



REQUEST FOR PROPOSALS

**PROFESSIONAL AUDIT AND TAX SERVICES FOR
COLLEGE OF DUPAGE FOUNDATION**

**Proposals due: Before 3:00 p.m.
on Wednesday, January 15, 2016**

Issued on: December 8, 2015

REQUEST FOR PROPOSALS
PROFESSIONAL AUDIT AND TAX SERVICES FOR COLLEGE OF DUPAGE FOUNDATION

TABLE OF CONTENTS

	<u>Page</u>
Introduction	3
Nature of Services	7
Description of the College of DuPage Foundation's Contract	9
Time Requirements	9
Assistance to be Provided to the Auditor and Report Preparation	10
Proposal Format	10
Proposal Requirements	11
Evaluation of Proposal	14
Method of Award	14
Cost Proposal	Attachment A
Cost Proposal for Additional Work	Attachment B
References	Attachment C
Signature Page	Attachment D

REQUEST FOR PROPOSALS
PROFESSIONAL AUDIT AND TAX SERVICES FOR COLLEGE OF DUPAGE FOUNDATION

I. INTRODUCTION

The College of DuPage Foundation, a discretely presented component unit, for the College of DuPage (Illinois Community College District Number 502) is requesting proposals from accounting firms, a general review and sign off of the 990 Federal and State Return and a Charitable Annuity Trust Filing Form 5227, and AG990-IL. These services are requested for fiscal years ending June 30, 2016, 2017, 2018, with exception to the Annuity Trust which ends in fiscal year 2017. A copy of the Foundation's Financial Statements for the Fiscal Year ended June 30, 2015 or other documents will be made available upon request and the form 990 can be obtained from Guidestar or upon request.

A. General Information

The College of DuPage Foundation (the Foundation) is a not-for-profit organization which was formed to promote the educational development and general educational welfare of the College of DuPage, Community College District Number 502 (the College).

The Foundation operates and maintains the Foundation within the College. The Foundation is a legally separate entity whose Board is elected by the Foundation Trustees. As required by accounting principles generally accepted in the United States of America (GAAP), these financial statements present the Foundation and any existing component units. Currently, the Foundation does not have any component units. However, pursuant to the standards established in Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity*, and GASB Statement No. 61, *The Financial Reporting Entity: Omnibus, an amendment of GASB Statements No. 14 and No. 34*, the College is considered a primary government since it is fiscally independent. The College has determined that the College of DuPage Foundation meets the requirements of GASB Statement No. 39, *Determining Whether Certain Organizations Are Component Units, an amendment of GASB Statement 14*, and GASB Statement No. 61, *The Financial Reporting Entity: Omnibus, an amendment of GASB Statements No. 14 and No. 34*, because of the nature and significance of the Foundation's relationship with the College, which has resulted in the College of DuPage Foundation being reported as a discretely presented component unit of the College.

COLLEGE OF DUPAGE FOUNDATION

STATEMENT OF FINANCIAL POSITION

June 30, 2015

(With Summarized Financial Information for June 30, 2014)

	<u>2015</u>	<u>2014</u>
ASSETS		
Cash and Cash Equivalents	\$ 67,754	\$ 326,540
Investments	6,788,514	7,287,170
Pledges Receivable	207,586	321,112
Cash Surrender Value of Life Insurance Policies	10,895	10,567
Investments - Restricted	5,452,426	5,415,305
Art Collection	1,733,068	1,125,918
Total Assets	<u>\$ 14,260,243</u>	<u>\$ 14,486,612</u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Due to College of DuPage	\$ 223,628	\$ -
Other Liabilities	8,956	15,560
Total Liabilities	<u>232,584</u>	<u>15,560</u>
NET ASSETS		
Unrestricted	3,035,473	3,121,251
Temporarily Restricted	5,539,760	5,934,496
Permanently Restricted	5,452,426	5,415,305
Total Net Assets	<u>14,027,659</u>	<u>14,471,052</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 14,260,243</u>	<u>\$ 14,486,612</u>

