

# **Request for Proposal**

**RFP #21003**

**External Auditing Services**

**Due: Friday, January 22, 2021**

**@ 2:00 PM CST**

*Issue Date of this Document: 11/30/2020*

**Serving as Lead Agency: Fox Valley Technical College**

**1825 North Bluemound Drive \* PO Box 2277 \* Appleton, WI 54912-2277**

Please be advised that all Proposers should register online at [www.onvia.com/wapp](http://www.onvia.com/wapp) to receive future solicitation notices from the Wisconsin Technical Colleges Purchasing Consortium and its member colleges. For more information, please see the Section titled: "Distribution of Procurement Solicitations" in this document.

The Wisconsin Technical College System (WTCS) is composed of 16 independent technical colleges and one central office located throughout the State of Wisconsin. When it is in the best interests of the member WTCS Colleges, two or more Colleges will work together to contract for products or services that those Colleges can use in their day-to-day operations.

For that purpose, Fox Valley Technical College, Gateway Technical College, Lakeshore Technical College (including Wisconsin Indianhead Technical College, Lakeshore Technical College, and Mid-State Technical College (WILM) Consortium), Madison Area Technical College, Mid-State Technical College, Milwaukee Area Technical College, Moraine Park Technical College, Southwest Technical College, Waukesha County Area Technical College, affiliated Foundations, and Wisconsin Technical College Employee Benefits Consortium (WTCEBC), which are hereby referred to as “Colleges” or “Customers,” are working together to establish a contract for External Audit Services. Please note, this contract may be used by *College-supported* Foundations, and is not under the WTCS Purchasing Consortium’s or Fox Valley Technical College’s authority for *privately-operated* Foundations. If something in this RFP says ‘College’ or ‘College and/or Foundation’ and does not say ‘College, Foundation, and/or Consortium,’ ‘Colleges’ or ‘Customer,’ the intent is that it applies to all three types of entities unless something is specifically stated to exclude a type of entity.

The participating Colleges invite qualified, independent public accountants, hereby referred to as “Firms” or “Proposers,” to submit proposals for any or all of the identified Colleges to perform audits of financial accounts and records covering the three fiscal years ending June 30, 2021; June 30, 2022; and June 30, 2023, with an option to renew for two more fiscal years: June 30, 2024; and June 30, 2025.

The purpose of these audits is to render an auditor’s opinion regarding the fairness of applicable financial statements in accordance with generally accepted auditing standards and accounting principles. A copy of each College’s June 30, 2019 and June 30, 2020 (after finalized) audited financial statements, single audit, management letter, and 2020/21 adopted budget document is available online (Exhibit B) and upon request.

It is the intent that this RFP will be awarded to one firm; however, if it is in the best interests of the participating Colleges, Foundations, or Consortiums, multiple awards may be made to ensure coverage that meets the specific needs. Based on the locations and number of Customers included in this joint RFP, as well as the capacity levels of the audit firms that may submit a response to this proposal, one Firm may not be selected to serve all Colleges, Foundations, and the Consortiums included in this RFP. Multiple awards will be based on a variety of factors including point scoring as defined by this RFP, cost proposals offered, relative need in a geographic area, and location of the Proposer in proximity to each WTCS district. As a result, the following should be kept in mind when submitting a proposal:

- Each College, Foundation, and Consortium will make its own decision on which Firm best meets its needs.
- Firms should only submit proposals for those Colleges, Foundations, or Consortiums where it feels it has the capacity to serve effectively. Based on the number of Colleges, Foundations, and Consortiums included in this RFP, Firms can pick and choose which entities to which their proposal applies.
- If your Firm can offer lower rates if it is awarded to more than one Customer, be sure to complete and return the ‘Joint College Discount Exhibit’ form.

<b>GENERAL INFORMATION</b>
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Each College is one of sixteen technical colleges in Wisconsin and a municipal corporation of the State of Wisconsin. The Colleges adhere to generally accepted accounting principles of the Governmental Accounting Standards Board (GASB) and the Financial Accounting Manual of the Wisconsin Technical College System.

Each affiliated Foundation is a separate not-for-profit Wisconsin corporation without stock. The College-operated Foundations are not private and are, therefore, exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Each Foundation's purpose is to support students and educational activities. Each has a separate board, which is independent of the College's control. The Foundations adhere to generally accepted fund accounting principles of the Financial Accounting Standards Board (FASB).

The Wisconsin Technical College Employee Benefits Consortium (WTCEBC) is a consortium made up of nine technical colleges: Fox Valley Technical College, Lakeshore Technical College, Madison Area Technical College, Moraine Park Technical College, Nicolet Area Technical College, Northcentral Technical College, Southwest Technical College, Waukesha County Technical College, and Western Technical College. Health and prescription drug benefits for these eight colleges are being handled through this Consortium. For the fiscal year ending June 30, 2020, it is anticipated there will be approximately \$84 million in funding flowing through this Consortium. In future years, other technical colleges may elect to join the WTCEBC. In addition, the WTCEBC's Board of Directors may also securely handle other benefit contract terms that colleges may elect to participate in such as life, disability, vision, health advocacy/claims management and other voluntary benefits. The WTCEBC is a separate legal entity and will issue its own audit report separate from any of the colleges included in the WTCEBC. See Exhibit C for information on each College and the WTCEBC.

The WILM Consortium is a 66.0301 consortium made up of Wisconsin Indianhead Technical College, Lakeshore Technical College, and Mid-State Technical College. WILM is considered a special-purpose government with only fiduciary activities. The purpose of the consortium is to develop, procure, enhance and manage a customer-focused, state-of-art environment for performing administrative business services for consortium members. In addition to other information technology services, the three colleges share the implementation of the PeopleSoft software for Financials, Human Resources and Student Administration, and share the database in which each college's data is stored. LTC is the current fiscal agent for the WILM Consortium, processing the bills for WILM and in turn, billing each of the colleges for their share of the expenditures through the Fiduciary Fund. Total budgeted revenues and expenditures for 2018-19 are \$1,404,000. A separate audit report will be issued for the WILM Consortium.

## **PERFORMANCE SPECIFICATIONS**

The Firm's proposal must indicate if the Firm is able to meet or exceed the following performance specifications. Explain in detail any exceptions your Firm may have regarding these specifications and how you will meet the need or requirement identified.

1. The Colleges' audits shall be conducted in compliance with GASB's auditing standards and Generally Accepted Accounting Principles (GAAP) for state and governmental units. Under GASB Statements 34 and 35 for public colleges and universities, all Colleges report as a governmental entity engaged only in business-type activities.
2. The Colleges' Foundation audits shall be conducted in compliance with FASB's auditing standards and Generally Accepted Accounting Principles (GAAP) for non-profit organizations.
3. The firm shall conduct its audit and issue its report(s) in accordance with the Wisconsin Technical College System guidelines as outlined in the Financial and Single Audit Section of the WTCS Financial and Administrative Manual (FAM). For a copy of the manual, please visit: [WTCS Financial and Administrative Manual](#).
4. The audits shall be for the purpose of expressing an auditor's opinion on the extent to which the financial statements are fairly presented in conformity with GAAP. The auditors are not required to audit the statistical section of any Comprehensive Annual Financial Report (CAFR) unless requested.

