

SPRINGFIELD OFFICE:
ILES PARK PLAZA
740 EAST ASH • 62703-3154
PHONE: 217/782-6046
FAX: 217/785-8222 • TTY: 888/261-2887
FRAUD HOTLINE: 1-855-217-1895



CHICAGO OFFICE:
MICHAEL A. BILANDIC BLDG. • SUITE S-900
160 NORTH LASALLE • 60601-3103
PHONE: 312/814-4000
FAX: 312/814-4006
FRAUD HOTLINE: 1-855-217-1895

OFFICE OF THE AUDITOR GENERAL
FRANK J. MAUTINO

(10/17)

State of Illinois
PROCUREMENT OPPORTUNITY

TO: Proposal Manager
FROM: Ameen Dada, Performance Audit Director
DATE: 03/16/2018
SUBJECT: Request for Proposals (Professional and Artistic Services)
Audit and or Attestation Services RFP No. 18-15

The Office of the Auditor General (OAG) is requesting offers from responsible vendors to fill the State's needs as described in this solicitation. The solicitation itself consists of the following sections:

- 1) "Instructions for Submitting Offers." This part, beginning with this page, tells what you need to know and do when preparing and submitting the offer to us. It also tells how we will evaluate your offer.
- 2) "Solicitation Response Forms." This part shows the specifications, how the offer must be priced, contract terms and other requirements. In addition, you must provide information about your firm, including certain financial and conflict of interest disclosures.

The "Solicitation Response Forms," completed, signed and returned by you, will constitute your offer. You need not submit the Instruction pages with your offer. You should keep the Instructions and a copy of your offer (Solicitation Response Forms) for future reference.

For your convenience we have included a summary description of what we need in section 1.2 of the attached "Instructions for Submitting Offers." More detail is provided throughout this solicitation.

Please read the entire solicitation package and submit your offer in accordance with the Instructions. If you are interested and able to meet the requirements set forth in this solicitation, we would appreciate and welcome an offer.

INSTRUCTIONS FOR SUBMITTING OFFERS

1.1 PROJECT TITLE / REFERENCE #: This Request for Proposals (Professional and Artistic Services) may be referred to as: Regional Office of Education #26 – Fulton, Hancock, McDonough, and Schuyler Counties Engagement, RFP No. 18-15

1.2 SUMMARY DESCRIPTION OF SUPPLIES AND SERVICES:

Audit and/or Attestation Engagement of:	Regional Office of Education #26
Audit and/or Attestation Engagement Period:	Year Ended June 30, 2018
Type of audit and/or Attestation Engagement:	Financial (See part 12 – Special Provisions Section)
Procurement method:	Hourly Professional Fee Basis

1.3 OFFER DUE DATE, TIME AND SUBMISSION LOCATION: **Due Date: 04/13/2018 Time: 3:30 p.m. (CST)**

DELIVER OFFERS TO:

Office of the Auditor General
Attn.: Chief Procurement Officer
740 E. Ash St.
Springfield, IL 62703

LABEL OUTSIDE OF ENVELOPE/CONTAINER:

Office of the Auditor General
Attn.: Chief Procurement Officer
Project Title & Ref. #: RFP 18-15 Regional Office of Education #26
Due Date & Time: 04/13/2018 3:30 p.m. (CST)

We will open offers at the due date, time and delivery location. (Note: Offers will not be opened publicly.) Prior to the due date, you may mail or hand-deliver offers, modifications, and withdrawals. We do not allow e-mail, fax, or other electronic submissions. We must physically receive submissions as specified; it is not sufficient to show you mailed or commenced delivery before the due date and time. We will not consider offers, modifications or withdrawals received after the due date and time. All times are State of Illinois local times.

1.4 NUMBER OF COPIES: Submit a signed original and 3 copies of your offer in **a sealed container**. Label the container with the Project Title/Reference # as instructed in Section 1.3 above. **Submit price in a separate sealed envelope in the Offer Container.**

1.5 OFFER Firm Time:

Your offer must remain firm for 90 days from opening.

1.6 SECURITY:

Offer Bond	\$ N/A
Performance Bond	\$ N/A

1.7 VENDOR CONFERENCE: Yes No
Mandatory Attendance: Yes No
Date and Time (CST):
Location:

We will provide written responses to questions and only those written responses shall be binding. If attendance is mandatory, you will be disqualified if you do not attend, are not on time, leave early or fail to sign the attendance sheet.

1.8 PROJECT CONTACT:

Office of the Auditor General
Ameen Dada
740 E. Ash St.
Springfield, IL 62703
(217) 782-6046
(888) 261-2887 (TTY)
(217) 785-8222 (Facsimile)
E-mail: adada@auditor.illinois.gov

If you have a question or suspect an error, you must immediately notify the Project Contact identified in this section. A record of all communications must be maintained. Contact with OAG personnel other than those listed above regarding this solicitation may be grounds for elimination from the selection process. Only written answers to questions shall be binding on the State.

1.9 PROTEST REVIEW OFFICE:

Office of the Auditor General
Chief Procurement Officer
740 E. Ash St.
Springfield, IL 62703
(217) 782-6046
(888) 261-2887 (TTY)
(217) 785-8222 (fax)

You may submit a written protest of our actions to the PROTEST REVIEW OFFICE in accordance with the requirements of the Auditor General's procurement rule (44 Ill. Adm. Code 500.1330). We must physically receive the protest by close of business no later than 14 calendar days after you knew or should have known of the facts giving rise to the protest. You shall be deemed to have notice as of the date of publication in the Auditor General Procurement Bulletin, or earlier if you had earlier actual notice.

1.10 SMALL BUSINESS ENTERPRISE (SBE) PROGRAM GOAL. The OAG encourages certified small business enterprises to submit proposals. The OAG also encourages Vendors to consider subcontracting portions of engagements to SBE certified firms. For complete requirements and to certify your business with the Department of Central Management Services in the Small Business Set-Aside Program, visit <http://www.illinois.gov/cms/business/sell2/bep/pages/default.aspx>. If an SBE goal has been set for this solicitation, it is noted in the Description of Services.

1.11 BUSINESS ENTERPRISE PROGRAM (BEP) GOAL. The OAG encourages certified businesses owned and controlled by minorities (MBE), women minorities (WMBE), women (WBE), or persons with disabilities (PBE) to submit proposals. The OAG also encourages Vendors to consider subcontracting portions of engagements to audit firms certified as MBE, WMBE, WBE or PBE. For complete requirements and to certify your business with the Department of Central Management Services in the Business Enterprise Program, visit <http://www.illinois.gov/cms/business/sell2/bep/pages/default.aspx>. If a BEP goal has been set for this solicitation, it is noted in the Description of Services.