COLLEGE OF DUPAGE FOUNDATION

STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2015

(With Summarized Financial Information for the Year Ended June 30, 2014)

	2015				2014 Total
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total	
REVENUES					
Gifts and Contributions	\$ 1,131,689	\$ 280,711	\$ 36,793	\$ 1,449,193	\$ 2,366,192
Noncash Contributions	650,257	197,262	328	847,847	\$ 1,187,874
College In-Kind Contributions	705,677	-	-	705,677	689,699
Total Contributions	2,487,623	477,973	37,121	3,002,717	4,243,765
Net Investment Income	100,935	356,550	-	457,485	342,885
Net Realized Gain (Loss) on Sale of Investments	5,187	25,511	-	30,698	269,257
Net Unrealized Gain (Loss) on Investments	(232,757)	(716,961)	-	(949,718)	982,102
Change in Value of Split-Interest Agreement	-	6,604	-	6,604	6,399
Investment Income	(126,635)	(328,296)	-	(454,931)	1,600,643
Net Assets Released from Restrictions	544,413	(544,413)	-	-	-
Total Revenues	2,905,401	(394,736)	37,121	2,547,786	5,844,408
EXPENSES					
Program					
Scholarships Granted	382,803	-	-	382,803	409,832
Awards Granted	10,349	-	-	10,349	15,610
Cash Gifts to College of DuPage	1,476,961	-	-	1,476,961	1,074,492
Noncash Gifts to College of DuPage	248,673	-	-	248,673	61,828
College In-Kind Distribution	219,387	-	-	219,387	98,665
Other	1,248	-	-	1,248	1,375
Program Total	2,339,421	-	-	2,339,421	1,661,802
Management and General					
College In-Kind Distribution	106,264	-	-	106,264	160,518
Other Management and General	151,074	-	-	151,074	36,587
Management and General Total	257,338	-	-	257,338	197,105
Fundraising					
College In-Kind Distribution	380,026	-	-	380,026	430,416
Other Fundraising	14,394	-	-	14,394	106,896
Fundraising Total	394,420	-	-	394,420	537,312
Total Expenses	2,991,179	-	-	2,991,179	2,396,219
Change in Net Assets	(85,778)	(394,736)	37,121	(443,393)	3,448,189
Net Assets, Beginning of Year	3,121,251	5,934,406	5,415,305	14,471,052	11,022,863
Net Assets, End of Year	\$ 3,035,473	\$ 5,539,760	\$ 5,452,426	\$ 14,027,659	\$ 14,471,052

The Foundation administers a charitable remainder trust (the Trust). A charitable remainder trust provides for the payment of distributions to the grantor or other designated beneficiaries over the Trust's term. Obligations to the beneficiaries are limited to the Trust's assets. At the end of the Trust's term, the remaining assets are available for the Foundation's use. Assets are recorded at fair value when received and a liability is recorded for the net present value of the estimated future payments to the beneficiaries. The portion of the Trust attributable to the net present value of the future benefits to be received by the Foundation was recorded in the statement of activities as a temporarily restricted contribution in the period the Trust was established. Assets held in the Trust totaled \$57,379 at June 30, 2015 and are reported at fair value in the Foundation's statement of financial position. The net present value of the estimated future payments to beneficiaries of \$8,956 as June 30, 2015 is calculated using the discount rate when the trust was established of 4% and is reflected in other liabilities in the accompanying statement of financial position.

B. Scope of Audit

The audit scope shall be as described in **Section II. Nature of Services Required.**

C. Cost of Proposal Preparation

There is no express or implied obligation for College of DuPage Foundation to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

D. Questions & Answers

If any firm submitting a proposal for audit services is in doubt as to the true meaning of the specifications or other documents or any part thereof, the firm shall request clarification from the Director of Finance. All requests for clarifications, or other type of communications regarding this engagement, must be submitted in writing by 3:00 p.m. Wednesday, January 15, 2016. Requests for clarification shall be accepted as follows:

E-mail to:

Nicholas Peczkowski peczkowskin@cod.edu

E. Proposal Submission and Evaluation

To be considered, firms must deliver on or before 3:00 p.m. on January 15, 2016 **seven (7) copies** of the proposal to Nicholas Peczkowski, Director of Finance, College of DuPage Foundation, 425 Fawell Blvd., SRC 2130, Glen Ellyn, Illinois 60137-6599. College of DuPage Foundation reserves the right to reject any or all proposals submitted.