5. The audits shall be for the purpose of expressing an auditor's opinion on the extent to which the financial statements are fairly presented in conformity with GAAP. The financial statements on which the firm shall express an opinion should be the College's, Foundation's, or Consortium's basic financial statements. Additionally, an "in relation to" opinion shall be expressed on the accompanying combining, individual fund, and account group statements and schedules.
6. Some of the Colleges utilize an Other Post-Employment Benefits (OPEB) trust. As a result, the financial statements for those Colleges will include additional basic financial statements and footnote disclosures as required by GASB Statements 43 and 45. See Exhibit C.
7. The College and Foundation audits of financial statements will be performed annually and will cover a one (1) year period from July 1 through June 30 for the years ended 2021, 2022, 2023, with an option to review for two more years. Lakeshore Technical College is under contract for fiscal year ending 2021; therefore, the contract for Lakeshore Technical College, including the WILM Consortium would start for the fiscal year 2022. Refer to Exhibit C for specific details for each College, Foundation, and Consortium.
8. The Firm shall annually submit written reports on Internal Accounting Controls and Management Letters for each College and Foundation that identify management concerns observed during the audit, assess their effects on financial management, and propose steps toward eliminating or minimizing them.
9. The Firm shall perform financial and compliance audits of the Colleges' federal, state, and locally funded programs and student loan/financial assistance programs in accordance with Generally Accepted Auditing Standards and in compliance with the provisions of The Office of Management and Budget's (OMB) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* at 2 CFR 200 and related single audit compliance supplements, the *Standards for Audit of Governmental Organizations, Programs, Activities, and Functions* issued by the U.S. General Accounting Office (GAO), the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration, and the Wisconsin Technical College System's (WTCS) Financial and Administrative Manual (FAM). For a copy of the manual, please visit: [WTCS Financial and Administrative Manual](#).
10. The Firm shall make its work papers for the Colleges' audits available to the College or to the Wisconsin Technical College System Board, the U.S. Department of Education, and other appropriate outside agencies upon request and notification to the College and in accordance with federal and state grant provisions.
11. The Firm shall provide, at no additional charge, routine consultation regarding recommended accounting procedures, state and federal tax issues, and Wisconsin Department of Revenue regulations as they apply to each College or Foundation. Additional work of a substantial nature shall be approved before the work is performed and billed at a rate not to exceed the hourly rates quoted in the Firm's response to this proposal, unless both parties mutually agree in advance of work to be performed at a negotiated rate.
12. As applicable to each College (see Exhibit C), the Firm shall provide the following:
  - a. Assistance in maintaining the Governmental Reporting Certification Program(s)
  - b. Electronic copies of all relevant word processing and/or spreadsheet files (annually and post-contract)
  - c. Electronic copies of master copies of financial statements and schedules
  - d. Electronic copy of the Comprehensive Annual Financial Report in PDF
  - e. Attendance, when requested, at the College and Foundation board meetings
  - f. Review of the CAFR against the GFOA checklist
  - g. Completion of the certificate applications and related checklists
  - h. Completion of the Data Collection Form and related filings
  - i. Completion of the Foundation tax returns – federal and state

- j. A searchable electronic copy of the audit or Comprehensive Annual Financial Report, whichever is applicable, that conforms with and can be uploaded to EMMA and EZ Audit websites or any other regulatory website requiring an electronic copy of the document.
13. No more than two (2) auditors or 50% of the audit team shall have less than one (1) year of audit experience. If requested, the Firm must provide documentation showing team make-up and, more specifically, how it relates to billable hours.

<b>PROPOSAL REQUIREMENTS</b>
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For the purpose of this RFP process, Fox Valley Technical College (FVTC) is the lead agency representing the WTCS participating Colleges in this effort.

Proposals and all associated documentation shall be submitted using Electronic Bidding (e-bidding) in DemandStar. For instructions, please refer to Appendix A that has been uploaded into DemandStar. It is the responsibility of the Proposer to ensure that the proposal was submitted in full, complete, and on time. If you have questions, please follow up with Amy Maas at 920-993-5127 or [purchasing@fvtc.edu](mailto:purchasing@fvtc.edu).

Proposals must be received by or prior to 2:00 p.m. CST on Friday, January 22, 2021. Proposals will not be publicly opened for this RFP process. The entire proposal and other supporting documents shall be prepared and completed in the manner specified herein. Failure to meet any of these minimum requirements, or inability to perform any of the tasks outlined in the Performance Specifications, shall be explained on the Proposal Submission Form. The Colleges, Foundations, and/or Consortiums reserve the right to determine if any noted deviations or qualifying statements indicated in a proposal are in the best interest of the College, Foundation, and/or Consortium, and reserves the option to reject any proposal, all proposals, or a portion of a proposal, on that basis. The Proposer shall submit a proposal that meets the requirements as stated in this Request for Proposal document. All documents shall be provided in a professional and legible fashion. Addenda issued during the time of bidding shall become a part of the proposal documents. Any proposals received after 2:00 p.m. CST on January 22, 2021 may be disqualified.

All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for a period of a minimum of ninety (90) days but not to exceed one hundred twenty (120) days from the date of the opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of the Firm(s) prior to the awarding of the contract.

The Colleges, Foundations, and Consortiums and all participating governmental agencies are exempt from payment of all federal excise and all state and local sales taxes. Such taxes shall not be computed or quoted as part of the bid.

**Public Information:** All submitted proposals become the property of the College(s), and information included therein or attached thereto shall become public record after the final award of the contract(s) is made.

**Interpretation and Contact Person:** If the Proposers need additional information in order to interpret the specifications or requirements, written questions shall be submitted via e-mail ([purchasing@fvtc.edu](mailto:purchasing@fvtc.edu)) addressed to: Amy Maas, Contract and Procurement Coordinator, Fox Valley Technical College, Financial Services. In order to ensure fairness to all prospective Proposers, individual Colleges will not accept or respond to questions from Proposers. Proposers shall not direct questions to individual Colleges.

No verbal explanation or instructions will be given in regard to this RFP during the proposal period. Proposers shall bring questions, inadequacies, omissions, or conflicts to FVTC's attention. **All requests for clarification or interpretation must be received on or before Friday, December 11, 2020 at 2:00 p.m. CST.** All requests for

clarification or interpretation shall be directed via e-mail to [purchasing@fvtc.edu](mailto:purchasing@fvtc.edu). Responses to questions received will be supplied to all Proposers of record by addendum via DemandStar.

No information provided verbally or by any other personnel will be considered binding. All Proposers shall use this written document and its attachments as the sole basis for proposals.

**Proposal Costs:** The Colleges, Foundations, and Consortiums are not liable for any cost incurred by the Proposer in replying to the Request for Proposal.

**Withdrawal of Proposal:** Proposals may be withdrawn by written request received from the Proposer or an authorized representative thereof prior to the time fixed for opening of proposals, without prejudice to the right of the Proposer to file a new proposal. Withdrawn proposals will be returned unopened. Negligence on the part of the Supplier in preparing their proposal confers no right for withdrawal of the proposal after it has been opened.

**Content of Proposal:** All attachments, additional pages, addenda, or explanations supplied by the Proposer with this proposal shall be considered as part of the proposal response.

**Reservations:** This Request for Proposal (RFP) does not commit any College, Foundation, or Consortium to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure a contract for services. The College(s) reserve the right to accept or reject any or all proposals as a result of this request, to waive minor irregularities in the proposal, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP if it is in the best interest of the College(s) to do so. The College(s) may require the Firms to participate in negotiations, to submit such price, technical or other revisions in their proposal as may result from negotiations between the parties.

**Amendment of Proposals:** Any conditional proposal, amendment to the proposal or attachment thereto, or the inclusion of any correspondence, written or printed matter, or details of any nature other than that specifically called for, which would alter any essential provision of the Contract or require consideration of unsolicited material or date in determining the award of the Contract may disqualify the proposal. Written alterations to the proposal will not be accepted or considered. All exceptions to the terms and conditions of the RFP must be in writing and reference the excepted sections.

## CONTRACTS, BILLING, AND PAYMENT

Each College, affiliated Foundation, and Consortium may sign a separate contract with the awarded Proposer (“Firm”) that it selects. In addition, a signed engagement letter is required by the Wisconsin Technical College System’s [Financial Accounting Manual](#) for each year’s audit.

The Firm will bill each College and Foundation directly. Progress billings will be accepted at the discretion of Firm and Customer. Final payment will be due upon receipt of the complete and accepted final report(s). Each College may retain 10% of the audit fees until completion of any outstanding audit work and the acceptance of the final report(s).

## ADDITIONAL REQUIREMENTS

**Applicable Law:** Except as provided herein, Wisconsin will be the forum for all disputes.

**Assignment or Subcontract:** The Firm may not assign or subcontract external financial audit services without the written consent of the applicable College(s). Any subcontractor used must be identified and the portion of the work they will complete must be detailed and accepted by the Colleges before it is started.

**Best and Final Offer (BAFO):** At its sole discretion, Fox Valley Technical College may request Proposers to submit a Best and Final Offer (BAFO) for further clarification. BAFOs will be evaluated against established evaluation criteria given in the BAFO request. There is no obligation on the part of Fox Valley Technical College to request a BAFO. Therefore, Proposers should always submit their best proposal with their original submission.

