to the proposal due date. Failure on the part of the prospective respondent to receive a written interpretation prior to time of submittal will not be grounds for withdrawal of proposal. Oral explanation is not binding.

Respondents requiring additional information shall contact the Vice President for Business Services & Finance. Respondents who contact any Illinois Valley Community College personnel other than the Vice President for Business Services & Finance will be considered in violation of the procurement rules and may have any proposal response disqualified.

N. Non-Discrimination

A Proposer, in performing under this Agreement, shall not discriminate against any worker, employee, or applicant, or any member of the public, because of race, creed, color, sex, age, or national origin, nor otherwise commit an unfair employment practice.

**O. Jurisdiction**

Construction and interpretation of this Agreement shall at all times and in all respects be governed by the laws of the State of Illinois, without regard to its conflicts of laws principles. All suits, actions, claims, and causes of action relating to the construction, validity, and enforcement of this Agreement shall be brought in the state courts of LaSalle County.

**EVALUATION CRITERIA AND TECHNIQUES FOR RESPONSES TO REQUESTS FOR PROPOSALS**

Proposals will be evaluated by the IVCC Board of Trustee’s Audit Committee, Vice President for Business Services & Finance, Controller, and the College President. Recommendations then will be presented to IVCC’s Board of Trustees to make the final decision.

Evaluation of responses to a request for proposal is based upon a 100-point rating system. A maximum of 25 points is assigned to the cost of the bid proposal, and a maximum of 75 points is assigned to the qualifications of the bidding firm or individual. The techniques used to evaluate these two components are described below:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>25</td>
</tr>
<tr>
<td>Mandatory Requirements</td>
<td>25</td>
</tr>
<tr>
<td>Quality of the Audit Approach</td>
<td>25</td>
</tr>
<tr>
<td>Audit Experience and Professional Development</td>
<td>15</td>
</tr>
<tr>
<td>Engagement Staffing</td>
<td>5</td>
</tr>
<tr>
<td>Federal Single Audit Plan</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Possible Points</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

This RFP does not commit Illinois Valley Community College to negotiate a contract, enter into an agreement, nor obligate it to pay for any costs incurred in the preparation or submission of any proposal or in anticipation of a contract or agreement. Illinois Valley Community College reserves the right to reject all proposals and to do business with any one or more of the firms responding to this RFP.

IVCC reserves the right to seek clarification of information submitted in response to this RFP and/or to request additional information during the evaluation process. IVCC may also request that any short-listed finalists conduct oral presentation and/or demonstrations of their services.
EXECUTIVE SUMMARY FORM

The undersigned hereby acknowledges having received a full set of the Request for Proposal (RFP) – External Audit Services.

**External Audit Services** for Illinois Valley Community College

Company’s Name: ______________________________________________________

Type of Company: ( ) Corporation ( ) Partnership ( ) Sole Proprietor

Name of principals/owners of Company:

____________________________________________________________________

____________________________________________________________________

Name of Parent Company, if any: ________________________________________

*I do solemnly declare and affirm under penalty of perjury that the contents of the forgoing documents are true and correct, and that I am authorized, on behalf of the firm, to commit to this proposal.*

Name of Preparer (print)_________________________ Title____________________

Preparer’s Signature ____________________________________ Date________________

Attesting Signature (required for corporations) _______________Title____________________

Business Address__________________________________________

City __________________________ State_________ Zip Code____________________

Federal Employee Identification Number (FEIN) ____________________________

Contact Person’s Name and Title____________________________________________

Telephone Number________________________________________________________

Email Address________________________________________________________________

Note: Summary Sheet must be completed or Proposal may be deemed non-responsive. Rubber-stamped or typed signatures will disqualify your proposal.
AUDIT PROPOSAL

Please include this sheet with your proposal.

Firm: ________________________________________________________

Proposed Fee for Fiscal Year: 2015 2016 2017

Audit of Comprehensive Annual Financial Report as outlined in the Request for Proposal

$ $ $ 

Proposed Number of Hours

$ $ $ 

Federal Single Audit

Proposed Number of Hours

$ $ $ 

Foundation Audit

Proposed Number of Hours

Fees for additional work not included within the Audit Proposal (i.e. grants).