During the evaluation process, College of DuPage Foundation reserves the right, where it may serve the Foundation's best interest, to request additional information or clarification from proposers. At the discretion of College of DuPage Foundation, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

College of DuPage Foundation reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between College of DuPage Foundation and the firm selected. It is anticipated the selection of a firm will be completed by the March 2016 Board Meeting.

F. Subcontracting

Following the award of the audit contract, no additional subcontracting will be allowed without the express prior written consent of College of DuPage Foundation.

G. Terms of Engagement

A three year contract is contemplated, subject to the annual review and recommendation of the College of DuPage Foundation Board of Trustees, the satisfactory negotiation of terms, including a price acceptable to both College of DuPage Foundation and the selected firm and the concurrence of the Board of Trustees.

It is understood that there are specific additional first year start up costs for an audit firm that are not always included in the proposal, based upon the assumption that a continuing relationship will exist between the audit firm and the client. While the Foundation will not contract for more than a three (3) year commitment, the Foundation is aware of the advantages of a continuing relationship.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work to be Performed, Audit

These audits shall include an examination of the books and records of the College of DuPage Foundation, including the Art Collection, and will be performed for the purpose of expressing an opinion.

These audits must be performed in accordance with auditing standards generally accepted in the United States of America, Government Auditing Standards issued by the Comptroller General of the United States, the provisions of the Office of Management and Budget (OMB) Circular A-133, "Audits of States, Local Governments, and Other Non-Profit Organizations," the requirements of Section III of the Illinois Community College Board *Fiscal Management Manual*, June 2009, and as amended, and any specific requirements of grantor agencies.

The College of DuPage Foundation desire the auditor to express an opinion on the fair presentation of its Basic Financial Statements, in conformity with accounting principles generally accepted in the United States of America.

B. Scope of Work to be Performed, Tax Forms

The Foundation is required to file Exempt Organization Business Income tax returns (IRS Form 990 and Illinois Form IL 990). The College of DuPage Foundation will provide a complete draft of the tax form for the preparation of those returns. The auditing firm will be responsible for the, review, and signing of the tax returns.

The Foundation is required to file a Split Interest Trust Return (IRS Form 5227 and Illinois Form AG990-IL). The College of DuPage Foundation will provide the basic information for the preparation of those returns. The auditing firm will be responsible for the preparation, review, and signing of the tax returns.

C. Other Services

The Foundation may require additional services from time to time on special reviews or implementation of any GASB statements. Please submit an hourly rate for these additional services that may be required. (See Attachment B)

D. Summary of Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. Independent Auditors' Report expressing an opinion on the fair presentation of the basic financial statements, in conformity with accounting principles generally accepted in the United States of America.
2. A Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
3. In the required report(s) on internal controls, the auditor shall communicate any control deficiencies, significant deficiencies, or material weaknesses found during the audit. A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. A material weakness is a significant deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis.
4. A separate Management Letter including all control deficiencies, significant deficiencies, and material weaknesses, including status of prior year findings and management's responses to each comment.

Following the completion of the Tax Filings of the fiscal years, the auditor shall issue:

1. Electronic Filing directions for the 990
2. Complete and signed 990 Return
3. Complete and signed State Filing and directions for the 990
4. Complete and signed 5227 with directions for filing
5. Complete and signed AG990-IL with directions for filing

E. Other Considerations

1. Complete instructions and assistance of all filing requirements, electronic filing and assistance of all filing requirements will be part of this engagement. Any letters or notification for the State or IRS will be forwarded to the firm if assistance is needed, and you will be responsible for timely responses to questions regarding notification received.

2. Any assistance needed by the College’s Audit firm, including but not limited to a bridge letter or supplemental testing will be required as the Foundation is a component unit of the College.

F. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor’s expense, for a minimum of three (3) years, unless the firm is notified in writing by College of DuPage Foundation of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

1. College of DuPage
2. U.S. Department of Education
3. U.S. General Accounting Office (GAO)
4. Illinois Community College Board (ICCB)
5. Parties designated by the federal or state governments or by College of DuPage as part of an audit quality review process
6. Auditors of entities of which College of DuPage is a sub-recipient of grant funds

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE FOUNDATION CONTACT

A. Name and Telephone Number of Contact Person

The auditor’s principal contact with College of DuPage Foundation will be Nicholas Peczkowski, Director of Finance, or a designated representative, who will coordinate the assistance to be provided by College of DuPage Foundation to the auditor. Key contact information is listed below:

<u>Name</u>	<u>Office</u>	<u>Telephone</u>
Nicholas Peczkowski Director of Finance	SRC 2130	(630) 942-3946

IV. Time Requirements

A pre-audit conference will be held annually with appropriate Foundation and Board personnel in order to establish schedules for field work.

Preliminary fieldwork should begin no later than June 30 of each year

Year-end fieldwork should begin in August of each year

Submission of a draft audit report and draft management letter shall be completed by September 1, each year

Submission of the final audit report and final management letter shall be completed by September 7, each year.

An audit close-out meeting will be held at the end of field work annually with appropriate College of DuPage Foundation personnel in order to discuss issues that arise during the audit.

If requested, other post audit conferences shall be held with the appropriate administrators and staff and the Board of Trustees.

990 Final Review will be due no later than November 10th.

Annuity Trust Filing will be due no later than 1 week before the established tax date for that given year.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Office Assistance

The Foundation audit coordinator, staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. In addition, the Foundation staff prepares many of the worksheets and analyses that are used by the auditors. Foundation staff prepares the entire Financial Statements, other than the auditors' reports that are included therein.

The proposal should include a list of all of the "prepared by client" worksheets and analyses that would be expected from College of DuPage Foundation staff for the purpose of completing the audit.

B. Report Preparation

Preparation of the Financial Statements, editing, shall be the responsibility of the College of DuPage Foundation, but printing and binding of these reports shall be the responsibility of the audit firm. Approximately 40 copies of each report are printed annually.

VI. PROPOSAL FORMAT

In order to simplify the review process and obtain the maximum degree of comparison between firms, please submit your firm's proposal according to the outline listed below.

Proposals must be printed, computer generated or typewritten, single spaced, space-and-a-half or double-spaced, on 8.5" x 11" paper, using both sides of the paper. All pages must be numbered. Margins

must be at least ½ inch on all sides. Font size can be no smaller than 10. Proposals using smaller font sizes or smaller margins may be rejected.

The total number of pages, excluding attachments, must not exceed 30 pages. Attachments and supporting documents not specifically required by the RFP will not be evaluated. Requested sample documents do not count against the page limit. Supporting materials submitted with the proposal, if any, will not be returned.

Firms must respond to all the items listed under **Section VII. Proposal Requirements**. Restate each item, use the same numbering and letter sequence as found in this Request for Proposal and then provide your response. Responses must be on the forms provided by College of DuPage Foundation where applicable.

VII. PROPOSAL REQUIREMENTS

The proposal shall demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposal requirements. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects **must** be included. They represent the criteria against which the proposal will be evaluated:

Seven (7) copies of the firm's proposal should be submitted in the following order:

1. Letter of Transmittal

The transmittal letter will express the firm's interest in undertaking this project with College of DuPage Foundation. The letter will summarize the firm's qualifications for being selected and express any special factors that the firm believes the Foundation should consider in selecting the firm. Finally, the letter shall indicate the name, title, direct address and direct telephone number of the Firm's main contact person for responding to any question, or for negotiating any contract.

2. Firm's Qualifications

- a) Professionally Recognized Firm - The proposal shall demonstrate that the firm is a certified public accounting firm that employs professional staff.
- b) Independence - The firm should provide an affirmative statement that it is independent of College of DuPage and College of DuPage Foundation as defined by auditing standards generally accepted in the United States of America, and by Government Auditing Standards issued by the Comptroller General of the United States.