**Cancellation Clause:** A College, Foundation, or Consortium may, without cause, terminate its Contract by giving written notice of such termination to the awarded Supplier. In the event of such termination, the College, Foundation, and/or Consortium shall reimburse the Firm for all services performed and reasonable expenses actually incurred by the Firm in relation to the work prior to the Firm's receipt of such notice of termination.

**Distribution of Procurement Solicitations:** DemandStar.com is the automatic Supplier registration, procurement notice and document distribution system used by the Wisconsin Technical Colleges Purchasing Consortium and its member colleges. Proposers interested in receiving bid and proposal information must register online at [www.onvia.com/wapp](http://www.onvia.com/wapp) to access all bidding opportunities. Registration is free. It is the responsibility of the Proposer to regularly monitor this website. A Proposer's failure to retrieve available, required procurement information and include the appropriate documentation and information in solicitation responses may result in disqualification.

**Independent Contractor Status:** The Firm agrees that it is an independent contractor with respect to the services provided pursuant to this proposal. Nothing in this proposal shall be construed to create the relationship of employer and employee between the parties. The selected Firm(s) will be responsible for any federal or state taxes applicable to this contract and for complying with the requirements of all federal and state laws pertaining to income tax withholding, unemployment insurance, and other insurance applicable and necessary for its employees. Employees of the Firm will not be eligible for any Federal Social Security, State Worker's Compensation, Unemployment Insurance, or Retirement System benefits under this contract, except for the benefits provided by the contractor.

**Insurance:** Successful Firm(s) will supply applicable College(s), Foundation, and/or the Consortium with the name of its insurance carrier and liability coverage limits. At the time a College, Foundation, or Consortium decides to use the contract with the selected Firm, the selected Firm will furnish the College, Foundation, or Consortium with an insurance certificate that meets the College's, Foundation's, Consortium's requirements. The College, Foundation, or Consortium shall be named as additional insured with respect to general and professional liability coverage for damages arising out of negligent acts, errors or omissions of the Firm in the conduct of its performance for the minimum of \$1,000,000 per occurrence. Should any insurance policy be canceled before the expiration date of the contract, the issuing company must provide thirty (30) days' written notice to the respective College, Foundation, or Consortium. A company licensed to do business in Wisconsin or signed by an agent licensed by the State of Wisconsin must issue the insurance certificate. Failure to submit an insurance certificate may make the contract voidable at the College's, Foundation's, or Consortium's discretion.

**Indemnification:** The successful Firm(s) agree to indemnify, hold harmless, and defend the applicable College(s), Foundation, and/or Consortium, its officers, agents, and employees from any and all liability, including claims, demands, damages, actions, or causes of action, together with any and all losses, costs, or expenses, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the successful Firm(s), its employees, agents, or subcontractors.

**Nondiscrimination:** In connection with the performance of work under this RFP, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin, or ancestry. This provision must be included in all subcontracts.

## EVALUATION PROCEDURES

This is a Request for Proposal and factors other than costs will be reviewed and evaluated. Evaluations of the proposals will be based on a weighted point system. The evaluation of the proposals will be conducted by an Evaluation Committee comprised of employees from multiple Colleges, Foundations, and/or Consortiums.

In Phase I, Proposals will be first evaluated to verify that they meet the mandatory requirements of this RFP as referenced. Proposers not meeting these requirements will not move forward in the evaluation. The Evaluation Committee may decide to contact one or more of the Firms to obtain clarification to responses given in the proposal submission. As a result of these follow-up questions, scores may be adjusted based on the responses.

### Phase I – Written Proposal

Evaluation Criteria	Points
Qualifications of the Firm	30
Technical Approach	25
Fees	20
References, Responsiveness to RFP, and Other Matters	25
Total	100

Following the initial phase, evaluators from each College, Foundation, and/or Consortium will determine which Proposer(s) scored highest. Based on each entity's evaluation and scores, the Evaluation Committee as a whole will determine which Firm(s) to invite to Phase II. The Evaluation Committee as a whole will interview all Firms that are invited to Phase II. The format and required content of the interviews will be shared with the finalists on or before Wednesday, February 10, 2021.

The interviews of two or more finalists will be scheduled through Microsoft Teams and will be held on Thursday, February 18, 2021 and Friday, February 19, 2021. Scores may be adjusted based on the interviews. The evaluation team from the Colleges, Foundations, and/or Consortium will evaluate the proposals using the following rating scale:

### Phase II – Interview

Evaluation Criteria	Points
Qualifications of the Firm	30
Relevant Experience	25
Responsiveness to RFP	20
References	25
Total	100

The Evaluation Committee may, at its sole discretion, contact references for any of the finalists. Each College, Foundation, or Consortium shall be the sole judge of which Firm(s), when the applicable proposal is viewed in its entirety, including responses to follow-up questions, interviews, and reference checks, best meets the needs of each College, Foundation, or Consortium. The selected Proposer(s) will be notified no later than Thursday, April 1, 2021.

**Timeline** – The following timeline will be followed:

- |                                    |  |
|------------------------------------|--|
| • Issue Request for Proposal       | Monday, November 30, 2020                          |
| • Due Date for Questions           | Friday, December 11, 2020 by 2:00 p.m. CST         |
| • Responses to Questions           | Wednesday, December 23, 2020                       |
| • Due Date for Proposals           | Friday, January 22, 2021 by 2:00 p.m. CST          |
| • Interviews                       | Thursday, February 18 and Friday February 19, 2021 |
| • Notification of Selected Firm(s) | No later than Thursday, April 1, 2021              |

Fox Valley Technical College, the lead agency for this RFP, reserves the right to change the dates with adequate notice to the Firms, if the need arises.



## **PROPOSAL REQUIREMENTS**

The following requirements shall be completed and submitted in the order they are documented in this request for proposal. Failure to provide required forms and information with your proposal responses may disqualify your proposal.

**A. Qualifications of the Firm:**

1. A description of your firm and its relevant prior higher education and local government audit experience.
2. A description of the relevant experience and qualifications of partners and managers to be assigned to the engagement, including their resumes.
3. A copy of the Firm's Affirmative Action Plan.
4. A copy of the Firm's most recent Peer Review Report.

**B. Technical Approach:**

1. Describe how your Firm will be able to meet or exceed the aforementioned **Performance Specifications**.
2. A tentative schedule for performing the key phases of the audit.
3. A brief description of the audit process, including a plan of transition to be followed if applicable to that particular College, presented in the form which shall best aid each College, Foundation, and Consortium in evaluating your Firm's ability to identify, evaluate, and communicate. Be specific as to audit procedures/expertise that relate to each College's ERP system, which are an integral part of the financial reporting and recordkeeping processes.

**C. Fees:**

1. Proposer shall provide a maximum all-inclusive fee schedule, itemized by staff member, their specific role, and the per hour fee, including expenses, that the Firm will charge for the audits and an average hourly rate for any additional services that may be needed beyond the audit scope. The fees/rates, including the number of hours for each of the previously defined audits, should be itemized separately by year or audit period and the attached Net Cost Exhibit(s) must be signed and included in your RFP.
2. GASB and FASB periodically approve new regulations that may have an effect on each College's, Foundation's, or Consortium audited financial statements, the work performed by the Firm, and the audit fees to be charged; as an example, GASB 87. Your Firm's response should identify any upcoming regulation changes that may be known at this point in time that could have an impact on the fees your Firm is proposing and identify how your Firm's fee proposal may be impacted as a result.

**D. References, Responsiveness to RFP, and Other Matters:**

1. Proposers shall complete the References Form (enclosed).
2. Proposers shall complete the Individual Net Cost Exhibit sheets for each College, Foundation, or the Consortium for which the Firm is submitting a proposal.
3. Proposers may complete the Joint College Discount Exhibit.
4. The Proposer has the option to provide response for any one or any combination of two or more Colleges, Foundations, or the Consortiums.
5. Each College, Foundation, and the Consortium reserves the right to accept or reject any and all proposals and to select the proposal that best meets its interests/needs.

