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(YOUR SCHOOL)

REQUEST FOR PROPOSAL

FOR

EXTERNAL AUDITING SERVICES

**(Your School)
(School Address)
(Your School City, State, Zip)**

**Proposal: FY14 External Audit RFP
Proposal Deadline: April 30, 2014**

PART I INTRODUCTION

(YOUR SCHOOL) is inviting proposals from certified public accounting firms interested in performing the following audits and related professional services as of June 30, 2014, and for the fiscal year then ended and four (4) separate renewal options.

- 1) General purpose financial audit (prepared in compliance with GASB 34/35).
- 2) Compliance audit of federally-funded assistance programs, including student financial assistance programs as required by OMB Circular A-133.
- 3) Assist in the preparation of the financial statements in accordance with GAAP. The client will provide the information for the accruals. Auditor will prepare and provide a copy of the trial balance to the client.
- 4) Compliance with the state Comprehensive Annual Financial Report (CAFR) format and reporting requirements.
- 5) This is an All or None Bid Proposal.

These audits and related object requirements are discussed in detail in the Request for Proposal (RFP). Firms will be asked to submit fee proposals based upon the award of all work.

A. Organization of Proposal.

The RFP is organized as follows:

Part I	Introduction
Part II	Terms and Conditions
Part III	Objectives and Requirements for General Purpose Financial Audit (Prepared in Compliance with GASB 34/35)
Part IV	Objectives and Requirements for Financial and Compliance Audit of Federal Funds (Prepared in Compliance with OMB Circular A-133 Audit)
Part V	Pricing Proposal
Attachment I	Statement of Pricing
Attachment II	Non-Collusion Affidavit
Attachment III	Alternate Services Proposal

B. Schedule.

The following schedule will apply to this bid:

April 7, 2014	Issue RFP
April 30, 2014	Submittal Deadline – 5 p.m.
June 10, 2014	MSC Board of Regents Consideration and Award of Contract

C. Inquiries.

Questions and inquiries concerning the RFP should be addressed to:

(RESPONSIBLE PERSON, ADDRESS, TELEPHONE, FAX, EMAIL)

No pre-proposal conference will be held. Please direct any questions to the individual noted above.

D. Proposal Format and Submission.

1. The pricing formats in Attachment I will be used to submit all information concerning audit fees and other costs, if any, and other relevant factors.
2. The signature section on Attachment I must be signed.
3. Attachment III must be signed and notarized.
4. An original and five (5) copies of the bid will be submitted.
5. Proposals will be submitted to:

(RESPONSIBLE PERSON, ADDRESS)

6. Proposal envelopes will be marked:
EXTERNAL AUDIT REPORT FY14
CLOSING DATE April 30, 2014 5:00 P.M. CST
7. Proposals must be original and hard copy and signed by an authorized member of the CPA firm. FAX proposals will not be accepted.

PART II

TERMS AND CONDITIONS

The following terms and conditions will govern in the submission and evaluation of proposals and the award of a contract.

A. Contract Status.

The response to this RFP will be considered as an offer to contract. Final negotiations on the best offer will be conducted to resolve any minor differences and informalities. After final negotiations, an acceptance of any modified RFP offer will be issued by **(YOUR SCHOOL)** in accordance with paragraph 1 (Part II, Section A) below.

1. Contract Format. The resulting College acceptance will incorporate this RFP, the response thereto, and all additional agreements and stipulations, and the results of any negotiations. All of these documents will constitute the final contract.
2. Contract Period. The contract will be for one (1) year (FY14) with four (4) one-year options to renew (FY15 through FY18), based on satisfactory service and the availability of funds.
3. Contract Termination for Cause. **(YOUR SCHOOL)** may terminate any resulting contract for cause by providing a Show Cause Letter to the auditor citing the instance of a noncompliance with the contract.
 - a. The auditor shall have ten (10) days to reply to the Show Cause Letter and indicate why the contract should not be terminated.
 - b. The auditor shall then have thirty (30) days to cure the noncompliance cited in the Show Cause Letter.
 - c. If the noncompliance is not cured within thirty (30) days, **(YOUR SCHOOL)** will terminate the contract by an advance period, which is mutually agreeable.
4. Contract Termination for Convenience. **(YOUR SCHOOL)** reserves the right to terminate this contract for convenience by providing written thirty-day (30-day) notice to the auditor.
5. Contract Modification. Both parties prior to any change must agree in writing to all changes to the contract.