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partners</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Manager</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Supervisory Staff</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other (specify)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Partners

Manager

Supervisory Staff

Other (specify)
### ATTACHMENT A

<table>
<thead>
<tr>
<th>Federal - Single Audit (A-133) Required</th>
<th>FY15 Est. Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>US Department of Education</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Student Financial Aid</strong></td>
<td></td>
</tr>
<tr>
<td>Federal Pell Grant Program</td>
<td>$4,920,311</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant</td>
<td>86,100</td>
</tr>
<tr>
<td>Federal Work-Study Program</td>
<td>86,254</td>
</tr>
<tr>
<td><strong>Direct</strong></td>
<td></td>
</tr>
<tr>
<td>TRIO Student Support Services</td>
<td>275,502</td>
</tr>
<tr>
<td><strong>Passed through Illinois Community College Board:</strong></td>
<td></td>
</tr>
<tr>
<td>Career &amp; Technical Education Programs of Study</td>
<td>7,545</td>
</tr>
<tr>
<td>Carl Perkins Title IIIC</td>
<td></td>
</tr>
<tr>
<td>Vocational Grant Program</td>
<td>158,404</td>
</tr>
<tr>
<td>Career and Technical Education</td>
<td>3,411</td>
</tr>
<tr>
<td>Curriculum Alignment</td>
<td>8,539</td>
</tr>
<tr>
<td><strong>Federal Adult Education Act</strong></td>
<td></td>
</tr>
<tr>
<td>Title II Basic Education</td>
<td>125,095</td>
</tr>
<tr>
<td>EL/Civics</td>
<td>18,333</td>
</tr>
<tr>
<td><strong>U.S. Department of Labor</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Passed through Illinois Department of Commerce and Economic Opportunity (DCEO)</strong></td>
<td></td>
</tr>
<tr>
<td>Illinois Network of Advanced Manufacturing</td>
<td>58,372</td>
</tr>
<tr>
<td><strong>U.S. Small Business Administration</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Passed through the Illinois Department of Commerce and Economic Opportunity (DCEO)</strong></td>
<td></td>
</tr>
<tr>
<td>Small Business Development Center</td>
<td>102,587</td>
</tr>
<tr>
<td><strong>National Science Foundation</strong></td>
<td>82,959</td>
</tr>
<tr>
<td><strong>TOTAL FEDERAL EXPENDITURE</strong></td>
<td>$5,933,412</td>
</tr>
</tbody>
</table>
ATTACHMENT B
REFERENCES

Respondents: Please provide at least three (3) references, one per firm, for whom you have provided services to those similar to what is requested in this RFP. Please complete Page 1 of the following 2-page IVCC Reference Questionnaire for each of your references and return the forms with your proposal/qualifications. Illinois Valley Community College will send Page 2 to your references. (Please make additional copies as needed.)

To Be Completed By Proposer

Reference Company Name:

Reference Contact:

Reference Phone:

Reference E-mail:

Name of Firm:_________________________________________________________

Description of Project for which Reference is requested (Include type of work/trades performed):

Contract Amount:__________ Project Completion Date:__________
IVCC REFERENCE QUESTIONNAIRE

The contractor listed below has named you as a reference on a project completed within the past three years and/or currently in progress. The work performed, as indicated by the contractor, is described below. Please revise any incorrect data and/or include any additional relevant information.

Your timely completion of Questions on the next page will assist IVCC in determining the responsibility of this contractor. Your response will be "on the record" and available for the contractor’s review. The individual completing this questionnaire may be contacted to confirm their participation. Thank you for your assistance.

Upon completion, please return this page to Dawn Watson, Administrative Assistant, via e-mail to dawn_watson@ivcc.edu. Please contact Cheryl Roelfsema, Vice President for Business Services & Finance, at (815) 224-0419 with any questions.