1.12 VETERANS BUSINESS PROGRAM (VBP) GOAL. The OAG encourages businesses certified as Veteran-Owned Small Businesses (VOSB) or Service Disabled Veteran-Owned Small Businesses (SDVOSB) to submit proposals. The OAG also encourages Vendors to consider subcontracting portions of engagements to VBP certified firms. For complete requirements and to certify your business with the Department of Central Management Services in the Veteran Business Program, visit <http://www.illinois.gov/cms/business/sell2/bep/pages/default.aspx>. If a VBP goal has been set for this solicitation, it is noted in the Description of Services.

1.13 STATUTORY CITATIONS. You will find a number of statutory references in the solicitation that are designated "ILCS." The official text can be found in the appropriate chapter and section of the Illinois Compiled Statutes. An unofficial version of the statutes can be viewed at <http://www.ilga.gov/legislation/ilcs/ilcs.asp>. The Auditor General's Procurement Rules (44 Ill. Adm. Code 500) are also applicable to this procurement and may be viewed at www.ilga.gov/commission/jcar/admincode/titles/html.

1.14 PROCUREMENT BULLETIN. We publish procurement information (including notices of procurement opportunities, notices of award, and updates) in the Auditor General Procurement Bulletin. Vendors may view this information at the Auditor General's web site (www.auditor.illinois.gov). Procurement information may not be available in any other form or location. You are responsible for monitoring the Auditor General Procurement Bulletin; we cannot be held responsible if you fail to read notices posted on the Auditor General Procurement Bulletin or to receive e-mail notices.

1.15 AWARD. We will post a notice to the Auditor General Procurement Bulletin identifying the apparent awardee. The notice extends the Offer Firm Time until we sign a contract or determine not to sign a contract. We may accept or reject your Offer as submitted, or may require contract negotiations. If negotiations do not result in an acceptable agreement, we may reject your Offer and begin negotiations with another Vendor. Protested awards are not final and are subject to resolution of the protest.

1.16 PUBLIC INFORMATION. Offers become the property of the State and will not be returned. Your Offer will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your Offer that we treat certain information as exempt. A request for confidential treatment will not supersede the State's legal obligations under FOIA. We will not honor requests to exempt entire Offers. You must show

the specific grounds in FOIA or other law or rule that support exempt treatment. Regardless, we will disclose the name of every Offeror, the substance of the Offer, and the price. If you request exempt treatment, you must submit an additional copy of the Offer with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the Offer as possible. You will be responsible for any costs or damages associated with our defending your request for exempt treatment. You agree the State may copy the Offer to facilitate evaluation, or to respond to requests for public records. You warrant that such copying will not violate the rights of any third party.

1.17 RESERVATIONS. You must read and understand the solicitation and tailor your Offer and activities to ensure compliance. We reserve the right to amend the solicitation; to reject any or all offers in whole or in part; to reject individual offers for failure to meet any requirement; to award by item, part or portion of an item, group of items, or total; to cancel this request for supplies and/or services at any time; to issue a new solicitation and accept new offers; and to waive minor defects. We may request a clarification, inspect your premises, interview staff, request a presentation, or otherwise verify the contents of the Offer, including information about subcontractors and suppliers. We may request Best and Final Offers when appropriate. We will make all decisions on compliance, evaluation, and terms and conditions, and shall make decisions solely in the best interest of the State. This competitive process requires that you provide additional information and otherwise cooperate with us. If you do not comply with requests for information or cooperate, we may reject your Offer. You have no right to an award by submitting an Offer, nor do you have the right to a contract based on our posting your name in a Bulletin notice. We are not responsible for and will not pay any costs associated with the preparation and submission of your Offer. If you are the awardee, you shall not commence, and will not be paid for, any billable work prior to the date all parties execute the contract. **THIS SOLICITATION IS SUBJECT TO ERRORS, OMISSIONS, MODIFICATIONS, WITHDRAWAL OR CANCELLATION WITHOUT NOTICE.**

1.18 NON-DISCRIMINATION POLICY. In compliance with the State and Federal Constitutions, the Illinois Human Rights Act, the U.S. Civil Rights Act, and Section 504 of the Federal Rehabilitation Act, the State of Illinois does not unlawfully discriminate in employment, contracts, or any other activity. If you need any special accommodation under the Americans with Disabilities Act (ADA) you must promptly notify the PROJECT CONTACT.

1.19 PUBLIC CONTRACTS NUMBER. Vendors with 15 or more employees must have a Public Contracts Number issued by (or completed application submitted to) the Illinois Department of Human Rights prior to the opening date. Please visit <https://www.illinois.gov/dhr/PublicContracts/Pages/default.aspx> for forms and details.

1.20 EMPLOYMENT TAX CREDIT: Vendors who hire qualified veterans and certain ex-offenders may be eligible for tax credits. Please contact the Illinois Department of Revenue for information about tax credits. (30 ILCS 500/45-67 and 45-70; 35 ILCS 5/216, 5/217).

1.21 RELEASE OF CLAIMS. By submitting an Offer, the Vendor agrees that it will not bring any claim or cause of action against the OAG based on any misunderstanding concerning the information provided herein or concerning the OAG's failure, negligent or otherwise, to provide the Vendor with pertinent information as intended by this RFP.

1.22 GOVERNING LAW AND FORUM. Illinois law and rule govern this solicitation and any resulting contract. You must bring any action relating to this solicitation or any resulting contract in the appropriate court in Illinois. We do not allow binding arbitration. This document contains statutory references designed with "ILCS." You may view the full text at <http://www.ilga.gov/legislation/ilcs/ilcs.asp>. The Auditor General's procurement rules (44 Ill. Adm. Code 500) are applicable to this solicitation and may be viewed at www.ilga.gov/commission/jcar/admincode/titles.html.

1.23 COMPLETION OF SOLICITATION RESPONSE FORMS. You must respond to all sections of each form including attachments, clearly show any "exceptions," and complete, sign and return each of the forms as indicated. The solicitation forms show what we require in terms of specifications, contract terms and other requirements. It consists of the Vendor Transmittal letter and the attachments described below.

- a) Vendor's Transmittal Letter to OAG. The Vendor's Transmittal Letter to OAG identifies the Vendor's responsible party and, together with attachments, constitutes the Vendor's binding offer. By signing on the line provided you are making an offer to perform in accordance with the terms and conditions found in each section of the solicitation as modified by any exceptions properly noted. The State may accept your offer as submitted or may propose a counter-offer. It may be necessary to make modifications to the forms after award or as a condition to award, to accurately reflect the final understanding of the Parties. You will need to complete the Vendor signature area. You must have an authorized person sign the form and complete the remaining blanks.

