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OFFICE OF THE AUDITOR GENERAL  
WILLIAM G. HOLLAND

MEMORANDUM

TO: Prospective Bidders

FROM: Jim Schlouch 

DATE: March 18, 2010

RE: Amendment to Request for Proposals 10-18 through 10-25, dated March 5, 2010

On March 5, 2010, the Illinois Office of the Auditor General issued Request for Proposals (Professional and Artistic Services) Audit and/or Attestation Services for the following audits of Regional Offices of Education: RFP 10-18 -- Regional Office of Education #31; RFP 10-19 -- Regional Office of Education #32; RFP 10-20 -- Regional Office of Education #33; RFP 10-21 -- Regional Office of Education #39; RFP 10-22 -- Regional Office of Education #40; RFP 10-23 -- Regional Office of Education #41; RFP 10-24 -- Regional Office of Education #49; and RFP 10-25 -- Regional Office of Education #56. **The original notice of intent to issue the RFP is available on our website at [www.auditor.illinois.gov/Procurement-Bulletin/opportunities.asp](http://www.auditor.illinois.gov/Procurement-Bulletin/opportunities.asp).**

In each of the above mentioned RFPs, the Formal Cost Proposal form mistakenly included fixed fee language, as opposed to hourly rate language. Consequently, we are amending these RFPs to include the correct, hourly rate Formal Cost Proposal page. The corrected Formal Cost Proposal pages are attached for the above referenced RFPs. **Please use these corrected forms when submitting your cost proposals.**

When submitting your proposals for the above referenced RFPs, please note on the outside of the Cost Proposal envelope: **"The enclosed cost proposal was prepared pursuant to the Amendment dated March 18, 2010"**. The proposal due date of April 8, 2010 remains unchanged.

Finally, Section 1.31 of the RFP notes that the OAG reserves the right to amend this RFP at any time. It also requires that **"The Vendor must acknowledge receipt of an amendment in its Offer with the signature of an individual legally authorized to bind the vendor."** To that end, please have a legally authorized individual sign and date below. **Please return a copy of this signed form with each above referenced RFP for which a proposal is being submitted.**

**I acknowledge receipt of this Amendment:**

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

\_\_\_\_\_  
Date

**FORMAL COST PROPOSAL  
HOURLY RATE CONTRACTS**

Proposal No. 10-18 Agency Regional Office of Education #31 Kane County

This engagement has a:  X  regular cycle                           irregular cycle

**INSTRUCTIONS:**

Submit one (1) copy of the formal cost proposal in a sealed envelope marked with the firm's name, the engagement agency's name and the RFP number. If the engagement has an irregular cycle (e.g. alternative financial and financial/compliance engagements), submit a separate formal cost proposal for each year in the cycle. If the engagement has a regular cycle (e.g., annual or biennial financial and compliance engagements), your formal cost proposal should also include information about proposed maximum increases for the next subsequent engagement (see last paragraph of example below.)

**On firm letterhead, submit a statement in substantially the following format, signed by a member authorized to bind the firm:**

Date \_\_\_\_\_

Honorable William G. Holland  
Auditor General  
Iles Park Plaza  
740 E. Ash St.  
Springfield, IL 62703

Dear Mr. Holland:

We hereby propose to perform the \_\_\_\_\_ [financial, financial and compliance, single] \_\_\_\_\_ [audit and/or attestation engagement] of [agency] \_\_\_\_\_ for the [period] \_\_\_\_\_ ended [\_\_\_\_\_]. We propose a maximum of \_\_\_\_\_ professional hours to complete this engagement. Out of pocket expenses (as detailed below) will not exceed \$ \_\_\_\_\_. Extending the maximum hours at the maximum average hourly rate of \$ \_\_\_\_\_, and adding maximum out-of-pocket expenses, we propose that our total charge to complete this engagement will not exceed \$ \_\_\_\_\_.

Lodging	\$ _____	( _____ days at \$ _____ per day)
Meals or Per Diem	\$ _____	( _____ days at \$ _____ per day)
Transportation (mileage)	\$ _____	( _____ miles at \$ _____ per mile)
Transportation (other)	\$ _____	
Secretarial	\$ _____	( _____ hours at \$ _____ per hour)
Printing/Duplicating	\$ _____	
Other (describe)	\$ _____	
Total (as stated above)	\$ _____	

***Complete for engagements with regular cycles only:***

We propose the following maximum increase(s) to the above professional fees and maximum out-of-pocket expenses for the next subsequent engagement: (Make a specific proposal such as none, a fixed percentage rate, a fixed dollar amount, or whatever you propose).

