



# **EAST CENTRAL COLLEGE**

## **REQUEST**

## **FOR**

## **QUALIFICATIONS**

**December 13, 2017**

Independent Audit Services

For the periods ending June 30, 2018, 2019, 2020

**Project 2017-2018**

**Due 10:00 AM CST/CDT  
Monday, January 15, 2018**

Company Name:

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Contact Information:

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Printed Name & Title

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Address, City, State

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Phone Number

**EAST CENTRAL COLLEGE  
REQUEST FOR QUALIFICATIONS**

\*Please mark the outside of your return envelope:

**TO:** EAST CENTRAL COLLEGE  
1964 Prairie Dell Road, Union MO 63084  
Email: [bids@eastcentral.edu](mailto:bids@eastcentral.edu)  
PH: (636) 583-6703 FAX: (636) 584-8602

**BID:** Independent Audit Services  
For the periods ending June 30,  
2018, 2019, 2020  
**DUE:** 10:00 AM, January, 15, 2018

Questions concerning this Request for Qualifications must be received by fax or email no later than 10:00 AM January 5, 2018.

Proposals must be received January 15, 2018, No later than 10:00 AM CST/CDT.

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**DIRECT CONTACT WITH EAST CENTRAL COLLEGE BOARD OF TRUSTEES IS PROHIBITED.**

INSTRUCTIONS AND CONDITIONS: Please quote the lowest net price at which you agree to furnish the service listed. Please send 3 copies of this bid response sheet and descriptive folders giving trade names, specifications, and related information on items bid. Samples may be sent to further describe the merchandise in question.

VERIFY YOUR PROPOSAL BEFORE SUBMISSION AS THEY CANNOT BE WITHDRAWN OR CORRECTED AFTER BEING OPENED. The College is exempt from the Missouri State Tax. The College is a state funded institution and requires all bids to be submitted as prevailing wage. Franklin County is listed under section 36 in the Missouri Statute. East Central College is not responsible for Request for Proposals lost in transit or received after time of quotation closing. It is the vendor's responsibility to confirm receipt of their proposal by the Purchasing Department.

**WE WILL ACCEPT ONLY SEALED WRITTEN BIDS; VERBAL QUOTES OR BIDS SUBMITTED VIA FAX, E-MAIL, OR ANY OTHER MEANS WILL NOT BE ACCEPTED.**

ALL PRODUCT DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING ASSOCIATED WITH THIS SERVICE MUST BE DETAILED IN THE BID. EAST CENTRAL COLLEGE RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, WAVE MINOR IRREGULARITIES, CONSIDER MINOR VARIATIONS TO SPECIFICATIONS THAT ARE CLEARLY DETAILED, AND ACCEPT THE LOWEST BID WHICH APPEARS TO BE IN THE BEST INTEREST OF THE COLLEGE.

**\*Return this form to East Central College Purchasing Department with Unit Price and Extension Total indicated.**

East Central College reserves the right to purchase by individual item. All prices quoted shall be F.O.B. East Central College, Union, Missouri or to any East Central College off-campus location when indicated. All prices quoted shall be valid for a minimum of 90 days from closing date of request for proposal.

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We agree to furnish the above material and service for delivery as specified, at prices shown opposite each item. This form must be completely filled out and signed, or it will not be accepted.

**IT IS REQUIRED THAT THE VENDOR READ AND FOLLOW ALL INSTRUCTIONS ON THIS FORM. FAILURE TO DO SO IS SUFFICIENT CAUSE FOR REJECTION.**

THIS IS NOT AN ORDER

Date: \_\_\_\_\_

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Name of Firm

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Signature & Title

**EAST CENTRAL COLLEGE  
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**DUE: January 15, 2018**

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Please send one (1) original and one (1) digital copy of the bid response sheet descriptive folders giving trade names, specifications and related information on items quoted.