<b>PROPOSAL SUBMISSION FORM</b>
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**General**

All information relating to the Request for Proposal shall be included with the following documentation:

1. Responses to Proposal Requirements (Page 9)
2. Proposal Submission Form (Pages 10-11)
3. Exhibit A: Net Cost Exhibit Worksheets (Pages 12-24)
4. Joint College Discount Exhibit (Page 25)
5. References Form (Page 26)

**Addendum(s)**

List Addendum Numbers you have received (if applicable) \_\_\_\_\_

**Company Information:**

Firm Name:				
Contact Person:				
Address:				
	Street	City	State	Zip
Telephone:		Email address:		

I have carefully examined all the proposal provisions and items to be addressed in the proposal, and hereby submit my proposal herewith, which contains a response to each of those items. The Firm agrees to comply with all the requirements outlined in the REQUEST FOR PROPOSAL:

YES       NO

If No, explain any Deviations or Exceptions from terms, conditions, or performance specifications:

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**Signatures**

The submission of a proposal shall be considered as a representation that the Proposer has carefully considered all conditions, has full knowledge of and understands the scope, nature and quality of work required, and is familiar with all applicable Federal, State, and Local regulations that affect, or at some future date may affect the performance of the contract.

By signing below, the Proposer hereby certifies that the proposal has been made without any connection with any other Proposer and is in all respects fair and without collusion or fraud, and it is made with the understanding that no elected officer or any employee of the College, Foundation, or Consortium has an interest or ownership or direct relationship with the Proposer.

If the Proposer’s proposal is accepted and a contract issued, then this Request for Proposal and all documents attached hereto including any amendments, the Proposer’s technical and price quotes and any other written offer/clarifications made by the Firm and if accepted by College, Foundation, and/or Consortium, will be incorporated into the entire Contract between College, Foundation, and/or Consortium, and the Firm. The Contract shall contain the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be deemed to exist or bind any of the parties hereto. The proper submission of this form by the Proposer will be considered as the Proposer’s offer to enter into a Contract in accordance with the provisions herein set forth.

Company \_\_\_\_\_

Date

Signature \_\_\_\_\_

Typed Name and Title \_\_\_\_\_

**EXHIBIT A**  
**Net Cost Exhibit**

The Net Cost Exhibit shall be completed along with the RFP responses and returned for each College, Foundation, and Consortium that the Proposer offers to do business with and is subject to the terms and conditions presented in this RFP. The fees and hours portion shall reflect the Proposer’s proposal for the specific College, Foundation, or Consortium for which the Proposer is providing an RFP response. The form for each specific College that the Firm submits a proposal for needs to be signed by the Engagement Partner authorized to commit the Proposer to the provisions of this RFP.

The following general provisions will apply individually for all Colleges, Foundations, and Consortiums included in this joint RFP:

1. Each College and related Foundation reserves the right to award the proposal for services to different audit firms.
2. No later than the start of preliminary field work, the audit firm will provide an electronic copy of the final Excel and Word files used for the prior year’s CAFR or audit reports for the College and/or Foundation, as appropriate.
3. Auditors will provide the College or Foundation an electronic copy of the final CAFR or audit report in PDF format when the audit is completed.
4. At the end of the audit engagement, the auditors will make available to the subsequent auditors an electronic file of the CAFR or audit document in Work and Excel formats, as appropriate.

Net Cost Exhibit Worksheets for participating Colleges, Foundations, WILM, or WTCEBC	Page
Fox Valley Technical College (FVTC) .....	13
Gateway Technical College (GTC).....	14
Lakeshore Technical College (LTC and WILM) .....	15
Madison Area Technical College (Madison College) .....	16
Mid-State Technical College (MSTC) .....	17
Milwaukee Technical College (MATC) .....	19
Moraine Park Technical College (MPTC) .....	20
Southwest Technical College (SWTC) .....	22
Waukesha County Technical College (WCTC).....	23
Wisconsin Technical College Employee Benefit Consortium (WTCEBC) .....	24

**FOX VALLEY TECHNICAL COLLEGE  
FVTC NET COST EXHIBIT**

1. Indicate your Firm's all inclusive, not to exceed, fee for **FVTC** audit services with estimated hours and an average hourly rate for audit scope expansion for five (5) annual fiscal June 30 audits.

a.	2021	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
e.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

2. Indicate your Firm's all inclusive, not to exceed, fee for **FVTC Foundation** audit services with estimated hours for five (5) annual fiscal June 30 audits.

a.	2021	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
e.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

3. Indicate your Firm's price reduction in audit fees if **FVTC** were to assume responsibility for preparing the financial statements for the fiscal years ended June 30.

a.	2021	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
e.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

4. Indicate your Firm's price reduction in audit fees if **FVTC** were to assume responsibility for typing, printing and binding all copies of FVTC's CAFR.

a.	2021	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
e.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

The following signature indicates that your Firm agrees to meet or exceed this RFP's performance specifications for Fox Valley Technical College and its Foundation.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Engagement Partner Signature

\_\_\_\_\_  
Printed Name

**GATEWAY TECHNICAL COLLEGE  
GTC NET COST EXHIBIT**

1. Indicate your Firm's all inclusive, not to exceed, fee for **GTC** audit services with estimated hours and an average hourly rate for audit scope expansion for five (5) annual fiscal June 30 audits.

a. 2021	_____ hours	\$_____ hourly rate	\$_____ total fees
b. 2022	_____ hours	\$_____ hourly rate	\$_____ total fees
c. 2023	_____ hours	\$_____ hourly rate	\$_____ total fees
d. 2024	_____ hours	\$_____ hourly rate	\$_____ total fees
e. 2025	_____ hours	\$_____ hourly rate	\$_____ total fees

2. Indicate your Firm's price reduction in audit fees if **GTC** were to assume responsibility for preparing the financial statements for the fiscal years ended June 30.

a. 2021	_____ hours	\$_____ hourly rate	\$_____ total fees
b. 2022	_____ hours	\$_____ hourly rate	\$_____ total fees
c. 2023	_____ hours	\$_____ hourly rate	\$_____ total fees
d. 2024	_____ hours	\$_____ hourly rate	\$_____ total fees
e. 2025	_____ hours	\$_____ hourly rate	\$_____ total fees

3. Indicate your Firm's price reduction in audit fees if **GTC** were to assume responsibility for typing, printing and binding all copies of GTC's CAFR.

a. 2021	_____ hours	\$_____ hourly rate	\$_____ total fees
b. 2022	_____ hours	\$_____ hourly rate	\$_____ total fees
c. 2023	_____ hours	\$_____ hourly rate	\$_____ total fees
d. 2024	_____ hours	\$_____ hourly rate	\$_____ total fees
e. 2025	_____ hours	\$_____ hourly rate	\$_____ total fees

The following signature indicates that your Firm agrees to meet or exceed this RFP's performance specifications for Gateway Technical College.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Engagement Partner Signature

\_\_\_\_\_  
Printed Name

**LAKESHORE TECHNICAL COLLEGE AND WILM CONSORTIUM  
LTC AND WILM NET COST EXHIBIT**

1. Indicate your Firm's all inclusive, not to exceed, fee for **LTC** audit services with estimated hours and an average hourly rate for audit scope expansion for four (4) annual fiscal June 30 audits.

a.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

2. Indicate your Firm's all inclusive, not to exceed, fee for **LTC Foundation** audit services with estimated hours for four (4) annual fiscal June 30 audits.

a.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

3. Indicate your Firm's all inclusive, not to exceed, fee for **WILM Consortium** audit services with estimated hours for four (4) annual fiscal June 30 audits.

a.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

4. Indicate your Firm's price reduction in audit fees if **LTC** were to assume responsibility for preparing the financial statements for the fiscal years ended June 30.

a.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

5. Indicate your Firm's price reduction in audit fees if **LTC** were to assume responsibility for typing, printing and binding all copies of LTC's CAFR.

a.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

The following signature indicates that your Firm agrees to meet or exceed this RFP's performance specifications for Lakeshore Technical College.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Engagement Partner Signature

\_\_\_\_\_  
Printed Name

**MADISON AREA TECHNICAL COLLEGE  
MADISON COLLEGE NET COST EXHIBIT**

1. Indicate your Firm's all inclusive, not to exceed, fee for **Madison College** audit services with estimated hours and an average hourly rate for audit scope expansion for five (5) annual fiscal June 30 audits.

a.	2021	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
e.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

2. Indicate your Firm's price reduction in audit fees if **Madison College** were to assume responsibility for preparing the financial statements for the fiscal years ended June 30.

a.	2021	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
e.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

3. Indicate your Firm's price reduction in audit fees if **Madison College** were to assume responsibility for typing, printing and binding all copies of Madison College's CAFR.