6. Contract Assignment or Sub Contract. The resulting contract shall not be assigned, transferred, or sublet in whole or in part without the prior written approval of the **(YOUR SCHOOL)** Vice President for Business Operations, or authorized designee.

B. Proposal Status.

1. Effective Period of Proposals. The bids/proposals submitted must remain in effect for a period of ninety (90) days after the closing date.
2. Required Signatures. All signatures must be affixed on the form provided on Attachment II of the bid. Attachment III must be signed and notarized.
3. Minor Informalities. **(YOUR SCHOOL)** reserves the right to waive minor informalities in proposals.
4. Withdrawal of Proposals.
 - a. Proposals may be withdrawn at any time prior to the closing date. Withdrawals must be submitted in writing, dated, and signed by an authorized person of the CPA firm.
 - b. No respondent may withdraw a proposal after the closing date.

C. Selection Criteria.

The following criteria will apply in the selection of the accounting firm. The accounting firm must:

1. Have a diversified client base and have a demonstrated commitment to higher education so that the needs and requirements of **(YOUR SCHOOL)** are not unique to the firm, including a level of local and national experience in developing and performing audit procedures and/or tests for higher educational institutions or similar governmental clients. A list of such clients for which similar audits have been performed should be included.
2. Demonstrate past performance as illustrated by examples of audits performed for comparable (Your State) entities during the past three (3) years. An overall description of the techniques by which the firm intends to complete the objectives/requirements of the audits should be included.
3. Have direct involvement/contact with regulatory bodies such as GASB, FASB, NACUBO, and the Office of Management and Budget.
4. Possess broad-based technical support in areas such as audit, tax, MIS, consulting, etc.

5. Demonstrate knowledge of the new Cost Accounting Standards and Disclosure Statement Requirements. The firm must have the practical experience to apply this knowledge to the affected-sponsored grants and contracts and the institution's accounting practices.
6. Demonstrate knowledge of OMB Circular A-133 requirements, including direct and indirect cost compliance. Personnel assigned to work on the OMB Circular A-133 financial and compliance audits **MUST** have completed a continuing professional education program relating to the requirements of an OMB Circular A-133 compliance audit.
7. Provide evidence of qualifications, experience, and established independence of the principals, and commitment of principal time to the audit.
8. Possess continuing professional education programs that far exceed industry standards and have at their disposal a network of training opportunities, not only for their own staff, but also for their clients.
9. Show evidence of audit experience of an educational institution or similar governmental entity of comparable size and complexity by any partner, Principal/Manager, and In-Charge Supervisor/Senior.
10. In addition to the above, the selection criteria will include:
 - a. Fee proposed for completion of the audits.
 - b. Responsiveness to proposal requirements as listed.
 - c. Time required to complete the audits, including (1) ability to complete audits by specified completion dates and (2) bids which specify that later completion dates will not be considered.

Proposals submitted to **(YOUR SCHOOL)** will not be treated as competitive proposals. It should be understood that fee proposals are to include all auditing costs such as proposal fees, out-of-pocket expenses, etc. **(YOUR SCHOOL)** reserves the right to accept or reject any proposal and to determine the best proposal and fee for the services sought. It is the intent of **(YOUR SCHOOL)** to award the contract for auditing services to the most qualified firm at the lowest possible price.

D. Bid Preparation Costs.

(YOUR SCHOOL) is not liable for any expenses incurred by providers in the preparation and presentation of bids/proposals.