\_\_\_\_\_  
FIRM

\_\_\_\_\_  
BY

\_\_\_\_\_  
TITLE

**FORMAL COST PROPOSAL  
HOURLY RATE CONTRACTS**

Proposal No. 10-19 Agency Regional Office of Education #32 Iroquois/Kankakee Counties

This engagement has a:  X  regular cycle                           irregular cycle

**INSTRUCTIONS:**

Submit one (1) copy of the formal cost proposal in a sealed envelope marked with the firm's name, the engagement agency's name and the RFP number. If the engagement has an irregular cycle (e.g, alternative financial and financial/compliance engagements), submit a separate formal cost proposal for each year in the cycle. If the engagement has a regular cycle (e.g., annual or biennial financial and compliance engagements), your formal cost proposal should also include information about proposed maximum increases for the next subsequent engagement (see last paragraph of example below.)

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Date \_\_\_\_\_

Honorable William G. Holland  
Auditor General  
Iles Park Plaza  
740 E. Ash St.  
Springfield, IL 62703

Dear Mr. Holland:

We hereby propose to perform the \_\_\_\_\_ [financial, financial and compliance, single] \_\_\_\_\_ [audit and/or attestation engagement] of [agency] \_\_\_\_\_ for the [period] \_\_\_\_\_ ended [\_\_\_\_\_]. We propose a maximum of \_\_\_\_\_ professional hours to complete this engagement. Out of pocket expenses (as detailed below) will not exceed \$\_\_\_\_\_. Extending the maximum hours at the maximum average hourly rate of \$\_\_\_\_\_, and adding maximum out-of-pocket expenses, we propose that our total charge to complete this engagement will not exceed \$\_\_\_\_\_.

Lodging	\$ _____	( _____ days at \$ _____ per day)
Meals or Per Diem	\$ _____	( _____ days at \$ _____ per day)
Transportation (mileage)	\$ _____	( _____ miles at \$ _____ per mile)
Transportation (other)	\$ _____	
Secretarial	\$ _____	( _____ hours at \$ _____ per hour)
Printing/Duplicating	\$ _____	
Other (describe)	\$ _____	
Total (as stated above)	\$ _____	

***Complete for engagements with regular cycles only:***

We propose the following maximum increase(s) to the above professional fees and maximum out-of-pocket expenses for the next subsequent engagement: (Make a specific proposal such as none, a fixed percentage rate, a fixed dollar amount, or whatever you propose).

\_\_\_\_\_  
FIRM

\_\_\_\_\_  
BY

\_\_\_\_\_  
TITLE

**FORMAL COST PROPOSAL  
HOURLY RATE CONTRACTS**

Proposal No. 10-20 Agency Regional Office of Education #33 Knox County

This engagement has a:  X  regular cycle                           irregular cycle

**INSTRUCTIONS:**

Submit one (1) copy of the formal cost proposal in a sealed envelope marked with the firm's name, the engagement agency's name and the RFP number. If the engagement has an irregular cycle (e.g. alternative financial and financial/compliance engagements), submit a separate formal cost proposal for each year in the cycle. If the engagement has a regular cycle (e.g., annual or biennial financial and compliance engagements), your formal cost proposal should also include information about proposed maximum increases for the next subsequent engagement (see last paragraph of example below.)

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Date \_\_\_\_\_

Honorable William G. Holland  
Auditor General  
Iles Park Plaza  
740 E. Ash St.  
Springfield, IL 62703

Dear Mr. Holland:

We hereby propose to perform the \_\_\_\_\_ [financial, financial and compliance, single] \_\_\_\_\_ [audit and/or attestation engagement] of [agency] \_\_\_\_\_ for the [period] \_\_\_\_\_ ended [\_\_\_\_\_]. We propose a maximum of \_\_\_\_\_ professional hours to complete this engagement. Out of pocket expenses (as detailed below) will not exceed \$\_\_\_\_\_. Extending the maximum hours at the maximum average hourly rate of \$\_\_\_\_\_, and adding maximum out-of-pocket expenses, we propose that our total charge to complete this engagement will not exceed \$\_\_\_\_\_.