a.	2016	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2017	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2018	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2019	_____	hours	\$_____	hourly rate	\$_____	total fees
e.	2020	_____	hours	\$_____	hourly rate	\$_____	total fees

The following signature indicates that your Firm agrees to meet or exceed this RFP's performance specifications for Madison Area Technical College.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Engagement Partner Signature

\_\_\_\_\_  
Printed Name



**MID-STATE TECHNICAL COLLEGE  
MSTC NET COST EXHIBIT**

1. Indicate your Firm's all inclusive, not to exceed, fee for **MSTC** audit services with estimated hours and an average hourly rate for audit scope expansion for five (5) annual fiscal June 30 audits (preparation of CAFR).

a.	2021	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
e.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

2. Indicate your Firm's all inclusive, not to exceed, fee for **MSTC Foundation** audit services with estimated hours for five (5) annual fiscal June 30 audits.

a.	2021	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
e.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

3. Indicate your Firm's price reduction in audit fees if **MSTC** were to assume responsibility for preparing the financial statements for the fiscal years ended June 30.

a.	2021	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
e.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

4. Indicate your Firm's price reduction in audit fees if **MSTC** were to assume responsibility for typing, printing and binding all copies of MSTC's CAFR.

a.	2021	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
e.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

5. Indicate your Firm's all inclusive, not to exceed, fee for **MSTC** audit services with estimated hours and an average hourly rate for audit scope expansion for five (5) annual fiscal June 30 audits (if MSTC continues doing an annual financial report only and doesn't switch to a CAFR).

a.	2021	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
e.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

The following signature indicates that your Firm agrees to meet or exceed this RFP's performance specifications for Mid-State Technical College and its Foundation.

\_\_\_\_\_

Firm Name

\_\_\_\_\_

Date

\_\_\_\_\_

Engagement Partner Signature

\_\_\_\_\_

Printed Name

**MILWAUKEE AREA TECHNICAL COLLEGE  
MATC NET COST EXHIBIT**

1. Indicate your Firm's all inclusive, not to exceed, fee for **MATC** audit services with estimated hours and an average hourly rate for audit scope expansion for five (5) annual fiscal June 30 audits.

a.	2021	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
e.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

2. Indicate your Firm's all inclusive, not to exceed, fee for **MATC Foundation** audit services with estimated hours for five (5) annual fiscal June 30 audits.

a.	2021	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
e.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

3. Indicate your Firm's price reduction in audit fees if **MATC** were to assume responsibility for preparing the financial statements for the fiscal years ended June 30.

a.	2021	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
e.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

4. Indicate your Firm's price reduction in audit fees if **MATC** were to assume responsibility for typing, printing and binding all copies of MATC's CAFR.

a.	2021	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
e.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

The following signature indicates that your Firm agrees to meet or exceed this RFP's performance specifications for Milwaukee Area Technical College and its Foundation.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Engagement Partner Signature

\_\_\_\_\_  
Printed Name

**MORAINE PARK TECHNICAL COLLEGE  
MPTC NET COST EXHIBIT**

1. Indicate your Firm's all inclusive, not to exceed, fee for **MPTC** audit services with estimated hours and an average hourly rate for audit scope expansion for five (5) annual fiscal June 30 audits.

a.	2021	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
e.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

2. Indicate your Firm's all inclusive, not to exceed, fee for **MPTC Foundation** audit services with estimated hours for five (5) annual fiscal June 30 audits.

a.	2021	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
e.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

3. Indicate your Firm's price reduction in audit fees if **MPTC** were to assume responsibility for preparing the financial statements for the fiscal years ended June 30.

a.	2021	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
e.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

4. Indicate your Firm's price reduction in audit fees if the **MPTC Foundation** were to assume responsibility for preparing the financial statements for the fiscal years ended June 30.

a.	2021	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
e.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

5. Indicate your Firm's price reduction in audit fees if **MPTC** were to assume responsibility for typing, printing and binding all copies of MPTC's CAFR.

a.	2021	_____	hours	\$_____	hourly rate	\$_____	total fees
b.	2022	_____	hours	\$_____	hourly rate	\$_____	total fees
c.	2023	_____	hours	\$_____	hourly rate	\$_____	total fees
d.	2024	_____	hours	\$_____	hourly rate	\$_____	total fees
e.	2025	_____	hours	\$_____	hourly rate	\$_____	total fees

6. Indicate your Firm's price reduction in audit fees if the **MPTC Foundation** were to assume responsibility for typing, printing and binding all copies of the MPTC Foundation audit.

- a. 2021 \_\_\_\_\_ hours      \$\_\_\_\_\_ hourly rate    \$\_\_\_\_\_ total fees
- b. 2022 \_\_\_\_\_ hours      \$\_\_\_\_\_ hourly rate    \$\_\_\_\_\_ total fees
- c. 2023 \_\_\_\_\_ hours      \$\_\_\_\_\_ hourly rate    \$\_\_\_\_\_ total fees
- d. 2024 \_\_\_\_\_ hours      \$\_\_\_\_\_ hourly rate    \$\_\_\_\_\_ total fees
- e. 2025 \_\_\_\_\_ hours      \$\_\_\_\_\_ hourly rate    \$\_\_\_\_\_ total fees

The following signature indicates that your Firm agrees to meet or exceed this RFP's performance specifications for Moraine Park Technical College and its Foundation.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Engagement Partner Signature

\_\_\_\_\_  
Printed Name

**SOUTHWEST TECHNICAL COLLEGE  
SWTC NET COST EXHIBIT**

1. Indicate your Firm's all inclusive, not to exceed, fee for **SWTC** audit services with estimated hours and an average hourly rate for audit scope expansion for five (5) annual fiscal June 30 audits.

a.	2021	_____	hours	\$ _____	hourly rate	\$ _____	total fees
b.	2022	_____	hours	\$ _____	hourly rate	\$ _____	total fees
c.	2023	_____	hours	\$ _____	hourly rate	\$ _____	total fees
d.	2024	_____	hours	\$ _____	hourly rate	\$ _____	total fees
e.	2025	_____	hours	\$ _____	hourly rate	\$ _____	total fees

2. Indicate your Firm's all inclusive, not to exceed, fee for the **SWTC Foundation** audit services with estimated hours for five (5) annual fiscal June 30 audits.

a.	2021	_____	hours	\$ _____	hourly rate	\$ _____	total fees
b.	2022	_____	hours	\$ _____	hourly rate	\$ _____	total fees
c.	2023	_____	hours	\$ _____	hourly rate	\$ _____	total fees
d.	2024	_____	hours	\$ _____	hourly rate	\$ _____	total fees
e.	2025	_____	hours	\$ _____	hourly rate	\$ _____	total fees

3. Indicate your Firm's price reduction in audit fees if **SWTC** were to assume responsibility for preparing the financial statements for the fiscal years ended June 30.

a.	2021	_____	hours	\$ _____	hourly rate	\$ _____	total fees
b.	2022	_____	hours	\$ _____	hourly rate	\$ _____	total fees
c.	2023	_____	hours	\$ _____	hourly rate	\$ _____	total fees
d.	2024	_____	hours	\$ _____	hourly rate	\$ _____	total fees
e.	2025	_____	hours	\$ _____	hourly rate	\$ _____	total fees

4. Indicate your Firm's price reduction in audit fees if **SWTC** were to assume responsibility for typing, printing and binding all copies of SWTC's CAFR.

a.	2021	_____	hours	\$ _____	hourly rate	\$ _____	total fees
b.	2022	_____	hours	\$ _____	hourly rate	\$ _____	total fees
c.	2023	_____	hours	\$ _____	hourly rate	\$ _____	total fees
d.	2024	_____	hours	\$ _____	hourly rate	\$ _____	total fees
e.	2025	_____	hours	\$ _____	hourly rate	\$ _____	total fees

The following signature indicates that your Firm agrees to meet or exceed this RFP's performance specifications for Southwest Technical College and its Foundation.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Engagement Partner Signature

\_\_\_\_\_  
Printed Name

**WAUKESHA COUNTY TECHNICAL COLLEGE  
WCTC NET COST EXHIBIT**

1. Indicate your Firm's all inclusive, not to exceed, fee for **WCTC** audit services with estimated hours and an average hourly rate for audit scope expansion for five (5) annual fiscal June 30 audits.