- b) Description of Services (General Requirements and Technical Requirements). In this attachment we tell what we want you to provide. We identify our needs, goals, any general project information and the specifications. Your offer must tell us how you will meet the stated requirements.
- c) Formal Cost Proposal. In this attachment we provide the format for how we want you to price the supplies or services. Do not show price information in other sections of the offer. **Place this attachment in a separate sealed envelope but submit it with the remainder of the offer in the offer container.**
- d) Standard Contract Provisions. This attachment contains terms and conditions of general applicability to this solicitation and any resulting contract.
- e) Standard Certifications. By signing the signature page, you are making the certifications described in this attachment.
- f) Vendor Provided Additional Material and Exceptions. This is where you provide any additional material that you want us to consider in the evaluation process and any exceptions to the terms and conditions of the solicitation. If you are taking any exceptions, this is where you must provide the detail of the exceptions.
- g) Department of Human Rights Public Contract Number. This is information requested by the Illinois Department of Human Rights. You may be disqualified if this information is not timely submitted.
- h) Disclosures and Conflicts of Interest form. This form must be signed by you, under penalty of perjury, and represents a continuing obligation on your part to inform us of any changes or instances of non-compliance throughout the contract term.
- i) Taxpayer Identification Number. We must have this to make payment to you.

1.24 CRITERIA FOR EVALUATION AND AWARD. We evaluate four categories of information: administrative compliance, vendor responsibility, responsiveness and price. All offers must meet the following administrative and responsibility criteria:

- a) **Administrative Compliance.** We will determine whether the offer complied with the Instructions for Submitting Offers. We must reject your offer if you submit it late. Failure to meet other requirements could result in rejection. To preserve the stability of the audit program, the OAG has established limitations on the number of hours and number of engagements that may be awarded to any given Vendor. Those limitations are set forth in Paragraph 5 of the Description of Services (General Requirements). Proposals from Vendors exceeding those limitations will be rejected unless waiver is determined to be in the OAG's best interest.
- b) **Vendor Responsibility.** We will determine whether the VENDOR submitting the offer is one with whom we can or should do business (a "responsible" Vendor).
 - 1) A "responsible" vendor must exist as a legal entity and must be authorized to transact or conduct business in Illinois at the time a bid, proposal or offer is submitted for a State contract. If your firm is a corporation, LP/LLP or LLC, it must be registered and in good standing with the Illinois Secretary of State at the time a proposal is submitted and, if awarded a contract, must maintain registration and be in good standing throughout the contract term.
 - 2) The Auditor General's procurement rules provide that a "prohibited bidder" includes a person assisting (except as part of a public request for information process) a State employee who, by the nature of his or her duties has the authority to participate personally and substantially in the decision to award a contract, by reviewing, drafting, directing or preparing solicitation or similar documents for the State. 44 Ill. Adm. Code 500.600 (i). Vendor is required to certify its compliance with this prohibition through the Certifications section of the Contract.
 - 3) Other factors that we may evaluate to determine responsibility include, but are not limited to: certifications, conflicts of interest, financial disclosures, taxpayer identification number, Public Contracts Number from the Department of Human Rights, any other professional license or certification required for the type of service to be performed, past performance, financial stability, references (including those found outside the offer),

compliance with applicable laws, the perceived ability to perform completely as specified, external peer review (Government Auditing Standards require firms providing audit or attestation services to undergo an external system peer review every three years), and other relevant factors. Vendors owing an unsatisfied delinquent debt to the State as shown in the Comptroller's Offset System may be found to be non-responsible. (This step does not relieve any vendor from satisfying any debt owed to the State.) Vendors that have been debarred, suspended or sanctioned by any State or federal entity may be determined not responsible. A VENDOR must at all times have financial resources sufficient, in the opinion of the State, to ensure performance of the contract and must provide proof upon request. We will determine whether any failure to supply information, or the quality of the information, will result in rejection.

- c) The evaluation and award criteria are shown in the following subsections.
- 1) Responsiveness. We will evaluate for "responsiveness" offers that meet the "administrative" and "responsibility" requirements. We will determine how well offers meet our requirements in terms of "responsiveness" to the specifications. Minor differences or deviations that have negligible impact on the price or suitability of the supply or service to meet the State's needs may be accepted or corrections allowed. If no administratively compliant and responsible Vendor meets a particular requirement, we may waive that requirement. We will rank offers, without consideration of price, from best to least qualified using a point system (unless otherwise specified) as an aid in conducting the evaluation. References and past performance may be considered again in this portion of the evaluation. Point and other such evaluation methods are tools we use to aid us in the evaluation process but are not always definitive. We reserve the right to use our discretion to eliminate offers that we deem unacceptable.
 - 2) The total number of points for "responsiveness" is 80. Vendors who do not receive 33 of the total "responsiveness" points available need not be considered for price evaluation and award. For each element, proposals will receive a number of points proportionate to how that proposal compared to other proposals. The OAG reserves the right to reject any proposal that is, in the OAG's opinion, materially deficient in any one of the evaluation criteria, regardless of total overall score.
 - i. Appropriateness, comprehensiveness and responsiveness of proposer's approach to the engagement, including the number of professional hours to be devoted to the engagement and its component tasks, the manner in which the requirements of the RFP and any special specifications or objectives are addressed, and the value of any special testing proposed 32 points;
 - ii. Extent and quality of proposer's experience and the quality of similar services provided to the OAG and others, especially the proposer's experience in completing similar engagements 24 points;
 - iii. The quality, depth and relevance of the experience and qualifications of the team leader and key staff, including any intended subcontractors, who will be performing the engagement, as well as the availability of staff to provide the services 16 points; and
 - iv. The mix or ratio of higher level (partner, manager, supervisor) hours to lower level (senior, staff and interns) hours for the staff assigned to the engagement 8 points.

- 3) Price. We will rank proposals from least costly to most costly using a point method based on total maximum cost for the engagement (i.e., the number of professional hours and the rate per hour, or overall fixed cost, whichever is applicable). Please note: Vendors will not be compensated for expenses related to this contract, including travel, lodging, per diem and meals.