The firm should also list and describe the firm's (or proposed subcontractors') professional relationship involving College of DuPage and College of DuPage Foundation for the past five (5) years, together with a statement expressing why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give College of DuPage Foundation written notice of any professional relationship entered into during the period of this agreement.

- c) License to Practice in Illinois - An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in the State of Illinois.
- d) Firm Qualifications and Experience - The proposal should state the size of the firm, the size of the firm's governmental/not-for-profit audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the staff to be so employed on a part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement of whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory or professional organizations.

- e) Partner, Supervisory and Staff Qualifications and Experience - The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Illinois. The firm should also provide information on the government/not-for-profit auditing experience of each person and membership in professional organizations relevant to the performance of this audit. The firm also should indicate how the quality of staff over the term of the agreement will be assured.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the engagement will be assured.

Engagement partners, managers, and other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the Foundation. However, in either case, the Foundation retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

The firm should identify the extent to which staff to be assigned to the audit reflect the College of DuPage Foundation's commitment to Affirmative Action.

- f) Similar Engagements with Other Government Entities, and Specifically Community College Foundations or Higher Education Institutions - For the firm's office that will be assigned responsibility for the audit, list the most significant engagements performed in the last five years that are similar to the engagement described in this request for proposals. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.
- g) Specific Audit Approach – The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as the Foundation's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Firms will be required to provide the following information on their audit approach:

1. Proposed segmentation of the engagement
 2. Level of staff and number of hours to be assigned to each proposed segment of the engagement
 3. Sample size and the extent to which statistical sampling is to be used in the engagement
 4. Extent of use of EDP software in the engagement
 5. Type and extent of analytical procedures to be used in the engagement
 6. Approach to be taken to gain and document an understanding of the Foundation's internal control structure
 7. Approach to be taken in determining laws and regulations that will be subject to audit test work
 8. Approach to be taken in drawing audit samples for purposes of tests of compliance
- h) Identification of Anticipated Potential Audit Problems - The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from College of DuPage Foundation.

- i) Cost Proposal - The bid should contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses. (See Attachment A.)

The additional form, which lists the hourly rates, is for any additional work that would need to be performed, i.e. separate audits to satisfy grantor agencies. (See Attachment B.)

- j) References – List at least three (3) customer references for similar projects. (See Attachment C.)
- k) Signature Page - Completed Signature Page (See Attachment D.)

VIII. EVALUATION OF PROPOSAL

The criteria for selection shall be:

- Qualifications of Firm
- Responses to Questions in Section VII. Proposal Requirements and Questionnaire
- Oral Presentation (to be conducted at the discretion of the College of DuPage Foundation)
- Cost Proposal Fees

IX. METHOD OF AWARD

A review committee will be formed to review the proposals submitted. The committee will rank the proposals and firms, with consideration for those items mentioned above. After ranking the proposals submitted, the committee will review the cost proposal of the top two or three firms. If, after review and evaluation of the firm's requirements and cost proposal, the committee determines that oral presentations would be beneficial, it will schedule these with the top two or three firms. The committee will re-evaluate these firms for final selection. A chief contact person for the firm, who has the ability to fully answer all questions regarding their proposal, will be expected to attend any oral presentation scheduled.

REQUEST FOR PROPOSALS
PROFESSIONAL AUDIT AND TAX SERVICES FOR COLLEGE OF DUPAGE FOUNDATION

ATTACHMENT A

COST PROPOSAL FORM

Please include this sheet with your proposal:

Submitted by: _____
(Name of Firm)

Date: _____

Proposed Fee for Fiscal Year:	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>Total</u>
Foundation Audit	_____	_____	_____	_____
990 Tax Returns, Federal and State	_____	_____	_____	_____
Annuity Trust Filings, Federal and State	_____	_____	<u> N/A </u>	<u> N/A </u>
Hourly Rate for Other Audits/Reviews	_____	_____	_____	_____
Proposed Number of Hours	_____	_____	_____	_____