Lodging	\$ _____	( _____ days at \$ _____ per day)
Meals or Per Diem	\$ _____	( _____ days at \$ _____ per day)
Transportation (mileage)	\$ _____	( _____ miles at \$ _____ per mile)
Transportation (other)	\$ _____	
Secretarial	\$ _____	( _____ hours at \$ _____ per hour)
Printing/Duplicating	\$ _____	
Other (describe)	\$ _____	
Total (as stated above)	\$ _____	

**Complete for engagements with regular cycles only:**

We propose the following maximum increase(s) to the above professional fees and maximum out-of-pocket expenses for the next subsequent engagement: (Make a specific proposal such as none, a fixed percentage rate, a fixed dollar amount, or whatever you propose).

\_\_\_\_\_  
FIRM

\_\_\_\_\_  
BY

\_\_\_\_\_  
TITLE

**FORMAL COST PROPOSAL  
HOURLY RATE CONTRACTS**

Proposal No. 10-21 Agency Regional Office of Education #39 Macon/Piatt Counties

This engagement has a:  X  regular cycle                           irregular cycle

**INSTRUCTIONS:**

Submit one (1) copy of the formal cost proposal in a sealed envelope marked with the firm's name, the engagement agency's name and the RFP number. If the engagement has an irregular cycle (e.g. alternative financial and financial/compliance engagements), submit a separate formal cost proposal for each year in the cycle. If the engagement has a regular cycle (e.g., annual or biennial financial and compliance engagements), your formal cost proposal should also include information about proposed maximum increases for the next subsequent engagement (see last paragraph of example below.)

On firm letterhead, submit a statement in substantially the following format, signed by a member authorized to bind the firm:

Date \_\_\_\_\_

Honorable William G. Holland  
Auditor General  
Iles Park Plaza  
740 E. Ash St.  
Springfield, IL 62703

Dear Mr. Holland:

We hereby propose to perform the \_\_\_\_\_ [financial, financial and compliance, single] \_\_\_\_\_ [audit and/or attestation engagement] of [agency] \_\_\_\_\_ for the [period] \_\_\_\_\_ ended [\_\_\_\_\_]. We propose a maximum of \_\_\_\_\_ professional hours to complete this engagement. Out of pocket expenses (as detailed below) will not exceed \$\_\_\_\_\_. Extending the maximum hours at the maximum average hourly rate of \$\_\_\_\_\_, and adding maximum out-of-pocket expenses, we propose that our total charge to complete this engagement will not exceed \$\_\_\_\_\_.

Lodging	\$ _____	( _____ days at \$ _____ per day)
Meals or Per Diem	\$ _____	( _____ days at \$ _____ per day)
Transportation (mileage)	\$ _____	( _____ miles at \$ _____ per mile)
Transportation (other)	\$ _____	
Secretarial	\$ _____	( _____ hours at \$ _____ per hour)
Printing/Duplicating	\$ _____	
Other (describe)	\$ _____	
Total (as stated above)	\$ _____	

**Complete for engagements with regular cycles only:**

We propose the following maximum increase(s) to the above professional fees and maximum out-of-pocket expenses for the next subsequent engagement: (Make a specific proposal such as none, a fixed percentage rate, a fixed dollar amount, or whatever you propose).

\_\_\_\_\_  
FIRM

\_\_\_\_\_  
BY

\_\_\_\_\_  
TITLE

**FORMAL COST PROPOSAL  
HOURLY RATE CONTRACTS**

Proposal No. 10-22 Agency Regional Office of Education #40 Calhoun/Greene/Jersey/Macoupin Counties

This engagement has a:  X  regular cycle                           irregular cycle

**INSTRUCTIONS:**

Submit one (1) copy of the formal cost proposal in a sealed envelope marked with the firm's name, the engagement agency's name and the RFP number. If the engagement has an irregular cycle (e.g, alternative financial and financial/compliance engagements), submit a separate formal cost proposal for each year in the cycle. If the engagement has a regular cycle (e.g., annual or biennial financial and compliance engagements), your formal cost proposal should also include information about proposed maximum increases for the next subsequent engagement (see last paragraph of example below.)

On firm letterhead, submit a statement in substantially the following format, signed by a member authorized to bind the firm:

Date \_\_\_\_\_

Honorable William G. Holland  
Auditor General  
Iles Park Plaza  
740 E. Ash St.  
Springfield, IL 62703

Dear Mr. Holland:

We hereby propose to perform the \_\_\_\_\_ [financial, financial and compliance, single] \_\_\_\_\_ [audit and/or attestation engagement] of [agency] \_\_\_\_\_ for the [period] \_\_\_\_\_ ended [\_\_\_\_\_]. We propose a maximum of \_\_\_\_\_ professional hours to complete this engagement. Out of pocket expenses (as detailed below) will not exceed \$\_\_\_\_\_. Extending the maximum hours at the maximum average hourly rate of \$\_\_\_\_\_, and adding maximum out-of-pocket expenses, we propose that our total charge to complete this engagement will not exceed \$\_\_\_\_\_.