The total number of points for "price" is 20. The least costly proposal will receive maximum points. All other proposals will receive a proportionate share of the points in accordance with the following formula:

$$\text{Maximum price points X } \frac{\text{Lowest Price}}{\text{Offeror's Price}} = \text{Total Price Points}$$

- 4) The maximum number of points is 100 (Responsiveness 80 plus Price 20).
- 5) Award. The "responsible" offeror whose offer meets "administrative" requirements and whose offer is the most advantageous shall be eligible for award. In a point evaluation, the "most advantageous" proposal is the one with the highest cumulative points ("responsiveness" plus "price"). However, if we do not consider the price to be fair and reasonable and that price cannot be negotiated to an acceptable level, we reserve the right to award to the next highest ranked vendor. We will determine whether price is fair and reasonable by considering the offer, including the vendor's qualifications, the vendor's reputation, all prices submitted, other known prices, the project budget and other relevant factors. Only the OAG can determine if a price is fair and reasonable.
- d) Alternative Evaluation. If three or fewer offers are received, the offers may be evaluated without use of a point system, using simple comparative analysis.
- e) Best and Final Offers. The OAG reserves the right to enter into discussions with those Vendors who are eligible for further evaluation in accordance with the evaluation criteria. The purposes of such discussions include, but are not limited to, promoting understanding of the OAG's requirements and the Vendor's proposal and facilitating arriving at a contract that will be most advantageous to the OAG. The number of proposers allowed to participate in discussions or to submit best and final offers, and the scope of those discussions and best and final offers, shall be determined solely by the OAG.

END OF INSTRUCTIONS

SOLICITATION RESPONSE FORMS

**VENDOR'S TRANSMITTAL LETTER TO OAG
(Vendor Letterhead)**

(Vendors - please follow instructions shown in shaded italics.)

Address

(use the address as shown on the Instructions for Submitting Proposals - Cover Page)

Re:

(insert Project Title / Reference #)

Dear _____ :

(insert name of OAG Project Contact)

Please consider this letter with the following attachments:

- Description of Services (General Requirements and Technical Requirements)
- Formal Cost Proposal (submitted in a separate sealed envelope within the proposal container)
- Standard Contract Provisions
- Standard Certifications
- Vendor Provided Additional Material and Exceptions
- Department of Human Rights Public Contract Number
- Disclosures and Conflicts of Interest form
- Taxpayer Identification Number Certification

to be our offer to perform in full compliance with the subject RFP.

The contact person for purposes of responding to any inquiries you may have is:

(Give name, title, address, phone, fax and e-mail)

If we are selected for award, we understand that does not entitle us to a contract. We further understand the award is conditioned on favorable resolution of any protests and to successful negotiation of terms and conditions including, but not limited to, price and any exceptions requested.

Sincerely,

Vendor Name and DBA

Signature of party authorized to bind the Vendor

Printed Name

Title

Address

Phone, Fax, E-mail

DESCRIPTION OF SERVICES

(General Requirements)

RFP #18-15

AGENCY to be audited Regional Office of Education #26 - Fulton, Hancock, McDonough, and Schuyler Counties

1. Engagement Standards. The engagement must be performed in accordance with the following (check all that apply):

- Illinois State Auditing Act (30 ILCS 5/1-1 et seq.)
- Audit Guide for Performing Financial Audits and Compliance Attestation Engagements of Illinois State Agencies (OAG Audit Guide)
- Generally Accepted Auditing Standards (GAAS)
- Government Auditing Standards (GAS)
- Single Audit Act Amendments of 1996
- 2 CFR Part 200, Subpart F (Uniform Guidance for Federal Awards - Audit Requirements)
- Statements on Standards for Attestation Engagements (SSAEs)
- Other: Guidelines to Reporting for a Regional Office of Education (copy provided upon request)

2. Engagement Scope. The scope of the engagement will include (mark those which apply):

- (a) a compliance attestation examination with regard to the determinations specified in Chapter 3, Section 1, and Chapter 33, Section 12 of the Audit Guide.
- (b) an internal control procedures engagement as specified in Chapter 3, Section 3 of the Audit Guide.
- (c) a financial statement audit of locally held and certain other funds as specified in Chapter 3 of the Audit Guide and as specified in Schedule 3 of the contract. This audit will be relied upon in expressing an opinion on the State of Illinois Financial Statements.
- (d) a financial statement audit of the agency leading to an opinion on financial position and results of operations of all funds administered. If this audit is for an entity that is part of the primary government or a component unit of the State of Illinois, it will be relied upon in expressing an opinion on the State of Illinois Financial Statements.
- (e) an agreed upon procedures attestation engagement with regard to the data submitted to the Comptroller to be used in the preparation of the Statewide Schedule of Expenditures of Federal Awards, as specified in Chapter 27 and Chapter 33 of the Audit Guide.
- (f) a single audit of the agency covering both State and federal audit requirements as specified in Chapter 23 of the Audit Guide. (if applicable)
- (g) any special audit objectives as listed under Special Provisions in part 12 of this attachment.

3. Required/Preferred Experience. Experience in auditing the following types of entities is required or preferred for this engagement (check all that apply):

<u>Required</u>	<u>Preferred</u>	<u>Description of Experience</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entities requiring at least <u>250</u> professional engagement hours
<input type="checkbox"/>	<input type="checkbox"/>	Entities which issue bonds and have outstanding bonded debt of \$ <u> </u> or more
<input type="checkbox"/>	<input type="checkbox"/>	Public pension systems with assets of \$ <u> </u> or more
<input type="checkbox"/>	<input type="checkbox"/>	Entities investing funds of \$ <u> </u> or more
<input type="checkbox"/>	<input type="checkbox"/>	Public universities and university related organizations
<input type="checkbox"/>	<input type="checkbox"/>	Hospitals, managed care entities, and similar organizations
<input type="checkbox"/>	<input type="checkbox"/>	Entities with large and/or complex information system environments
<input type="checkbox"/>	<input type="checkbox"/>	Not-for-profits
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Federal programs
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Single Audits
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other: ROE/ISC and or local government experience

4. **Prequalification level.** The OAG-assigned level for this engagement is (check one):

One Two Three Four

Only proposals from Vendors that are now or are currently eligible to be prequalified at or above the assigned level will be considered for this engagement. Proposers who are not currently prequalified with the OAG, or whose prequalification has lapsed (see below), are required to submit completed prequalification forms and such forms must be received at the OAG's Springfield location no later than the due date and time for submission of proposals. Prequalification forms must be sent separately from the proposal package. The OAG will make a decision regarding prequalification within ten (10) working days of receipt of fully-completed prequalification forms. Failure to meet the standards necessary for prequalification will be a basis of rejection of a proposal without the need for review, scoring or any further action on that proposal by the OAG. Prequalification forms and instructions for completing and submitting those forms may be obtained by contacting the OAG as provided in Section 1.8 of the Instructions for Submitting Offers.

Any subcontractor (excluding specialists that are not accounting firms) engaged by a Vendor in the performance of an OAG engagement must have an active (unexpired) prequalification with the OAG, but need not be prequalified at the job level assigned to the engagement on which the subcontractor will be working. "Specialists" as defined in Government Auditing Standards need not be prequalified unless they are accounting firms.