E. Indemnification Requirements.

The requirements listed below are mandatory for the protection and interest of **(YOUR SCHOOL)**.

1. Liens. The successful auditor shall keep **(YOUR SCHOOL)** free and clear from all liens asserted by any person or firm for any reason arising out of the furnishing of services or material by or to the auditor.
2. Choice of Law and Venue. The resulting contract shall be construed under the laws of the State of (Your State) and venue in any action to enforce the contract shall be in (Your County, Your State).
3. Actions of Auditor. The actions of the successful auditor with third parties are not binding upon **(YOUR SCHOOL)**. The auditor is not a division of **(YOUR SCHOOL)**.

F. Pre-Award Presentations and Negotiations.

1. Pre-Award Presentations. As part of the bid/proposal evaluation process, **(YOUR SCHOOL)** may require presentations from the highest ranked providers.
2. Pre-Award Negotiations. Prior to award, **(YOUR SCHOOL)** may elect to conduct negotiations with the highest ranked providers for the purposes of:
 - a. Resolving minor differences and informalities.
 - b. Clarifying necessary details and responsibilities.
 - c. Emphasizing important issues and points.
 - d. Receiving assurances from providers.
 - e. Exploring ways to improve the final contract.

G. Standard Terms and Conditions.

It should be understood that the auditing firm will work for and report directly to **(YOUR SCHOOL)** in the manner the College prescribes.

1. Non-Collusion Affidavit. (Your State) laws require each provider submitting a competitive bid to the State of (Your State) for goods or services to furnish a notarized sworn statement of non-collusion. Please complete the form provided as Attachment III.
2. Equal Employment Opportunity Requirements. In entering into any contract resulting from this bid/proposal, the provider agrees to comply with Equal Employment

Opportunity requirements as stipulated in Executive Order 11246 and Executive Order 11375 and all subsequent amendments thereto and superseding orders.

3. Federal, State, and Local Taxes, Licenses, and Permits. The successful provider will comply with all laws and regulations on taxes, licenses, and permits.

H. Client References.

Providers shall provide the names, phone numbers, and contacts for three (3) clients for which similar audits have been completed. It is expected that the names submitted will be those individuals who had direct working interaction with the provider's staff.

I. Resumes.

Proposals shall include the following:

- a. A resume of all personnel anticipated to be assigned to the project, including a resume for the partner-in-charge indicating his or her accounting, auditing, and financial report experience relevant to these types of audits. Details on experience with previous (Your State) colleges or similar audits should be included. Personnel anticipated to be assigned to the project shall be available for interviews if required.
- b. Personnel assigned to work on the OMB Circular A-133 compliance audit **MUST** have completed a documented continuing professional education program relating to the requirements of an OMB Circular A-133 compliance audit. A copy of the documented proof shall be included.
- c. For each member of the (Your State)-based engagement team, the provider should provide the following:
 1. Higher education clients served in (Your State).
 2. Government audit clients served in (Your State).
 3. Training relevant to higher education clients.

J. Payment.

No advance payments can be made. Progress payments will be made upon completion of identifiable milestones and submission of applicable deliverables. Request for progress payments must be invoiced to identify the specific amount for each audit listed in Part I, Introduction. Invoices for payment on the 'single audit section' (A-133) must additionally identify the costs relating specifically to the audit of student financial assistance. It will be understood that fee amounts will include all audit costs to include professional fees, out-of-pocket expenses, parking costs, photocopying, postage, etc.

K. Rejection of Bids/Proposals.

Bids/proposals may be rejected unless the above procedures are followed. **(YOUR SCHOOL)** reserves the right to reject any and all bids/proposals if it is in the best interest of the College to do so.