a.	2021	_____	hours	\$ _____	hourly rate	\$ _____	total fees
b.	2022	_____	hours	\$ _____	hourly rate	\$ _____	total fees
c.	2023	_____	hours	\$ _____	hourly rate	\$ _____	total fees
d.	2024	_____	hours	\$ _____	hourly rate	\$ _____	total fees
e.	2025	_____	hours	\$ _____	hourly rate	\$ _____	total fees

2. Indicate your Firm's all inclusive, not to exceed, fee for the **WCTC Foundation** audit services with estimated hours for five (5) annual fiscal June 30 audits.

a.	2021	_____	hours	\$ _____	hourly rate	\$ _____	total fees
b.	2022	_____	hours	\$ _____	hourly rate	\$ _____	total fees
c.	2023	_____	hours	\$ _____	hourly rate	\$ _____	total fees
d.	2024	_____	hours	\$ _____	hourly rate	\$ _____	total fees
e.	2025	_____	hours	\$ _____	hourly rate	\$ _____	total fees

3. Indicate your Firm's price reduction in audit fees if **WCTC** were to assume responsibility for preparing the financial statements for the fiscal years ended June 30.

a.	2021	_____	hours	\$ _____	hourly rate	\$ _____	total fees
b.	2022	_____	hours	\$ _____	hourly rate	\$ _____	total fees
c.	2023	_____	hours	\$ _____	hourly rate	\$ _____	total fees
d.	2024	_____	hours	\$ _____	hourly rate	\$ _____	total fees
e.	2025	_____	hours	\$ _____	hourly rate	\$ _____	total fees

4. Indicate your Firm's price reduction in audit fees if **WCTC** were to assume responsibility for typing, printing and binding all copies of WCTC's CAFR.

a.	2021	_____	hours	\$ _____	hourly rate	\$ _____	total fees
b.	2022	_____	hours	\$ _____	hourly rate	\$ _____	total fees
c.	2023	_____	hours	\$ _____	hourly rate	\$ _____	total fees
d.	2024	_____	hours	\$ _____	hourly rate	\$ _____	total fees
e.	2025	_____	hours	\$ _____	hourly rate	\$ _____	total fees

The following signature indicates that your Firm agrees to meet or exceed this RFP's performance specifications for Waukesha County Technical College and its Foundation.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Engagement Partner Signature

\_\_\_\_\_  
Printed Name

**WISCONSIN TECHNICAL COLLEGE EMPLOYEE BENEFIT CONSORTIUM  
WTCEBC NET COST EXHIBIT**

1. Indicate your Firm's all inclusive, not to exceed, fee for **WTCEBC** audit services with estimated hours and an average hourly rate for audit scope expansion for five (5) annual fiscal June 30 audits.

a.	2021	_____	hours	\$ _____	hourly rate	\$ _____	total fees
b.	2022	_____	hours	\$ _____	hourly rate	\$ _____	total fees
c.	2023	_____	hours	\$ _____	hourly rate	\$ _____	total fees
d.	2024	_____	hours	\$ _____	hourly rate	\$ _____	total fees
e.	2025	_____	hours	\$ _____	hourly rate	\$ _____	total fees

2. Indicate your Firm's price reduction in audit fees if **WTCEBC** were to assume responsibility for preparing the financial statements for the fiscal years ended June 30.

a.	2021	_____	hours	\$ _____	hourly rate	\$ _____	total fees
b.	2022	_____	hours	\$ _____	hourly rate	\$ _____	total fees
c.	2023	_____	hours	\$ _____	hourly rate	\$ _____	total fees
d.	2024	_____	hours	\$ _____	hourly rate	\$ _____	total fees
e.	2025	_____	hours	\$ _____	hourly rate	\$ _____	total fees

3. Indicate your Firm's price reduction in audit fees if **WTCEBC** were to assume responsibility for typing, printing and binding all copies of WTCEBC's CAFR.

a.	2021	_____	hours	\$ _____	hourly rate	\$ _____	total fees
b.	2022	_____	hours	\$ _____	hourly rate	\$ _____	total fees
c.	2023	_____	hours	\$ _____	hourly rate	\$ _____	total fees
d.	2024	_____	hours	\$ _____	hourly rate	\$ _____	total fees
e.	2025	_____	hours	\$ _____	hourly rate	\$ _____	total fees

**Special Provisions**

Since Sikich has been awarded a contract to provide accounting services to the Consortium, it will not be considered as a viable proposer to provide external auditing services under this RFP due to conflict of interest.

The following signature indicates that your Firm agrees to meet or exceed this RFP's performance specifications unless any exceptions are stated or clearly cross-referenced below.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Engagement Partner Signature

\_\_\_\_\_  
Printed Name



**JOINT COLLEGE DISCOUNT EXHIBIT**

The Firm agrees to the following discount rates on each College's, Foundation's, and Consortium's audit fee if the following number of audits is jointly accepted. This exhibit is to be included in the Firm's proposal and is subject to the terms and conditions discussed in the preceding pages of the RFP.

<b>Number of College, Foundation, or Consortium Audits</b>	<b>Discount %</b>
Two Colleges, Foundations, or Consortiums	_____ %
Three Colleges, Foundations, or Consortiums	_____ %
Four Colleges, Foundations, or Consortiums	_____ %
More than Five Colleges, Foundations, or Consortiums	_____ %

If the Firm chooses not to offer any discounts or there are exceptions, this should be noted under the "Audit Firm Comments" section of this Exhibit. It is understood that the College and related Foundation equate to one entity for purposes of this discount.

**Audit Firm Comments**

The following signature indicates that your Firm agrees to the Discount Rates identified above unless any exceptions are stated or clearly cross-referenced below.

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Engagement Partner Signature

\_\_\_\_\_  
Printed Name

## REFERENCES FORM

RFP 21003 External Auditing Services

Reference Contact Information for a minimum of three clients for which similar work was completed for higher education. Firms must use this References Form or a form identical in content and format.

<b>Name of Client</b>	<b>Contact Name and Position</b>
<b>Address</b>	<b>Contact Phone Number</b>
<b>Email Address of Contact</b>	<b>Date(s) / Duration of Relationship</b>

<b>Name of Client</b>	<b>Contact Name and Position</b>
<b>Address</b>	<b>Contact Phone Number</b>
<b>Email Address of Contact</b>	<b>Date(s) / Duration of Relationship</b>

<b>Name of Client</b>	<b>Contact Name and Position</b>
<b>Address</b>	<b>Contact Phone Number</b>
<b>Email Address of Contact</b>	<b>Date(s) / Duration of Relationship</b>

<b>Name of Client</b>	<b>Contact Name and Position</b>
<b>Address</b>	<b>Contact Phone Number</b>
<b>Email Address of Contact</b>	<b>Date(s) / Duration of Relationship</b>

**EXHIBIT B**  
**College Documents**

Please click on each link to review the available financial documents:

[Fox Valley Technical College](#)

[Gateway Technical College](#)

[Lakeshore Technical College](#)

[Madison Area Technical College](#)

[Mid-State Technical College](#)

[Milwaukee Area Technical College](#)

[Moraine Park Technical College](#)

[Southwest Technical College](#)

[Waukesha County Area Technical College](#)

**Wisconsin Technical College Employee Benefit Consortium**

Documents available upon request.

Management letters for each college available upon request.