NOTE: If your firm has not been prequalified in accordance with the Prequalification Information outlined on our website at www.auditor.illinois.gov/Procurement-Bulletin-2010/Prequalification-info.asp, you must submit the new forms in order to be considered for this engagement.

5. **Audit/Engagement Limitations and/or Considerations.** Part of the strength of the post audit program is the fact that OAG is not over reliant on any one firm, one individual, or the hiring of additional staff in the future to perform engagement work. To limit the business risk associated with any one firm the OAG limits the number of hours and engagements performed by one firm.

Unless a waiver by the Auditor General is obtained, Vendors will not be eligible for this engagement if, including this engagement, their total contracted and/or subcontracted audit/engagement hours or estimated audit/engagement hours with the OAG will exceed 35,000 (45,000 if the University of Illinois or the Statewide Single Audit is included in the total) for the year.

Generally, contractors with fewer than 10 full time professional staff at the time of proposal submission are generally not eligible for a contract or subcontract award if that award would make their total number of engagements for the Office of the Auditor General exceed seven during the annual audit cycle. Contractors with 10-15 full time professional staff at the time of proposal submission are generally not eligible for a contract or subcontract award if that award would make their total number of engagements for the OAG exceed ten for the annual audit cycle. Contractors with more than 15 full time professional staff at the time of proposal submission are generally not eligible for a contract or subcontract award if that award would make their total number of contracts exceed twenty for the annual audit cycle. For individual procurements, the maximum number of engagements may, at the Office's discretion, be waived if the waiver is in the Office's best interest. Decisions of this nature will be made on a case by case basis depending upon such factors as the number, quality and cost of other proposals received in response to the solicitation.

Part of the technical proposal review and scoring process focuses upon the mix of professional staff and the credentials of those being proposed. For example, firms proposing a higher mix of professional staff (i.e. partner, manager, and supervisor with a CPA certification credential) as compared to firms proposing a lower mix of professional staff (i.e. assistants without a CPA certification credential) generally receive a higher score on this criterion. Conversely, firms proposing the use of assistants without a CPA certification or the use of interns in lieu of full time professional staff generally receive a lower technical score on this criterion. Engagement evaluations conducted by the OAG include a comparison of staff contracted against those who performed the work.

6. Engagement Schedule--Key Dates. The following dates are approximate:

<u>3/16/18</u>	Request for proposals issued
<u>N/A</u>	Preproposal conference
<u>4/13/18</u>	Proposals due in Springfield office by 3:30 p.m. (CST)
<u>5/18/18</u>	Expected award date
<u>N/A</u>	Contractor starts Phase I* fieldwork (see note below)
<u>N/A</u>	Contractor ends Phase I fieldwork
<u>7/2/18</u>	Contractor begins Phase II fieldwork
<u>10/15/18</u>	Contractor completes fieldwork
<u>10/1/18</u>	Contractor submits draft findings
<u>11/30/18</u>	Contractor submits complete draft of report and other required deliverables
<u>3/29/19</u>	Contractor submits all required copies of final report and letter of immaterial findings to OAG

Throughout the engagement, Contractor will be expected to provide the OAG contract manager with monthly progress reports.

*NOTE: Due to fiscal year limitations, this award will be the subject of two contracts--one for work performed prior to July 1 and the other for work performed after June 30. For budgeting purposes, the OAG will expect the Contractor to perform approximately N/A% of the work during Phase I of the engagement for the year ended N/A.

7. Technical Requirements. All proposers must complete and return the attached Technical Requirements document. No cost information is to be included within the Technical Requirements. Cost information is to be submitted as provided in Section 1.4 of the Instructions for Submitting Offers.

8. Cooperation. Contractor must cooperate with staff from the OAG and other contractors in their conduct of additional or extended work assigned by the Auditor General as a part of, or supplement to, the contractor's work.

9. Renewal. This contract may be renewed for successive terms, subject to the OAG's discretion, with the mutual written consent of both parties and subject to performance review, the satisfactory negotiation of terms (including price) and the annual availability of an appropriation. In no event will the total term of the contract, including the initial term, and renewal terms and any extensions, exceed 10 years.

10. Information Available at the Auditor General's Office

The following additional information may be viewed by appointment in either the Springfield or Chicago office of the Auditor General:

- Information on Historical Engagement Hours
- Reports for prior periods (recent reports are also available on our website at www.auditor.illinois.gov)
- Internal control documents
- Prior audit and/or attestation programs
- System narratives
- Risk assessments
- Prior contracts, billings and supporting documentation (if the prior engagement was performed by contractors)
- Prior engagement checklists
- Governmental Audit Planning Forms
- _____

To make an appointment, contact Rose Tucker in Springfield (217/782-0809 or 888/261-2887 (TTY)) or Denise Gladney (312/814-4007) in Chicago.

11. Billing Procedures and Progress Billings. The contract will set forth the total financial obligation of the OAG and contractor must agree to fully complete the statement of work and all contractual obligations within that stated total consideration. Amendments will be permitted only at the OAG's discretion. Billings must be prepared in accordance with the Auditor General's procedures regarding the submission of vouchers or other documentation. The voucher must list a total of the actual professional hours utilized for the work performed (extended at the agreed contract average hourly rate if the contract is an hourly rate contract). If total billings are less than the total consideration allowable under the contract, only the lesser cost shall be paid by the OAG. If progress payments are permitted, the contract will so specify.

12. Special Provisions (if any).

1. Contractor agrees to conduct this audit in accordance with Government Auditing Standards, 2 CFR Part 200, Subpart F - Uniform Guidance for Federal Awards - Audit Requirements (if applicable), Government Accounting Standards Board Statements and any other requirements applicable to the engagement.

2. Contractor agrees to conduct this audit using and complying with "Guidelines to Auditing and Reporting for a Regional Office of Education" as revised.

3. Contractor agrees to follow "Audit Guide for Performing Financial Audits and Compliance Attestation Engagements of Illinois State Agencies" chapters 1-7, 22, 23, 24, 25, 30, 31, 32, 33 as appropriate.

4. Contractor will conduct a financial audit and a single audit if expenditures of federal funds exceed \$750,000. Contractor will submit single audit packages to the Federal Audit Clearinghouse in accordance with their electronic process for audits with Federal expenditures that exceed \$750,000.

5. Contractor shall provide deliverables as provided in the "Audit Guide for Performing Financial Audits and Compliance Attestation Engagements of Illinois State Agencies" Chapter 5, pages 5-6 to 5-9, and as further delineated in "Listing of OAG Engagement Deliverables for ROE Audits".

6. Contractor agrees to fully complete all work associated with the terms of the engagement within the contract maximum specified on the contract cover.