PART III

OBJECTIVES AND REQUIREMENTS FOR GENERAL PURPOSE FINANCIAL AUDIT

(Prepared in Compliance with GASB 34/35)

A. Objectives.

The General-Purpose Financial Audit should meet the following objectives:

- To determine that management assertions regarding economic actions and events embodied in the financial statements are verifiable, properly classified, and disclosed.
- To determine the extent to which management assertions conform to established criteria, standards, rules, regulations, and statutes of the State of (Your State).
- To communicate to the **(YOUR SCHOOL)** Board of Regents the auditor's conclusions, called an auditor's report or opinion, as to the fairness with which the financial statements present the College's financial position as of June 30 for each of the fiscal years covered by this proposal and for the years then ended in conformity with generally accepted accounting principles (GAAP).
- To communicate to the **(YOUR SCHOOL)** Board of Regents the auditors conclusions, called a management letter, regarding any existing weaknesses in accounting, fiscal procedures, or internal control, and any other matters that may come to their attention, together with any recommendations for corrections or improvements.

B. Staffing.

1. **(YOUR SCHOOL)** will provide cash basis information for preparation of the financial statements (trial balances) and other appropriate supporting documentation as of June 30 and for the year then ended for each of the fiscal years covered by this proposal. Said information will be available for the auditor's review by August 15 of each year.
2. The auditor will provide a comprehensive list of information to be compiled by **(YOUR SCHOOL)** for preparation of the cash basis information to the Vice President for Business Operations no later than June 30 of each year.
3. The auditor will develop the financial statements, including footnotes and other appropriate supporting information in accordance with GAAP.

C. Audit Completion Date.

1. The audit completion date of **October 1, 2014, 5:00 p.m. CST**, is the required completion date for the fiscal year ending June 30, 2014, and will NOT be extended.
2. For each additional fiscal year covered by this proposal, the completion date will be October 1 following the end of the fiscal year under review, unless October 1 falls on a Saturday or Sunday, in which case the completion date is the preceding Friday at 5:00 p.m. CST, or earlier, if required by the State of (Your State), and will NOT be extended.
3. The completed external audit report must be presented by an authorized officer from the audit firm to the **(YOUR SCHOOL)** Board of Regents at the October meeting.
4. The term ‘audit completion date’ is defined as the completion of all audit-related requirements as set forth in Part III, section E below.
5. These deadlines will NOT be extended. Audit firms submitting proposals must have full intentions of meeting these deadlines.

D. Relevance of Responses.

Proposal/bid responses should be limited to information relevant to the audit services specifically requested.

E. Requirements.

The audit-related requirements that must be completed by the October 1 deadline are as follows:

1. Effective the FY01 statements, **(YOUR SCHOOL)** was and, therefore, will be required to use the *Reporting by Special-Purpose Governments Engaged Only in Business-Type Activities* model as defined in GASB 34/35. All statements will be prepared in accordance with GASB 34/35.
2. The performance of financial audits in accordance with generally accepted auditing standards (GAAS) and the applicable industry audit guide as of June 30 and for the year then ended. The auditor shall determine whether the financial statements of **(YOUR SCHOOL)** present fairly its financial position, results of operations, and changes in financial position as of June 30 for the year then ended in accordance with GAAP. Said financial audits shall include all accounts of the College including property, plant, and equipment.
3. An auditor’s report or opinion as to the fairness with which each financial statement presents fairly its financial position as of June 30 and for the year then ended in accordance with GAAP. Additionally, the auditor’s report or opinion should indicate that

any supplemental information included as a part of the basic financial statements is fairly stated in all material respects in relation to the basic financial statements.