**EXHIBIT C**  
**General Information**

Fox Valley Technical College (FVTC)	FVTC	FVTC Foundation
2018/19 total budgetary basis expenditures (all funds)	\$184.8 million	
FTE employees	836	
FTE students (2018/19)	5,599	
State and Federal grants	\$74.7 million	None
Financial aid disbursements (2018/19)	\$20.9 million	
OPEB Trust (yes/no)	No	
OPEB Trust assets (as of June 30, 2019)	N/A	
2018/19 Foundation assets		\$20 million
2018/19 Foundation revenues		\$4.1 million
Current audit firm	Wipfli LLP	Wipfli LLP
Audit fees (past five years)	\$33,610 - \$36,530	\$4,950 - \$5,350
Computerized systems	Peoplesoft – general ledger, accounts payable, purchasing, projects, accounts receivable, billing, student administration and payroll	Blackbaud Financial Edge general ledger and Raiser’s Edge donor modules
Software consortium*	No	
Financial records location	Appleton	Appleton
CAFR (yes/no)	Yes	
Certificate programs (if yes, which one(s))	No	
Fieldwork start date – prelim	May or early June	None
Fieldwork start date – final	Early September	Late August
Audit presentation to Board	Mid-December	Mid-November
Number of presentations to Board	1	1
Number of printed financial statements	Only as needed	Only as needed
Who prepares confirmations	College	Auditor
Who prepares detailed audit schedules	College and Auditor	Auditor
Who prepares financial statements	Auditor	Auditor
Who types, prints, and binds statements	Auditor-see price template	Auditor
Who prepares Data Collection Form	Auditor	
Who reviews CAFR against GFOA checklist	Auditor	
Who prepares certificate application and checklists	N/A	
Who prepares Foundation tax return		Auditor

Gateway Technical College (GTC)	GTC
2018/19 total budgetary basis expenditures (all funds)	\$149 million
FTE employees	616
FTE students (2018/19)	4,478
State and Federal grants	\$67.1 million
Financial aid disbursements (2018/19)	\$25 million
OPEB Trust (yes/no)	No
OPEB Trust assets (as of June 30, 2019)	N/A
Current audit firm	Clifton Larson Allen
Audit fees (past five years)	\$30,500 - \$32,500
Computerized systems	Ellucian Datatel – general ledger, accounts payable, purchasing, projects, accounts receivable, billing, student administration and payroll Concur Elevate Sage – fixed assets
Software consortium*	No
Financial records location	Kenosha
CAFR (yes/no)	Yes
Certificate programs (if yes, which one(s))	GFOA
Fieldwork start date – prelim	June
Fieldwork start date – final	Mid-September
Audit presentation to Board	3 <sup>rd</sup> Thursday November
Number of presentations to Board	1
Number of printed financial statements	15
Who prepares confirmations	College
Who prepares financial statements	College
Who prepares detailed audit schedules	College
Who types, prints, and binds statements	Auditor
Who prepares Data Collection Form	Auditor
Who reviews CAFR against GFOA checklist	College and Auditor
Who prepares certificate application and checklists	College

Lakeshore Technical College (LTC)	LTC	LTC Foundation	WILM Consortium*
2018/19 total budgetary basis expenditures (all funds)	\$50,207,000		
FTE employees	320		
FTE students (2018/19)	1,669		
State and Federal grants	\$21,263,745		
Financial aid disbursements (2018/19)	\$5,809,286		
OPEB Trust (yes/no)	No		
OPEB Trust assets (as of June 30, 2019)	NA		
2018/19 Foundation and WILM assets		\$3,866,276	\$122,281
2018/19 Foundation revenues		\$944,666	
Current audit firm	CLA	CLA	CLA
Audit fees (past five years)	\$31,425-\$35,500	\$5,475-\$6,025	\$2,500-\$2,900
Computerized systems	PeopleSoft – General ledger, accounts payable, purchasing, accounts receivable, billing, student administration, and payroll	Blackbaud Financial Edge general ledger and Raiser’s Edge donor modules	PeopleSoft – General ledger, accounts payable, purchasing, accounts receivable, billing, and payroll
Software consortium*	WILM		WILM
Financial records location	Cleveland, WI	Cleveland, WI	Cleveland, WI
CAFR (yes/no)	Yes		
Certificate programs (if yes, which one(s))	GFOA		
Fieldwork start date – prelim	Late July	NA	NA
Fieldwork start date – final	Mid-September	Mid-September	Mid-September
Audit presentation to Board	Yes	Yes	No
Number of presentations to Board	1	1	NA
Number of printed financial statements	20	30	0
Who prepares confirmations	College	Auditor	Auditor
Who prepares detailed audit schedules	College	College	College
Who prepares financial statements	College	College	College
Who types, prints, and binds statements	College	Auditor	NA-electronic only
Who prepares Data Collection Form	Auditor		
Who reviews CAFR against GFOA checklist	College		
Who prepares certificate application and checklists	College		
Who prepares Foundation tax return		Auditor	

\*WILM – members include Wisconsin Indianhead Technical College, Lakeshore Technical College, and Mid-State Technical College

Madison Area Technical College (Madison College)	Madison College
2018/19 total budgetary basis expenditures (all funds)	\$322.2 million
FTE employees	3,100
FTE students (2018/19)	8,488
State and Federal grants	\$24.3 million
Financial aid disbursements (2018/19)	\$38.8 million
OPEB Trust (yes/no)	No
OPEB Trust assets (as of June 30, 2019)	N/A
Current audit firm	Clifton Larson Allen
Audit fees (past five years)	Approx. \$42,000/year
Computerized systems	Workday, PeopleSoft
Software consortium*	No
Financial records location	Madison
CAFR (yes/no)	Yes
Certificate programs (if yes, which one(s))	GFOA
Fieldwork start date – prelim	July
Fieldwork start date – final	September
Audit presentation to Board	November draft and December Approval
Number of presentations to Board	1
Number of printed financial statements	10
Who prepares confirmations	College
Who prepares detailed audit schedules	College
Who prepares financial statements	College
Who types, prints, and binds statements	Auditor
Who prepares Data Collection Form	College
Who reviews CAFR against GFOA checklist	College and Auditor
Who prepares certificate application and checklists	College

Mid-State Technical College (MSTC)	MSTC	MSTC Foundation
2018/19 total budgetary basis expenditures (all funds)	\$55.4 million	
FTE employees	216	
FTE students (2018/19)	1,650	
State and Federal grants	\$2.3 million	
Financial aid disbursements (2018/19)	\$4.6 million	
OPEB Trust (yes/no)	Yes	
OPEB Trust assets (as of June 30, 2019)	\$5.9	
2018/19 Foundation assets		\$3.5 million
2018/19 Foundation revenues		\$0.7 million
Current audit firm	CLA	CLA
Audit fees (past five years)	\$26,780 to \$28,320	\$3,685 to \$4,600
Computerized systems	PeopleSoft – General ledger, accounts payable, purchasing, accounts receivable, billing, student administration, and payroll	QuickBooks
Software consortium*	WILM	
Financial records location	Wisconsin Rapids	Wisconsin Rapids
CAFR (yes/no)	Maybe	
Certificate programs (if yes, which one(s))	No	
Fieldwork start date – prelim	June	June
Fieldwork start date – final	Early September	Early September
Audit presentation to Board	3 <sup>rd</sup> Monday November	January
Number of presentations to Board	1	1
Number of printed financial statements	25	20
Who prepares confirmations	College	College
Who prepares detailed audit schedules	College	College
Who prepares financial statements	Auditor	Auditor
Who types, prints, and binds statements	Auditor	Auditor
Who prepares Data Collection Form	Auditor	
Who reviews CAFR against GFOA checklist	Auditor (if CAFR)	
Who prepares certificate application and checklists	N/A	
Who prepares Foundation tax return		Auditor

\*WILM – members include Wisconsin Indianhead Technical College, Lakeshore Technical College, and Mid-State Technical College



Milwaukee Area Technical College (MATC)	MATC	MATC Foundation
2018/19 total budgetary basis expenditures (all funds)	\$344 million	
FTE employees	1,678	6.25 (college employees)
FTE students (2018/19)	10,023	
State and Federal grants	\$39.7 million	None
Financial aid disbursements (2018/19)	\$27.6 million	
OPEB Trust (yes/no)	Yes	
OPEB Trust assets (as of June 30, 2019)	\$33 million	
2018/19 Foundation assets		\$19.2million
2018/19 Foundation revenues		\$8.9 million
Current audit firm	Baker Tilly	Schenk/CLA
Audit fees (past five years)	\$62,000 - \$69.775	\$7,300-7,600
Computerized systems	Ellucian Datatel – general ledger, accounts payable, purchasing, projects, accounts receivable, billing, student administration and payroll	Blackbaud Financial Edge – general ledger; Razor’s Edge – donor module Allegiance-MPBS donor database system
Software consortium*	No	
Financial records location	Milwaukee	Milwaukee
CAFR (yes/no)	Yes	
Certificate programs (if yes, which one(s))	GFOA	
Fieldwork start date – prelim	Mid-June	Mid-June
Fieldwork start date – final	Mid-September	Early to mid-August
Audit presentation to Board	Mid-November	Mid-September
Number of presentations to Board	2	2
Number of printed financial statements	60	10
Who prepares confirmations	College and auditors	Foundation and auditors
Who prepares detailed audit schedules	College	Foundation
Who prepares financial statements	College	Foundation’s accounting firm
Who types, prints, and binds statements	College	Auditor
Who prepares Data Collection Form	Auditor	
Who reviews CAFR against GFOA checklist	College	
Who prepares certificate application and checklists	College	
Who prepares Foundation tax return		Auditor