7. Contractor will attend Legislative Audit Commission hearings as directed by the OAG Audit Manager.

8. Audit billings shall be in the format and detail described in Chapter 31 - Exhibit H for hourly rate contracts. If all required information is not submitted with the billing, it will not be processed.

9. Findings should be presented in the format contained in the "MOCK" report as updated.

10. Exit conferences should be held in accordance with Chapter 5 (page 5-3) of the "Audit Guide for Performing Financial Audits and Compliance Attestation Engagements of Illinois State Agencies".

11. Contractor shall provide an electronic copy of the final audit report for inclusion on our Internet web page. Unless approved by the OAG Audit Manager, the electronic copy of the final audit report shall be an electronically generated copy in a searchable PDF format with bookmarks and no larger than 2MB, if possible. Additionally, final electronic reports should not contain firm signatures.

12. Contractor shall provide 32 bound and 3 unbound copies of the final audit report.

13. Contractor shall submit monthly progress reports to OAG audit manager that include the number of hours incurred on the audit to date, the status of the engagement, any delays or problems noted on the engagement, and any changes from original contract disclosure and background check information.

14. Contractor shall remove and hold separately, all documentation associated with their assessment of fraud and abuse, as well as any other confidential documents that need to be removed from the workpapers. Contractor will provide the OAG manager with a listing of the workpapers being held separately on OAG designated forms prior to audit release.

15. Contractor agrees to comply with the OAG standards with regard to workpaper lock down timelines and procedures (outlined in the OAG Audit Guide) for compliance with the requirements of SAS103.

Note: As a general rule, many of the Regional Offices of Education (ROE) audits in the last few years had a finding related to SAS115 – Communicating Internal Control Related Matters Identified in the Audit. Many ROE accounting processes lack adequate internal controls over the preparation of financial statements. Consequently, our Special Assistant Auditors may have to perform additional work that does not impair independence in order to complete the annual audits.

DESCRIPTION OF SERVICES

(Technical Requirements)

PART I - ENGAGEMENT AGENCY INFORMATION

1. Engagement Name _____
2. Engagement Period (Check the proper answer.)
____ a. Two Years Ended June 30, ____
____ b. One Year ended June 30, ____
____ c. Other (Describe) _____

3. OAG Assigned Level for this engagement (Check the proper answer.)
____ a. OAG Level One
____ b. OAG Level Two
____ c. OAG Level Three
____ d. OAG Level Four
4. The Scope of our work will be as specified in RFP No. _____.

PART II- CONTRACTOR FIRM INFORMATION

1. FIRM NAME _____
2. Address _____

3. Firm FEIN # _____
4. TEAM NAME _____
(Team Name should include names of the Leader, fieldwork supervisor and KEY partner or manager.)
5. Has your firm or any Team Member or subcontractor done consulting or auditing work for the auditee agency (not OAG work) or had any professional or personal relationship involving the auditee agency or agency management within the past four years? _____ (If "Yes", attach details and explanation of why this does not constitute a conflict of interest.)
6. Size of the firm's permanent full time equivalent professional audit staff.

Partners/Principals _____
Managers/Supervisors _____
In Charge/Seniors _____
Assistants/Semi-Seniors _____
TOTAL PROFESSIONAL AUDITORS _____
7. Location of the Firm's OTHER offices in Illinois or nearby states

8. Contact Person for the Proposal _____
Telephone No. _____
E-mail _____
9. Has our Office rated your firm "prequalified"? _____
If No, your firm must submit prequalification forms under separate cover (See Page 15, item (b) Note). Be sure FIRM, TEAM LEADER, AND KEY TEAM MEMBERS satisfy minimum OAG experience requirements for this job level.
10. a) Firm's Public Accountant License No., which permits the practice of Public Accounting in the State of Illinois _____
b) Expiration date _____
11. a) Engagement Team Leader's Public Accountant License No. which permits this individual to practice Public Accounting in the State of Illinois. _____
b) Expiration date _____
12. Location(s) of office from which the work on this engagement will be performed.

13. Explain how your firm meets the required/preferred experience set forth in this RFP pertaining to Description of Services. (Attach details and explanation.) _____

REQUIRED CERTIFICATIONS:

By signing below, I (we) certify and attest to my (our) compliance with the following requirements:

- a. I am (We are) an independent certified public accountant or public accounting firm licensed to practice in the State of Illinois.
- b. I am (We are) currently prequalified with the OAG or have submitted completed prequalification forms and certify that the information contained in those forms is current and accurate and I am (we are) aware of no event which has occurred or will occur that would render our Prequalification Documents materially inaccurate or misleading.

NOTE: If your firm has not submitted new prequalification forms in 2016 or after, you must submit the new forms in order to be considered for this engagement.

- c. Neither the firm nor any owner of the firm is now or at any time during the past 10 years been on the Debarred and Suspended List maintained by the Governor’s Office of Management and Budget, the federal Excluded Parties List, or the Sanctioned Party List maintained by the Illinois Department of Healthcare and Family Services.
- d. If currently prequalified, I am (we are) prequalified to perform the level of work required for this engagement and the proposed Team Leader and Key Team Members possess the experience required for this level of job. The experience and quality level of the staff proposed will be maintained throughout the engagement. Persons leaving the assignment will be replaced with persons of equal experience and ability.
- e. The information contained within this Proposal is correct and I am (we are) aware of no event which has occurred or will occur that would render this Proposal materially inaccurate or misleading.
- f. All staff to be assigned to this engagement meet the continuing professional education requirements set forth in Government Auditing Standards and our firm meets the requirements for an external system peer review every three years pursuant to Government Auditing Standards. **ATTACH** a copy of your firm’s most recent outside peer review report and peer review acceptance letter. If deficiencies are noted in the review, you must **ATTACH** an implementation plan for addressing the recommendations.
- g. The firm and all proposed staff are independent in fact and in appearance as defined by Government Auditing Standards and have no conflict of interest for this specific assignment.
- h. The workload capacity of the proposed engagement team is sufficient to perform an engagement this size. I (We) understand that we must **ATTACH** a detailed explanation of our OAG staffing plans if any team member is concurrently assigned to other OAG engagements.
- i. I (We) understand that all non-confidential information derived during the performance of this engagement, including the contractor’s report and supporting working papers, and all other documents and information prepared by the contractor, will be made publicly available, in accordance with the law, following the release of the report.
- j. I (We) understand that my (our) failure to certify compliance with these requirements may constitute cause to reject my (our) proposal without any further review on the OAG’s part. I (We) further understand that false certification, or failure to maintain certification, with these requirements will be a basis for retracting an award, if made, or canceling a contract, if executed, in addition to which the OAG may exercise any other remedy it may have for my (our) failure to comply with the foregoing provisions.
- k. If my (our) proposal contemplates the use of a subcontractor, I (we) certify that I (we) have determined through appropriate research and investigation that subcontractor(s) is (are) also in compliance with any of the above provisions which are applicable to it.
- l. The undersigned has appropriate authority to act on behalf of Proposer.