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Secretarial	\$ _____	(_____ hours at \$_____ per hour)
Printing/Duplicating	\$ _____	
Other (describe)	\$ _____	
Total (as stated above)	\$ _____	

**Complete for engagements with regular cycles only:**

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\_\_\_\_\_  
FIRM

\_\_\_\_\_  
BY

\_\_\_\_\_  
TITLE

**FORMAL COST PROPOSAL  
HOURLY RATE CONTRACTS**

Proposal No. 10-23 Agency Regional Office of Education #41 Madison County

This engagement has a:  regular cycle  irregular cycle

**INSTRUCTIONS:**

Submit one (1) copy of the formal cost proposal in a sealed envelope marked with the firm's name, the engagement agency's name and the RFP number. If the engagement has an irregular cycle (e.g. alternative financial and financial/compliance engagements), submit a separate formal cost proposal for each year in the cycle. If the engagement has a regular cycle (e.g., annual or biennial financial and compliance engagements), your formal cost proposal should also include information about proposed maximum increases for the next subsequent engagement (see last paragraph of example below.)

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Date \_\_\_\_\_

Honorable William G. Holland  
Auditor General  
Iles Park Plaza  
740 E. Ash St.  
Springfield, IL 62703

Dear Mr. Holland:

We hereby propose to perform the \_\_\_\_\_ [financial, financial and compliance, single] \_\_\_\_\_ [audit and/or attestation engagement] of [agency] \_\_\_\_\_ for the [period] \_\_\_\_\_ ended [\_\_\_\_\_]. We propose a maximum of \_\_\_\_\_ professional hours to complete this engagement. Out of pocket expenses (as detailed below) will not exceed \$\_\_\_\_\_. Extending the maximum hours at the maximum average hourly rate of \$\_\_\_\_\_, and adding maximum out-of-pocket expenses, we propose that our total charge to complete this engagement will not exceed \$\_\_\_\_\_.

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Other (describe)	\$ _____	
Total (as stated above)	\$ _____	

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\_\_\_\_\_  
FIRM

\_\_\_\_\_  
BY

\_\_\_\_\_  
TITLE

**FORMAL COST PROPOSAL  
HOURLY RATE CONTRACTS**

Proposal No. 10-24 Agency Regional Office of Education #49 Rock Island County

This engagement has a:  regular cycle  irregular cycle

**INSTRUCTIONS:**

Submit one (1) copy of the formal cost proposal in a sealed envelope marked with the firm's name, the engagement agency's name and the RFP number. If the engagement has an irregular cycle (e.g., alternative financial and financial/compliance engagements), submit a separate formal cost proposal for each year in the cycle. If the engagement has a regular cycle (e.g., annual or biennial financial and compliance engagements), your formal cost proposal should also include information about proposed maximum increases for the next subsequent engagement (see last paragraph of example below.)

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Date \_\_\_\_\_

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Auditor General  
Iles Park Plaza  
740 E. Ash St.  
Springfield, IL 62703

Dear Mr. Holland:

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\_\_\_\_\_  
FIRM

\_\_\_\_\_  
BY

\_\_\_\_\_  
TITLE

**FORMAL COST PROPOSAL  
HOURLY RATE CONTRACTS**

Proposal No. 10-25 Agency Regional Office of Education #56 Will County

This engagement has a:  X  regular cycle       irregular cycle

**INSTRUCTIONS:**

Submit one (1) copy of the formal cost proposal in a sealed envelope marked with the firm's name, the engagement agency's name and the RFP number. If the engagement has an irregular cycle (e.g, alternative financial and financial/compliance engagements), submit a separate formal cost proposal for each year in the cycle. If the engagement has a regular cycle (e.g., annual or biennial financial and compliance engagements), your formal cost proposal should also include information about proposed maximum increases for the next subsequent engagement (see last paragraph of example below.)

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Auditor General  
Iles Park Plaza  
740 E. Ash St.  
Springfield, IL 62703

Dear Mr. Holland:

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Total (as stated above)	\$ _____	

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