4. Audited financial statements shall include the Management's Discussion and Analysis, Statement of Net Assets, Statement of Revenues, Expenses, and Changes in Net Assets, and Statement of Cash Flows (direct method) as of June 30 for the year then ended, and other statements as may be required for conformity with GAAP.
5. Thirty (30) bound copies of the audited financial statements and related auditor's report or opinion, one (1) electronic copy of the audited financial statements and related auditor's report or opinion, and thirty (30) copies of the management letter shall be provided by the auditor to the **(YOUR SCHOOL)**, Vice President for Business Operations.
6. At the conclusion of the audits and prior to the preparation of (1) the final bound copies of the audited financial statements and related auditor's report or opinion and (2) the final management letter, the auditor shall forward an electronic "draft" copy of each document for preliminary review of the audit reports, the management letters, or other comments or suggestions, and any other findings. These electronic documents shall be made available to the President of **(YOUR SCHOOL)** and the Vice President for Business Operations no later than ten (10) business days before the final audit completion date (see Section III, C-1 or C-2).
7. Following the preliminary electronic review and prior to the final presentation to the full **(YOUR SCHOOL)** Board of Regents, the auditor may be required to meet with the President of **(YOUR SCHOOL)** and the Vice President for Business to review the audit reports, the management letters, or other comments or suggestions, and any other findings.
8. As part of providing ongoing professional services to (Your School), the auditor will be required to:
 - a. Provide a timely written description of changes in promulgated GAAP (e.g., Financial Accounting Standards Board - FASB - Statements, FASB Interpretations, FASB Technical Bulletins, Emerging Issues TASK Force - EITF - Reports) occurring during the contract period and the impact thereof, if any, to **(YOUR SCHOOL)** of said changes.
 - b. Provide a timely written description of changes in Governmental Accounting Standards Boards - GASB - Statements, GASB Interpretations, GASB Preliminary Views, GASB Invitation to Comment, or GASB Technical Bulletins, GAAS, and other relevant changes (e.g., changes in the Internal Revenue Service - IRS - Code effecting the taxation of unrelated business income tax compliance, and tax reporting)

occurring during the contract period and the impact thereof, if any, to **(YOUR SCHOOL)** of said changes.

- c. Provide current information on prevailing industry practices through mailings of technical material and other publications as appropriate.
 - d. Invite members of the **(YOUR SCHOOL)** staff to participate in the firm's professional development seminars.
 - e. Provide any other assistance that would further train and develop the **(YOUR SCHOOL)** staff.
 - f. Additionally, upon the written request of the Vice President for Business Operations (or designee), the auditor is to provide optional professional services to address areas of special emphasis defined by **(YOUR SCHOOL)**. Said optional professional services shall not exceed forty (40) hours in any given fiscal year during the contract period.
8. Audit work papers and reports shall be retained by the auditor for a minimum of three (3) years from the date of the audit report, unless the auditor is notified otherwise in writing by **(YOUR SCHOOL)**. Audit work papers shall be made available upon request to the College following completion of the audit.

F. References.

For your reference, BKD, Arkansas, performed the institutional audit for the last two (2) years. They can be contacted as to number of hours invested in the **(YOUR SCHOOL)** audit. We do not anticipate any additional hours to be required for future general purpose financial audits. **(NAME AND ADDRESS)** serves as **(YOUR SCHOOL)**'s internal auditor.

PART IV OBJECTIVES AND REQUIREMENTS FOR FINANCIAL AND COMPLIANCE AUDIT OF FEDERAL FUNDS

(Prepared in Compliance with OMB Circular A-133)

A. Objectives.

(YOUR SCHOOL) wishes to meet the following objectives as a result of compliance audits of federally-funded assistance agreements and negotiated contracts. The major federal programs to be audited are the Student Financial Aid Program, federal TRiO grants, and Title III Grant. Other program expenditures to be audited include appropriations, grants and cooperative agreements, cost-type contracts, flow-through from state and federal funded grants and contracts. Student financial assistance programs expenditures to be audited include Federal Work Study Program, Federal Supplemental Education Opportunity Grants Program, Federal Pell Grants Program, and Federal Family Education Loan Program.

- To determine that the financial statements of **(YOUR SCHOOL)** present fairly its financial position and the results of its operations in accordance with GAAP as of June 30 and for each year then ended covered under this proposal.
- To determine that **(YOUR SCHOOL)** has an internal accounting and other control systems to provide reasonable assurance that it is managing its Federal awards in compliance with applicable laws and regulations.
- To determine that **(YOUR SCHOOL)** has complied with laws and regulations that may have a material effect on its financial statements and on each major Federal award program, as defined in OMB Circular A-133.
- To determine that **(YOUR SCHOOL)** has complied with the applicable requirements set forth in the most recent Higher Education Act Amendments.