Firm Name

Printed Name and Title of Authorized Representative

Signature of Authorized Representative

Date

Section A. OAG Workload Capacity

Does your firm plan to use any Team Member shown in this proposal (including the Leader) on any other OAG engagements during the current engagement cycle? Our Office may reject any proposal which does not satisfactorily explain staffing of multiple OAG jobs using the same Team Member. (Attach additional pages, if needed.)

No

Yes If “Yes,” explain your plans for scheduling each auditor’s OAG work and meeting our Office’s reporting deadlines.

Section B. Engagement Team Leader

The Team Leader will directly manage/supervise the OAG engagement and act as Firm’s liaison with the OAG. In most cases, Team Leader will be a partner or manager. The Team Leader must contribute at least 100 hours or 5% of the Firm’s total audit hours (whichever is less) to the engagement.

To be considered an Engagement Team Leader for OAG jobs, the auditor should meet certain minimum experience requirements based on work performed during the past six years. Highest technical points are awarded for OAG experience. Points for non-OAG experience in the public sector or related industry jobs may be awarded if the work and the Team Leader’s role are fully described and the job is found by the OAG to provide relevant, equivalent experience.

- For level 4 jobs, the Team Leader must have managed or supervised at least one OAG job of Level 4 difficulty or two Level 3 jobs, or demonstrate equivalent public sector or related industry experience;
- For level 3 jobs, the Team Leader must have managed or supervised at least one OAG job of Level 3 difficulty or two Level 2 jobs, or demonstrate equivalent public sector or related industry experience;
- For Level 2 jobs, the Team Leader must have managed or supervised at least one OAG job of Level 2 difficulty or two Level 1 jobs, or demonstrate equivalent public sector or related industry experience;
- For Level 1 jobs, the Team Leader does not need to demonstrate OAG or equivalent public sector or related industry experience but must meet Government Auditing Standards.

Please provide the following information about the Team Leader and **ATTACH** the person’s resume:

Name	Title/Job Classification	Number of Years with Firm	Professional Certifications (i.e., CPA, CISA, CIA, etc.)	Has this individual ever been the subject of professional discipline? If yes, ATTACH explanation.	CPA License No. (if applicable)

Provide specific information about this individual’s OAG professional experience during the past six years. If there is any specific required or preferred experience listed in Paragraph 3 of the Description of Services, be sure to provide support for this Team Leader’s qualifications for this particular engagement. (Attach additional pages if necessary.)

Relevant OAG jobs this person has managed/supervised (give name of audited entity, type of audit and audit period)	OAG Job Level (if known)	Firm's Total Hours on this job	This Person's Total Hours on this job

Provide specific information about this individual's experience auditing other public sector entities (do not list OAG engagements) or related industry experience during the past six years. If there is any specific required or preferred experience listed in Paragraph 3 of the Description of Services, be sure to provide support for this Team Leader's qualifications for this particular engagement. (Attach additional pages if necessary.)

Relevant non-OAG public sector or related industry jobs this person has managed/supervised (give name of audited entity, type of audit and audit period)	Firm's Total Hours on this job	This Person's Total Hours on this job

Section C. Summary Schedule of Key Team Members (EXCLUDING THE ENGAGEMENT TEAM LEADER)

A Key Team Member is defined as someone you expect will contribute to this job at least 100 hours or 5% of the firm's total job hours, whichever is less.

To be considered a Key Audit Team Member for an OAG job, the auditor must meet certain minimum experience requirements based on work performed during the past six years. Highest technical points are awarded for OAG experience. Points for non-OAG experience in the public sector or related industry jobs may be awarded if the work and the Key Audit Team Member's role are fully described and the job is found by the OAG to provide relevant, equivalent experience.

- For level 3 and 4 jobs, approximately half of the proposed Key Audit Team Members must have worked 100 hours each on OAG jobs, or demonstrate equivalent public sector or related industry experience;
- For level 2 jobs, at least 2 of the proposed Key Audit Team Members must have worked 100 hours each on OAG jobs, or demonstrate equivalent public sector or related industry experience;
- For level 1 jobs, the Key Audit Team Members do not need to demonstrate OAG or equivalent public sector or related industry experience but must meet Government Auditing Standards.

Please provide the following information about each proposed Key Audit Team Member. **ATTACH** each person's resume.

Name	Title/Job Classification	Number of Years with Firm	Professional Certifications (i.e., CPA, CISA, CIA, etc.)	Has this individual ever been the subject of professional discipline? If yes, ATTACH explanation.	CPA License No. (if applicable)

For each Key Audit Team Member identified above, provide specific information about this individual’s OAG professional experience during the past six years. If there is any specific required or preferred experience listed in Paragraph 3 of the Description of Services, be sure to provide support for the Key Team Members’ qualifications for this particular engagement. (Attach additional pages if necessary.)

Relevant OAG jobs on which this person has worked (give name of audited entity, type of audit and audit period)	This Person’s Title/Duties on OAG Job	OAG Job Level (if known)	Firm’s Total Hours on this job	This Person’s Total Hours on this job

For each Key Audit Team Member identified above, provide specific information about this individual’s experience auditing other public sector entities (do not list OAG engagements) or related industry experience during the past six years. If there is any specific required or preferred experience listed in Paragraph 3 of the Description of Services, be sure to provide support for the Key Team Members’ qualifications for this particular engagement. (Attach additional pages if necessary.)

Relevant Non-OAG public sector or related industry jobs on which this person has worked (give name of audited entity, type of audit and audit period)	This Person’s Role on Job	Firm’s Total Hours on Job	This person’s total hours on this job

If Vendor proposes using a subcontractor, provide the same information as is required above for Key Audit Team Members for each subcontractor employee anticipated to work on this engagement. Please **ATTACH** a resume for each identified subcontractor employee.

How many additional staff (excluding the Engagement Team Leader and the Key Audit Team Members) do you propose for this engagement (identify by total number only): _____

Does your proposal anticipate the use of interns?

___ Yes (If yes, **ATTACH** details on the number of hours and engagement tasks interns are anticipated to fulfill.)

___ No

PART IV – STATEMENTS REGARDING PROPOSED ENGAGEMENT WORK

Section A. Proposed Hours

PROPOSED HOURS, BY JOB CLASS. Please list your estimated hours by class of auditor (Partner, etc.)