**TIMELINE**

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- December 13, 2017 Request for Qualifications released to public
- December 16 - 17,  
20 & 27, 2017 Invitation to Issue Request for Qualifications advertise
- January 5, 2018 Questions and inquiries concerning this Request for Qualifications must be submitted not later than 10:00 AM:  
**Fax:** 636-584-8602  
**Email:** [melissa.popp@eastcentral.edu](mailto:melissa.popp@eastcentral.edu)
- January 15, 2018 RFQ's due by 10:00 AM, CST/CDT to:  
**Melissa Popp, Purchasing Manager**  
**1964 Prairie Dell Road**  
**Union, MO 63084**  
**Attn: Independent Audit Services**  
*Mail an original and one (1) digital copy of the bid.*
- January 15, 2018 RFQ's publicly opened and read aloud, 10:05 AM, Buescher Hall, 2<sup>nd</sup> Floor, Room 262
- February 5, 2018 Recommendations submitted to the College Board of Trustees for Approval and Award.

It is the responsibility of each vendor to inquire about and clarify any requirement of this solicitation that is not understood. The College will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. All inquiries and questions deemed to be substantive in nature must be in writing and submitted as stated in timeline. *Please provide business name, contact, telephone number, email address and fax number on inquires.* A copy of all queries and the respective responses will be provided in the form of an addendum to all vendors who have indicated an interest in responding to this solicitation. Your signature on the proposal cover sheet certifies that you fully understand all facets of this solicitation. Questions may be sent by FAX to **636-584-8602** or email to [melissa.popp@eastcentral.edu](mailto:melissa.popp@eastcentral.edu).

ALL SERVICE DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING  
ASSOCIATED WITH THIS PROPOSAL MUST BE DETAILED IN THE BID.

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**I. Introduction**

This document constitutes a request for competitive, sealed qualifications from qualified organizations to provide audit and related accounting services as specified for East Central College in accordance with the terms and conditions set forth in this Request for Qualifications (RFQ).

Background / General Information

East Central College (the College) is a two-year comprehensive community college located in Union, Missouri. With two (2) satellite locations operating in Rolla, Missouri. The College has a total enrollment of approximately 2,900 students. Additional information regarding East Central College may be found at [www.eastcentral.edu](http://www.eastcentral.edu).

The East Central College Foundation (the Foundation), a discretely presented component unit, is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Foundation is the sole fundraising and gift-receiving arm of the College.

The College has received an unqualified opinion in its current and past audits. Moreover, the College has not been cited for any significant internal control deficiencies as a result of past audit examinations.

Timetable

For information purposes only, firms are advised that the College anticipates following the timetable set forth below with regard to this RFQ:

Deadline for RFQ response: January 15, 2018, 10:00 AM, CST/CDT

Award Decision: February 5, 2018

All proposals submitted in response to this RFQ will be evaluated by an evaluation team, which will make a final recommendation to the Board of Trustees for a final decision. The award will be made to the Firm that best meets the needs of the College and will not necessarily be the lowest cost proposal.

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**II. Scope of Work**

Auditor's responsibilities would include all labor, work papers, documents, reports and presentations, including, but not limited to:

- Performing interim work in conjunction with the yearend inventory of the bookstore
- Presentation of the College's and its component unit's (Foundation) financial statements in compliance with all applicable GASB Statements and U.S. Generally Accepted Accounting Principles
- Auditing the accounts and transactions of the College and its component unit (Foundation) in accordance with generally accepted auditing standards, Governmental Auditing Standards issued by the Comptroller General of the United States and the provisions of the Office of Management, including the control environment, the accounting system, and the control procedures established by management
- Preparing OMB Circular A-133, including Federal Direct Loan Program, Federal Work Study, Federal Supplemental Education Opportunity Grants, Federal Pell Grants and other Federal grants including review of the FISAP report
- Statistical appendix or supplement to the audit that includes information necessary for the College's continuing disclosure filings, including "Operating Data" that includes, but may not be limited to, enrollment and enrollment estimates, assessed valuation, tax rates, tax levies and collection, direct and overlapping debt, and debt ratios and related information for the district
- Presenting to officials from the Foundation on the audit results, as requested
- Providing a draft audit report to the Vice President for Administrative Services for review and managerial response
- Conducting an audit exit conference with the Vice President for Administrative Services and other staff as appropriate
- Presenting to the Board of Trustees on the audit process and findings at the conclusion of the audit at the December board meeting or earlier

In addition to the certification of the above, audit comments related to internal controls and management systems should be prepared separately for the East Central College Board of Trustees and the East Central College Foundation Board of Directors.