B. Staffing.

1. The auditors will furnish **(YOUR SCHOOL)** with a list of the auditable programs to be audited by no later than June 30 of each fiscal year.
2. **(YOUR SCHOOL)** will prepare an expenditure report for each auditable program for the year ended June 30 for each of the fiscal years covered by this proposal, with the exception of student financial assistance programs. Said information will be available for the auditor's review no later than August 15 of each year.

3. For student financial assistance programs, **(YOUR SCHOOL)** will prepare a list of their expenditures for the fiscal years covered by this proposal. Said information will be available for the auditor's review no later than August 15 of each year.
4. **(YOUR SCHOOL)** will provide reports of compliance testing completed by the Internal Auditors, if any.

C. Audit Completion Date.

1. The audit completion date of **October 1, 2014, 5:00 p.m. CST**, is the required completion date for the fiscal year ending June 30, 2014, and will NOT be extended.
2. For each additional fiscal year covered by this proposal, the completion date will be October 1 following the end of the fiscal year under review, unless October 1 falls on a Saturday or Sunday, in which case the completion date is the preceding Friday at 5:00 p.m. CST, or earlier, if required by the State of (Your State), and will NOT be extended.
3. The completed external audit report must be presented by an authorized officer from the audit firm to the **(YOUR SCHOOL)** Board of Regents at the October meeting.
4. The term 'audit completion date' is defined as the completion of all audit-related requirements as set forth in Part IV, section D below.
5. These deadlines will NOT be extended. Audit firms submitting proposals must have full intentions of meeting these deadlines.

D. Requirements.

1. The audits shall be as of June 30 and for the year then ended.
2. The audits shall be performed in accordance with generally accepted government audit standards covering financial, internal control, and compliance audits issued by the Comptroller General, OMB Circular A-133 in effect during the fiscal year being audited, and GAAS.
3. The audits shall result in the issuance of reports and should be made up of at least:
 - a. The auditor's report shall state that the audit was made in accordance with the provisions of OMB Circular A-133.
 - b. An opinion (or disclaimer of opinion) as to whether the financial statements of the institution are presented fairly in all material respects in conformity with generally accepted accounting principles; and an opinion (or disclaimer of opinion) as to

whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statement taken as a whole.

- c. A report on internal control related to the financial statements and major federal programs, describing the scope of internal control testing and the results of the tests and including, if necessary, reference to a separate schedule of findings and questioned costs.

4. The auditor's report on compliance shall include:

- a. A report on compliance with laws, regulations, and the provisions of contracts and grant agreements, which, if violated, could have a material effect on the financial statements. This would include an opinion (or disclaimer of opinion) as to whether **(YOUR SCHOOL)** has complied with laws, regulations, and the provisions of contracts or grant agreements which could have a direct and material effect on each major program. Further, these components must also refer to a separate schedule of findings and questioned costs, if necessary.

- b. The separate schedule of findings and questioned costs contain:

- 1) A summary of the auditor's results which identifies the types of opinions issued, discloses whether certain types of internal control, compliance, and questioned cost findings were disclosed;
- 2) Findings related to the financial statements which are required to be reported by generally accepted government auditing standards; and,
- 3) Findings and questioned costs related to federal programs.