	<u>Estimated Hours</u>		Total Hours	Percentage to TOTAL
	Primary Contractor No. of Hours	Subcontractor(s) No. of Hours		
Team Leader				
Partners/Principals				
Managers/Supervisors				
In-Charge/Seniors				
Semi-Seniors				
Assistants				
Interns				
TOTAL PROPOSED HOURS By Class	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	100.0%

The OAG will provide historical hours in the RFP materials and in some cases current estimates may be provided. Data concerning any estimated or historical hours related to this engagement is not a representation by the OAG as to the number of hours your firm may need to perform this engagement in the future. You are responsible for reviewing all information available to you, through materials made available through the OAG or through other resources, in determining the appropriate number of hours to propose on the engagement. If your Firm's PROPOSED hours are substantially MORE or LESS than the historical or estimated hours for THIS job, you must **ATTACH** comments to explain your strategy for the difference.

Section B. Engagement Hours by Area

Provide estimated hours by major area. Indicate N/A if not applicable.

<i>Major Area</i>	<i>Total Estimated Hours</i>			<i>Percent of Total</i>
	Primary Contractor	Subcontractor(s)	Total	
Background Research and Planning				%
Review of Internal Controls				%
Information Systems Review				%
Risk Assessments				%
Engagement Programs				%
Sampling Plans				%
Financial Audit :				%
Assets				%
Liabilities				%
Revenues and expenditures				%
Financial Statements				%
SEFA Agreed-Upon Procedures				%
State Compliance Testing				%
Federal Compliance Testing				%
Statutory Mandate Testing				%
Findings and Compliance Report				%
Engagement Administration				%
Supervision and Review				%
Other				%
TOTAL ESTIMATED HOURS BY MAJOR AREA				100.0%

Section C. Engagement Plan

1. Each proposal must include a specific statement that the engagement will be conducted in such a manner that the requirements as set forth in the RFP will be met including any special areas required to be covered, including any key delivery dates, and devoting adequate hours to each required area. The manner in which the requirements of the RFP and any special specifications will be met and a description of any special services proposed must also be included.
2. Each proposal must include a specific statement (as appropriate for the engagement) that the engagement will be conducted in accordance with generally accepted auditing standards; the Illinois State Auditing Act; the Auditor General's Audit Guide for Performing Financial Audits and Compliance Attestation Engagements of Illinois State Agencies; Government Auditing Standards; Statements on Standards for Attestation Engagements; and, if applicable, Uniform Grant Guidance (Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200)).
3. Each Proposal must include a specific statement that an engagement plan will be prepared early on during the process and submitted to the Auditor General's Contract Manager for approval. The engagement plan submitted will include, but not necessarily be limited to the following:
 - The approach to be used to search and review RELEVANT STATE and FEDERAL LAWS and RULES.
 - The planned evaluation approach for reviewing and testing of the Engagement Agency's SYSTEM OF INTERNAL CONTROLS including Risk Assessment.
 - The planned approach for the selection of SAMPLES (including confidence levels and precision for statistical samples).
 - The type and extent of analytical procedures to be used in the engagement.
 - The extent of use of audit documentation in an electronic form in the engagement.
 - The plan for the development or modification of the ENGAGEMENT PROGRAM and the plan for conducting of DETAIL TESTING procedures for compliance purposes, internal control purposes, and financial statement purposes as appropriate for the engagement.
 - Your understanding of the types of FINANCIAL STATEMENTS/ SCHEDULES/and statistical and program data that should be presented in the report.
 - The planned approach for the development and presentation of well-written adequately supported FINDINGS.
 - Your understanding of types of reports that must be included in the engagement.
 - Your understanding of which AICPA Industry Audit Guides have relevance to the engagement and, if applicable, which parts of the federal Uniform Guidance for Federal Awards have relevance to the engagement.
 - Your understanding of the types of confidential information that you may have access to in the course of this engagement, laws applicable to that information, and your firm's protocols and procedures for protecting confidential information, both in hard copy and in electronic form.

PART V - GENERAL REQUIREMENTS

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent review of the auditee in conformity with the requirements of this RFP. **(NOTE: For assignments with a financial audit one year and a compliance report the next, you should submit a separate Proposal document for EACH year.)** As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an engagement approach that will meet the request for proposal requirements. **There should be no dollar units or total costs included in the technical proposal document.** The Technical Proposal should address all the points outlined in the RFP (excluding any cost information which should only be included in the formal cost proposal). The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP.

PART VI - SUBCONTRACTOR DISCLOSURE

Will you be using any subcontractors on this engagement? Yes No

If yes, you must provide the following information for each subcontractor with whom you will be entering into a contractual agreement: the name and address of each subcontractor; a description of the work to be performed by the subcontractor; and the anticipated amount of money each subcontractor is expected to receive.

For each subcontractual agreement with a total value of \$50,000 or more, you must also provide a copy of the subcontract to the contract manager within 15 days after a request is made. 44 Ill. Adm. Code 500.300 (q).

If at any time during the term of the Contract, Vendor adds or changes any subcontractors, Vendor will be required to promptly notify the OAG and provide the above information for any new or changed subcontractors so that a Contract amendment can be executed.

Any subcontracts entered into prior to award of the Contract are done at the Vendor's and subcontractor's risk.

Subcontractor Name _____ Amount to be paid _____
Address _____ Description of work _____

Subcontractor Name _____ Amount to be paid _____
Address _____ Description of work _____

All subcontracts must include the same certifications and disclosures that Vendor must make as a condition of any contract that is awarded. Vendor shall include in each subcontract the Standard Certifications and the Disclosures and Conflicts of Interest forms, completed and signed by the subcontractor.

FORMAL COST PROPOSAL
HOURLY RATE CONTRACTS

Proposal No. 18-15 Agency Regional Office of Education #26

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.

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

Date _____

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

Dear Auditor General:

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. Extending the maximum hours at the maximum average hourly rate of \$_____ (inclusive of all expenses), we propose that our total charge to complete this engagement will not exceed \$_____.

Sincerely,

Vendor Name

Signature of party authorized to bind the Vendor

Printed Name

Title

Address

Phone, Fax, E-mail

VENDOR PROVIDED ADDITIONAL MATERIAL AND EXCEPTIONS

Any additional material and any exceptions must be noted on this page and provided as part of this attachment. We do not encourage taking exceptions. We have extremely limited ability to grant exceptions particularly in regard to statutory requirements (those cited with **ILCS**, meaning Illinois Compiled Statutes). We are not required to grant exceptions and depending on the exception, we may have to reject your offer.

Additional Material (mark one)

- _____ No other material included
- _____ Other material included (describe--attach additional pages if needed)

Exceptions (mark one):

- _____ No exceptions
- _____ Exceptions taken (describe--attach additional pages if needed)