The contractor must be currently licensed by and in good standing with the Missouri State Board of Accountancy. The contractor shall maintain such licensure in good standing for the duration of the contract.

The contractor's principal officers must be licensed Certified Public Accountants.

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**III. General Contractual Requirements**

1. Contract period: The original contract period shall begin on the date of the contract award and continue through June 30, 2020. The contract shall not bind the College for any contractual commitment in excess of the stated contract period. The College shall have the right, to renew the contract for two (2) additional one-year periods, at a price to be mutually agreed upon for FY21 and/or FY22 at the time of renewal.
2. Contract price: All prices shall be as stated in the contract. The College shall neither pay nor be liable for any costs which are not specifically identified in the contract. Stated price must be inclusive of the audits for both the College and Foundation. Prices shall be quoted per fiscal year for FY18, FY19, and FY20.
3. Termination: The College reserves the right to terminate the contract at any time, without penalty or recourse, by giving the contractor written notice of such termination at least thirty (30) calendar days prior to the effective date of termination. The contractor shall be entitled to receive just and equitable compensation for the services provided to and accepted by the College pursuant to the contract prior to the effective date of the termination.

**IV. Proposal Submission Information**

1. Firm Contacts: Firms may not contact any College employee other than the purchasing manager regarding these matters during the solicitation and evaluation process. Inquiries requesting clarification or questions regarding the Request for Qualifications must be submitted by 10:00 am, CST/CDT on January 5, 2018. All questions and/or addendums will be posted on the college website (<http://www.eastcentral.edu/purchasing/invitations-to-bid/>). It is the sole responsibility of the bidder to periodically check the website for updates
2. Submission of Qualifications: Qualifications must be priced, signed, **sealed**, and received by the Purchasing office by closing date. Any qualifications received by the Purchasing office after that date will not be opened. A facsimile transmission is not an acceptable response to this RFQ.
3. Qualification Evaluation: After determining that a proposal satisfies the mandatory requirements stated in the RFQ, the College will use both objective analysis and subjective judgment in conducting an assessment of the qualifications. The College will be the sole judge as to the acceptability of any and all qualifications.

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**IV. Proposal Submission Information cont.**

4. Qualification Format: The RFQ must minimally address the following issues:
1. Description of the firm, whether it is local, national or international.
  2. The location of the office from which the work is to be done and the number of partners, managers, seniors and other professional staff employed at that office.
  3. Outline of the firm's approach to conducting the examination. It should indicate the approximate date the audit will begin (including preliminary field work) and end. Also include the estimated hours required to complete the engagement by level of staff (i.e., partner, manager, etc.). Proposed timelines for both the College (fiscal year ends June 30) and Foundation (fiscal year ends December 31), including preliminary field work, should be included.
  4. The range of activities performed by the local office in the governmental area such as audit, accounting or management services, and in the area of not-for-profit organizations similar to the Foundation.
  5. Description of experience in auditing Title IV and other government grant programs, including qualification and training of audit staff and number of clients audited who have Title IV student assistance programs.
  6. A listing of all college and governmental auditing experience for the past three years.
  7. The level of experience of the individuals who will be assigned to the engagement, and the relevant experience of each in auditing colleges or other governmental entities.
  8. A schedule of fees with a maximum fee specified for the annual audit years June 30, 2018, June 30, 2019, June 30, 2020. Fees may be billed upon completion of the audit or progress billings may be made.
  9. Any fees for consultation on an as needed basis throughout the year.
5. References: Provide three references from higher education institutions and/or public entities, and a minimum of two for 501c(3) organizations similar to the Foundation, for which the firm has conducted financial audits within the past three years. Reference information should include:
- Name of the entity
  - The dates of each contract or agreement under which service was provided
  - The name, address, and telephone number of a contact person for each contract
  - A brief description of the related projects
6. Interview: To aid in the selections of an auditing firm, the college reserves the right to conduct a personal interview with appropriate representatives of the firms under consideration.