- c. The following types of findings must be presented in the schedule of findings and questioned costs:

Reportable conditions (or material weaknesses) in internal controls over major programs;

Material non-compliance with laws, regulations, or contracts or grant agreements related to a major program;

Known questioned costs greater than \$10,000 affecting a type of compliance requirement for a major program;

Known questioned costs which the likely questioned costs affecting a type of compliance requirement listed for a major program exceed \$10,000;

Known questioned costs exceeding \$10,000 that come to the auditor's attention for a federal program not audited as a major program;

The circumstances which prompted the auditor to issue an other than qualified opinion on compliance for major federal programs unless these are otherwise reported in the schedule of findings and questioned costs;

The details of known fraud affecting a federal award unless otherwise reported in the schedule of findings and questioned costs; and,

Instances where audit follow-up procedures disclosed that the **(YOUR SCHOOL)** summary of schedule of prior audit findings materially represented the status of a prior finding.

5. The auditor shall provide thirty (30) bound copies and one (1) electronic copy of each audit report to **(YOUR SCHOOL)**.
6. The three (3) parts of each audit report will be presented as three (3) separate reports (i.e., documents) to the cognizant federal agency.
7. All fraud or illegal acts or indications of such acts, if any, including all questioned costs found as the result of these acts that auditors become aware of, shall be covered by separate written reports submitted in accordance with the Government Auditing Standards to the cognizant federal agency.
8. As a part of providing ongoing professional services to **(YOUR SCHOOL)**, the auditor will be required to provide a timely written description of changes in the documents identified in Part IV, section D, paragraph 2, and Part IV, section D, paragraph 12, and any other relevant changes occurring during the contract period and the impact thereof, if any, to the College as a result of said changes.
9. At the conclusion of the audits and prior to the preparation of the final bound copies of the audit and compliance reports, the auditor shall forward an electronic "draft" copy of each document for preliminary review of the audit and compliance reports, or other comments or suggestions, and any other findings. These electronic documents shall be made available to the President of **(YOUR SCHOOL)** and the Vice President for Business Operations no later than ten (10) business days before the final audit completion date (see Section IV, C-1 or C-2).
10. Following the preliminary electronic review and prior to the final presentation to the full **(YOUR SCHOOL)** Board of Regents, the auditor may be required to meet with the President of **(YOUR SCHOOL)** and the Vice President for Business Operations to review the audit and compliance reports, or other comments or suggestions, and any other findings.

11. Audit work papers and reports shall be retained by the auditor for a minimum of three (3) years from the date of the audit report, unless the auditor is notified otherwise in writing by the cognizant federal agency. Audit work papers shall be made available upon request to the cognizant federal agency (or its designee), the General Accounting Office (GAO), or **(YOUR SCHOOL)** following the completion of the audit.
12. In addition to the audit reports, **(YOUR SCHOOL)** shall provide comments on the findings and recommendations in the reports, including a plan of action taken or planned and comments on the status of corrective action taken on prior findings. If corrective action is not necessary, a statement describing the reason it is not shall accompany the report.
13. The auditor should be thoroughly familiar with the following documents and the provision thereof in effect during the audit period:
 - a. Compliance Supplement for Single Audits of Educational Institutions and Other Nonprofit Organizations, as revised.
 - b. AICPA Statements of Position (SOP 92-7 and SOP 92-9).
 - c. OMB Circular A-21, Cost Principles for Educational Institutions.
 - d. OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.
 - e. OMB Circular A-133, Audit of Institutions of Higher Education and Other Nonprofit Institutions.
 - f. Catalog of Federal Domestic Assistance.
 - g. Standards for Audit of Governmental Organizations, Programs, Activities and Functions, developed by the Comptroller General, the current edition, dated July 1988.
 - h. Statement of Auditing Standards (SAS) 63, Compliance Auditing Applicable to Governmental Entities and Other Recipients of Governmental Financial Assistance, April 1989.
 - i. Terms and conditions of particular awards, programs, or transactions selected for review.

PART V

PRICING PROPOSAL

A. Proposal Requirements.

Proposals shall include the following:

A transmittal letter signed by an authorized officer of the firm, which lists a price structure for the audit, and a detailed breakdown of how these amounts were computed.

An estimate of hours to complete the audit.

Estimated yearly completion date. The auditor must have full intention to meet the mandatory completion dates.