REQUEST FOR PROPOSALS
PROFESSIONAL AUDIT AND TAX SERVICES FOR COLLEGE OF DUPAGE FOUNDATION

ATTACHMENT B

COST PROPOSAL FORM
FOR FEES FOR ADDITIONAL WORK NOT INCLUDED
WITH THE FINANCIAL REPORT

Describe Work to be Performed: _____

Submitted by: _____
(Name of Firm)

Date: _____

	<u>2016 Hourly Rates</u>		<u>2017 Hourly Rates</u>		<u>2018 Hourly Rates</u>	
	Standard Rates	Quoted Rates	Standard Rates	Quoted Rates	Standard Rates	Quoted Rates
Partners	_____	_____	_____	_____	_____	_____
Managers	_____	_____	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____	_____	_____

REQUEST FOR PROPOSALS
PROFESSIONAL AUDIT AND TAX SERVICES FOR COLLEGE OF DUPAGE FOUNDATION

ATTACHMENT C

REFERENCES

Provide at least three (3) customer references for similar projects.

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

CONTACT PERSON _____

TELEPHONE _____

EMAIL _____

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

CONTACT PERSON _____

TELEPHONE _____

EMAIL _____

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

CONTACT PERSON _____

TELEPHONE _____

EMAIL _____

REQUEST FOR PROPOSALS
PROFESSIONAL AUDIT AND TAX SERVICES FOR COLLEGE OF DUPAGE FOUNDATION

ATTACHMENT D

SIGNATURE PAGE

THE UNDERSIGNED IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE UNDERSIGNED THAT ALL THE STATEMENTS, CERTIFICATIONS AND INFORMATION SET FORTH WITHIN THESE CERTIFICATIONS ARE TRUE, COMPLETE AND CORRECT AS OF THE DATE THE SIGNATURE PAGE IS SIGNED. THE UNDERSIGNED IS NOTIFIED THAT IF THE COLLEGE OF DUPAGE FOUNDATION LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE UNDERSIGNED SHALL BE SUBJECT TO TERMINATION.

- A. Prevailing Wage Act. To the extent required by law, Contractor shall not pay less than the prevailing wage as established pursuant to an Act Regulating the Wages of Laborers, Mechanics, and Other Workman employed under Contract for Public Workers 820 ILCS 130/1 *et seq.*
- B. Human Rights Act. To the extent required by law, Contractor shall abide by the Illinois Human Rights Act, 775 ILCS 10/0.01 *et seq.*
- C. Drug Free Workplace. To the extent required by law, Contractor shall abide with the requirements of the Drug Free Workplace Act 30 ILCS 580.1 *et seq.*
- D. Sexual Harassment Policy. Contractor represents by the signing of this Agreement that it has a written sexual harassment policy that is in accordance with 775 ILCS 5/2-105 (A) (4).
- E. Non-debarment. By executing this agreement Contractor certifies that it has not been debarred from public contracts in the State of Illinois for violating either 33E-3 or 33E-4 of the Public Contracts Act, 720 ILCS 5/33E-1 *et seq.*
- F. Fair Employment Practice *Contractor is* in compliance with all State and Federal laws regarding Fair Employment Practice as well as all rules and regulations.

ADVICE

MINORITY/WOMAN-OWNED/DISADVANTAGED BUSINESS? YES _____ NO _____. If yes, please attach copy of certification and advise certification number and expiration date below:

Name of Certifying Entity: _____

Certification #: _____ Expiration Date: _____

LET IT BE KNOWN TO ALL PROPOSERS THAT THE ABOVE INFORMATION WILL BE USED AS A CRITERION IN THE EVALUATION OF VENDORS. MINORITY AND WOMAN OWNED BUSINESSES ARE ENCOURAGED TO APPLY.

SIGNED _____ DATE _____

NAME (printed) _____

TITLE _____
(Authorized Agent)

COMPANY NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____ FAX _____

E-MAIL ADDRESS _____

All vendors providing services for any portion of this project are required to provide a valid e-mail address in which to facilitate transfer of information related to the project.