Moraine Park Technical College (MPTC)	MPTC	MPTC Foundation
2018/19 total budgetary basis expenditures (all funds)	\$76.2 million	
FTE employees	407	College employees
FTE students (2018/19)	2,488	
State and Federal grants	\$15.3 million	None
Financial aid disbursements (2018/19)	\$9.6 million	
OPEB Trust (yes/no)	Yes	
OPEB Trust assets (as of June 30, 2019)	\$6.6 million	
2018/19 Foundation assets		\$3.6 million
2018/19 Foundation revenues		\$1.1 million
Current audit firm	Clifton Larson Allen (CLA)	Clifton Larson Allen (CLA)
Audit fees (past five years)	\$28,800 - \$30,500	\$4,300 - \$4,700
Computerized systems	Ellucian Banner – general ledger, operating ledger, purchasing, accounts payable, accounts receivable, billing, financial aid, payroll, and student administration	Blackbaud Financial Edge
Software consortium*	No	
Financial records location	Fond du Lac	Fond du Lac
CAFR (yes/no)	Yes	
Certificate programs (if yes, which one(s))	GFOA	
Fieldwork start date – prelim	June	June
Fieldwork start date – final	September	Early September
Audit presentation to Board	December (3 <sup>rd</sup> Wed)	November (3 <sup>rd</sup> Tues)
Number of presentations to Board	1	1
Number of printed financial statements	20	20
Who prepares confirmations	College	Auditor
Who prepares detailed audit schedules	College	Auditor
Who prepares financial statements	College and Auditor	Auditor
Who types, prints, and binds statements	College	Auditor
Who prepares Data Collection Form	Auditor	
Who reviews CAFR against GFOA checklist	Auditor	
Who prepares certificate application and checklists	College	
Who prepares Foundation tax return		Auditor

Southwest Technical College (SWTC)	SWTC	SWTC Foundation/REF
2018/19 total budgetary basis expenditures (all funds)	\$52.6 million	\$1.3 million
FTE employees	201	0
FTE students (2018/19)	1,320	
State and Federal grants	\$16.4 million	\$0
Financial aid disbursements (2018/19)	\$5.7 million	
OPEB Trust (yes/no)	No	
OPEB Trust assets (as of June 30, 2019)	N/A	
2018/19 Foundation assets		\$7.9 million
2018/19 Foundation revenues		\$2.2 million
Current audit firm	Wegner, CPAs	Wegner, CPAs
Audit fees (past five years)	24,000	\$13,900
Computerized systems	Microsoft Dynamics	Financial Edge/Raiser's Edge/Microsoft Dynamics
Software consortium*	No	
Financial records location	Fennimore	Fennimore
CAFR (yes/no)	No	
Certificate programs (if yes, which one(s))	No	
Fieldwork start date – prelim	Beginning of July	Beginning of July
Fieldwork start date – final	2 <sup>nd</sup> week September	2 <sup>nd</sup> week September
Audit presentation to Board	Flexible – by December	Flexible – by December
Number of presentations to Board	1	1
Number of printed financial statements	25	25
Who prepares confirmations	Auditor	Auditors
Who prepares detailed audit schedules	Auditor	Auditor
Who prepares financial statements	Auditor	Auditor
Who types, prints, and binds statements	Auditor	Auditor
Who prepares Data Collection Form	Auditor	
Who reviews CAFR against GFOA checklist	N/A	
Who prepares certificate application and checklists	N/A	
Who prepares Foundation tax return		Auditor

Waukesha County Technical College (WCTC)	WCTC	WCTC Foundation
2018/19 total budgetary basis expenditures (all funds)	\$109.1 million	
Employee headcount	Approx 1,000	2
FTE students (2018/19)	3,439	
State and Federal grants	\$62.5 million	None
Financial aid disbursements (2018/19)	\$12.7 million	
OPEB Trust (yes/no)	Yes	
OPEB Trust assets (as of June 30, 2019)	\$70.1 million	
2018/19 Foundation assets		\$7.73 million
2018/19 Foundation revenues		\$1.63 million
Current audit firm	Baker Tilly	CLA (Schenck merged)
Audit fees (past five years)	\$42,000-46,000	\$3,900-4,300
Computerized systems	Ellucian Banner – general ledger, operating ledger, accounts receivable, accounts payable, purchasing, payroll, financial aid, student administration	Blackbaud Financial Edge – general ledger/Razor’s Edge – donor module
Software consortium*	No	
Financial records location	WCTC	WCTC Foundation
CAFR (yes/no)	Yes	
Certificate programs (if yes, which one(s))	GFOA	
Fieldwork start date – prelim	May or June	May or June
Fieldwork start date – final	Two weeks starting either 2 <sup>nd</sup> or 3 <sup>rd</sup> week in September	Last week July
Audit presentation to Board	2 <sup>nd</sup> Tuesday November or 2 <sup>nd</sup> Tuesday in December depending on WRS information timing	3 <sup>rd</sup> Tues October
Number of presentations to Board	1	1
Number of printed financial statements	50	30
Who prepares confirmations	College	College
Who prepares detailed audit schedules	College	College
Who prepares financial statements	College – draft and all updates	Currently the College prepares the draft FS and the auditors print final copies. We would like a quote based on this arrangement as well as the possibility of the auditors preparing the financial statements
Who types, prints, and binds statements	Auditor	Auditor
Who prepares Data Collection Form	Auditor	
Who reviews CAFR against GFOA checklist	Both	
Who prepares certificate application and checklists	College	
Who prepares Foundation tax return		College

Wisconsin Technical College Employee Benefit Consortium (WTCEBC)	WTCEBC
2018/19 total budgetary basis expenditures (projection)	\$53 million
FTE employees	None
Current audit firm	Wipfli
Audit fees (past five years)	\$13,100 2018/19
Computerized systems	Quickbooks, managed in Caseware
Financial records location	Sikich – Brookfield, WI
Fieldwork start date – prelim	Only if audit firm decides they want to do prelim
Fieldwork start date – final	TBD – late August to end of September
Audit presentation to Board	November
Number of presentations to Board	1
Number of printed financial statements	3 plus 1 pdf
Who prepares confirmations	Sikich
Who prepares detailed audit schedules	Sikich
Who prepares financial statements	Sikich
Who types, prints, and binds statements	Auditor

\*Consortium was started July 1, 2015

## COOPERATIVE PURCHASING AGREEMENT

Wisconsin statutes establish authority to allow Wisconsin municipalities to participate in cooperative purchasing when the contractors / suppliers agree to extend their terms to them. **Participating in the service gives contractors / suppliers opportunities for additional sales without additional bidding. Please be aware that your participation is *voluntary*.** Municipalities use the service to expedite purchases. A "municipality" is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical and adult education district, or any other public body having the authority to award public contracts (s. 16.70(8), Wis. Stats.).

Interested municipalities will contact the contractor / supplier directly to place orders and are responsible for receipt, acceptance and inspection of goods directly from the contractor, and making payment directly to the contractor. Fox Valley Technical College, in serving as the lead Supplier initiating this cooperative purchasing agreement on behalf of other municipalities, is not party to any disputes arising from purchases made by other municipalities, and is not liable for delivery of or payment for purchases made by other municipalities.

I Agree to make the products or services of this bid/proposal, as priced, for the period from \_\_\_\_\_ to \_\_\_\_\_ available to:

Wisconsin Municipalities (check all that apply):

Wisconsin Technical Colleges

University of Wisconsin System

Wisconsin K – 12 Schools

Wisconsin Municipalities (Non Educational) – please specify \_\_\_\_\_

Within a certain region/section of the state – please specify \_\_\_\_\_

Any other conditions noted below:

I Do Not Agree to make the products/services of this bid/proposal available to Wisconsin Municipalities.

Signature		Date (mm/dd/yyyy)	
Name (Type or Print)		Title	
		Email:	
Company		Tel: (     )	
		Fax: (     )	
Address (Street)	City	State	ZIP + 4
Commodity/Service: <b>External Auditing Services</b>		Request for Bid/Proposal Number: <b>RFP 21003</b>	