A written description of the methodology utilized in calculating fee increases and/or decreases.

B. Pricing Schedule.

The attached pricing schedule (Attachment II) has been provided to assist firms in documenting the pricing proposal and should be utilized when submitting proposals.

C. Non-Collusion Affidavit.

A non-collusion affidavit (Attachment III) must be executed and must be included when submitting proposals.

Return to:

(RESPONSIBLE PERSON, ADDRESS)

ATTACHMENT I
(YOUR SCHOOL)
FINANCIAL STATEMENTS
JUNE 30, 2014

ATTACHMENT F

STATEMENT OF PRICING

**Part I, General Purpose Financial Audit
Prepared in Compliance with GASB 34/35**

**Part II, Financial and Compliance Audit of Federal Funds
Prepared in Compliance with OMB Circular A-133**

**Part III, CASC Development Foundation Audit
Prepared in Compliance with GASB 34/35**

**Statement of Part I, General Purpose Audit
(Prepared in Compliance with GASB 34/35)**

The following pricing schedules include all expenses for labor, communication, travel, and miscellaneous items.

Fiscal Year	Estimated Number of Hours	Rate per Hour	Total Cost for Audit
FY14: July 1, 2013 through June 30, 2014			
FY15: July 1, 2014 through June 30, 2015			
FY16: July 1, 2015 through June 30, 2016			
FY17: July 1, 2016 through June 30, 2017			
FY18: July 1, 2017 through June 30, 2018			

**Statement of Part II, Financial and Compliance Audit of Federal Funds
(Prepared in Compliance with OMB Circular A-133)**

Fiscal Year	Estimated Number of Hours	Rate per Hour	Total Cost for Audit
FY14: July 1, 2013 through June 30, 2014			
FY15: July 1, 2014 through June 30, 2015			
FY16: July 1, 2015 through June 30, 2016			
FY17: July 1, 2016 through June 30, 2017			
FY18: July 1, 2017 through June 30, 2018			

**Statement of Part III, CASC Development Foundation Audit
(Prepared in Compliance with GASB 34/35)**

Fiscal Year	Estimated Number of Hours	Rate per Hour	Total Cost for Audit
FY14: July 1, 2013 through June 30, 2014			
FY15: July 1, 2014 through June 30, 2015			
FY16: July 1, 2015 through June 30, 2016			
FY17: July 1, 2016 through June 30, 2017			
FY18: July 1, 2017 through June 30, 2018			

TOTAL BID (PARTS I, II, & III)			
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The undersigned agrees that the response to this proposal is a legal and binding offer and the authority to make the offer is vested in the signer. Minor differences and informalities will be resolved by negotiation prior to acceptance of the offer.

(Firm Name)

(Signature)

(Date)

(Typed Name & Title)

ATTACHMENT III
NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT FOR COMPETITIVE BIDS

STATE OF _____

COUNTY OF _____

_____, of lawful age, being first duly sworn on oath says, that he or she is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letter of a contract.

(Firm)

(Signature of Affiant)

(Address)

(Typed Name and Title)

(Phone number)

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public (or Clerk or Judge)

My Commission Expires _____, _____.

ATTACHMENT IV

ALTERNATE SERVICES

Please provide a proposed cost to perform each of the following alternate services. Questions regarding these items may be directed to:

(RESPONSIBLE PERSON, ADDRESS, TELEPHONE, EMAIL)

A. Audit of (YOUR SCHOOL) Foundation.

(YOUR SCHOOL) Foundation is a component unit of **(YOUR SCHOOL)** whose financial information must be presented in the **(YOUR SCHOOL)** audit.

B. Indirect Cost Rate Proposal

(YOUR SCHOOL) is requesting a quote for services related to negotiation of an Indirect Cost Rate with the Department of Education.

Alternate Service A. – Audit of **(YOUR SCHOOL)** Foundation

Proposed Cost: _____

Alternate Service B. – Indirect Cost Rate Proposal

Proposed Cost: _____