Proposer’s Name: ____________________________________________________________

<table>
<thead>
<tr>
<th>Your Organization’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name</td>
</tr>
<tr>
<td>Your Title</td>
</tr>
<tr>
<td>Your Phone Number</td>
</tr>
<tr>
<td>Your Email Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>Question</th>
<th>Reference’s Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Please describe the nature &amp; scope of relationship with the above named proposer (e.g., scope of audit, level of audit).</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Were you satisfied with the performance of the proposer? If no, why not?</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>What audit services did this firm provide for you?</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>When was the audit performed?</td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>Question</td>
<td>Reference’s Answer</td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>5</td>
<td>Was their estimate of time and effort reasonable close to the actual time and effort? If no, why not?</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Was the total cost of this project what you expected? If no, why not?</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Was their report completed within the time frame you needed? If no, why not?</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Were you satisfied with the work product and their conduct on site? If no, why not?</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Did the company work well with your staff (partners in audit, subject)? If no, why not?</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>What are three of the company’s strongest assets?</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Did the company communicate in a clear, comprehensive, and concise fashion? If no, why not?</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Would you rehire this company? If no, why not?</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Were there any problems? If so, how were they handled?</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>What, if anything, would you have done differently?</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Would you recommend this proposer?</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Is there any additional information that you would like to provide?</td>
<td></td>
</tr>
</tbody>
</table>

Signature: ___________________________________________  Date: ________________________________
## ATTACHMENT C

**W-9 Request for Taxpayer Identification Number and Certification**

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your Social Security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see how to get a TIN on page 9.

**Note:** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below), and
4. 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 on page 9.

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted. Future developments. The IRS has created a page on IRS.gov for information about Form W-9, available at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of a lawsuit, and third-party returns for transactions, real estate transactions, mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (or your employer) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt partnership.

If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from FATCA reporting is correct.

Note: If you are a U.S. person and a requester gives you another form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partner’s share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rule under section 1446 requires a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.
INTRODUCTION/GENERAL PRINCIPLES
As an Illinois Valley Community College (IVCC) vendor/contract worker, you are subject to IVCC Policies. The purpose of these policies are to promote public confidence in the integrity of IVCC by establishing consistent standards for the conduct of IVCC business by Board members and employees.
As an IVCC vendor/contract worker, you are expected to work on behalf of IVCC in a manner that always complies with laws, rules, regulations, and policies. By doing so and by always acting with honesty and integrity, you are allowing established values to guide your actions and decisions. That is what it means to follow the principles of ethics. The information that follows is intended to make you aware of selected elements of IVCC Policies and other laws and rules that relate to ethical conduct. If you have questions, you may contact the IVCC Ethics Officer.

ETHICS OFFICER
Illinois Valley Community College’s Ethics Officer is designated by the Board of Trustees to provide guidance concerning the interpretation and compliance with the provisions of the Illinois Valley Community College Ethics Policy.

GIFT BAN
As a contractor or vendor doing business with IVCC, you are required to comply with the Gift Ban prohibition of the IVCC Policies. Under the Gift Ban Section of the Policy current vendors, as well as vendors interested in doing work for IVCC, are considered prohibited sources and thereby precluded from providing gifts to IVCC employees, except as provided in the IVCC Policy.

FIDUCIARY RESPONSIBILITY
All vendor/contract workers have an obligation to carry out the responsibilities with the utmost degree of "good faith, honesty, integrity, loyalty, and undivided service in the beneficiaries’ interest."

PENALTIES
Any contractor doing business with Illinois Valley Community College found to have violated IVCC policies may be barred from doing business with the College, along with any other penalty provided in the policy.
All contractors/vendors are required to sign the attached acknowledgment and return it with this proposal.

CONTRACTOR/VENDOR ACKNOWLEDGEMENT
I affirm that I will comply with Illinois Valley Community College policies as outlined on the IVCC website: http://www.ivcc.edu/uploadedFiles/board/IVCC_Board_Policy_Manual.pdf

<table>
<thead>
<tr>
<th>FIRM NAME</th>
<th>SUBMITTED BY</th>
</tr>
</thead>
</table>

| TITLE |
CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks, and bribery.

 NAME OF CONTRACTOR/BIDDER

 TITLE

 DATE

 THIS FORM MUST BE RETURNED WITH YOUR BID TO:

 Illinois Valley Community College
 Purchasing Department – Room C-343
 815 North Orlando Smith Road
 Oglesby, Illinois 61348
SIGNATURE PAGE

Having read and understand the specifications and requirements of External Audit Services - Proposal # RFP2015-P02, I agree to the terms and conditions of this proposal.

Submitted By:

<table>
<thead>
<tr>
<th>Company</th>
<th>Authorized Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Printed Name</td>
</tr>
<tr>
<td>City, State Zip</td>
<td>Phone</td>
</tr>
<tr>
<td>Fax</td>
<td>E-Mail</td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>