

**LUZERNE COUNTY COMMUNITY COLLEGE  
REQUEST FOR PROPOSAL  
ANNUAL AUDIT SERVICES**

**SECTION I  
GENERAL INFORMATION AND INSTRUCTIONS**

**1.1 DESCRIPTION AND OBJECTIVES**

Luzerne County Community College (the College) seeks proposals for the performance of the annual audits for Fiscal Year 2023-2024 and the subsequent two fiscal years – FY 2024-2025 and FY 2025-2026. It is also expected that the provider selected via this RFP process may also provide advisory services as required.

**1.2 METHODOLOGY FOR SELECTION**

All interested providers are being requested to submit required and optional information at one time in the form of a single proposal. All received proposals will be evaluated in stages. The initial stage will entail an evaluation of the technical qualifications described in each proposal. The second stage will be an evaluation of the price or fee-related information. All technical requirements must be met by the provider, or such proposal will be disqualified based on non-responsiveness. Providers whose proposals are not accepted will be promptly notified that they are no longer being considered.

**1.3 CALENDAR OF EVENTS**

March 3, 2024	Advertise
March 4, 2024 & upon request	Mail RFP's
March 25, 2024	Proposals Due at College by 12:00 p.m.
April 24, 2024	Contract Awarded
May and June	Interim Audit Work
June 30	End of College Fiscal Year
November	Preliminary Draft Reports Due
November 25	Meet with Management to review "Draft" Reports
December Board of Trustees Meeting	Audited Financial Statements, Management Letter, Single Audit Report, Enrollment Audit and its Agreed Upon Procedures Due to the College

**1.4 PROPOSAL DEADLINE**

All proposals in response to the request for proposal must be received by the College's Purchasing Department, no later than 12:00 p.m. March 25, 2024. Any proposal received after the time stipulated will not be considered and will be rejected or returned. **NO FAXED OR EMAILED PROPOSALS CAN BE ACCEPTED.**

### **1.5 TIME EXTENSION**

The College may, for good and sufficient reason, extend the response deadline, in which case all potential providers will receive an addendum setting forth the new date and time.

### **1.6 WITHDRAWAL**

Your proposal may be withdrawn by written request received by the Purchasing Director before the time fixed for receipt of proposals. Withdrawal of your proposal will not prejudice the right of the provider to submit a new proposal, provided the latter is timely received as provided herein.

### **1.7 CONFIDENTIALITY**

Upon receipt of a proposal by the College, the proposal shall become the property of the College without compensation to the provider, for disposition or usage by the College at its discretion.

Proprietary information submitted in response to the RFP will be processed in accordance with applicable procurement procedures. Proposals and documents pertaining to the RFP become the property of LCCC and shall be open to public inspection subsequent to the proposal opening.

### **1.8 INQUIRIES**

Questions regarding this RFP must be addressed in writing to:

Cheryl Baur, VP of Finance  
Luzerne County Community College  
521 Trailblazer Drive  
Nanticoke, PA 18634-3899  
or  
cbaur@luzerne.edu

### **1.9 FORMAT OF RESPONSES**

To be considered, providers must submit a complete response to this RFP in the format provided in the RFP. Each proposal must be labeled as such and submitted in three copies to the:

**PURCHASING DEPARTMENT-BLDG 5  
ANNUAL AUDIT SERVICES PROPOSAL  
LUZERNE COUNTY COMMUNITY COLLEGE  
521 TRAILBLAZER DRIVE  
NANTICOKE, PA 18634-3899**

- The College reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of the College.
- The College reserves the right to conduct personal interviews with any or all providers prior to selection. The College will not be liable for any costs incurred by the provider in connection with such interviews.
- Proposals will not be accepted from any firm, person or party, parent, or subsidiary for which the College has an outstanding claim against, or a financial dispute relating to contract performance with the College.

### **1.10 CONTRACT**

Upon award of the contract by the College, the provider shall be bound to deliver services on the terms and conditions of this document and any negotiations which may occur. Also, the College shall be bound on said terms and conditions to procure the services described and remit payment to the provider when the work is completed and accepted by the College. Provider shall understand that as work progresses, minor technical adjustments may be necessary. **TIMELY DELIVERY OF SERVICES IS OF THE ESSENCE.**

### **1.11 PERFORMANCE AND APPROVAL OF SUB-CONSULTANTS**

The provider will perform the project as an independent contractor and not as an agent or employee of the College. The provider shall secure written permission from the College before subcontracting any part of the project. Such permission should be obtained during the proposal evaluation stage.

### **1.12 LICENSES, PERMITS, TAXES**

The price or prices for the work shall include full compensation for all licenses, permits and taxes that the provider is or may be required to pay. The College is a tax-exempt entity.

### **1.13 CHANGES**

In the event a contract is awarded, the College may, at any time during the contract period, make changes within the general scope of the contract and its technical provisions. If any such changes cause any increase or decrease in the provider's cost of performing any part of the contract, whether changed or not changed by any such notice, an equitable adjustment shall be made in the contract price, or in the time performance, or in both, and a written memorandum of such adjustment shall be supported by detailed cost and pricing data, which the College shall have the right to verify by audit of the provider's records or, at the College's election, by other appropriate means. Any claim by the provider for an equitable adjustment shall be made in writing and prior to proceeding with the additional services or expenditures. The College may accept and act upon claims later if, in the College's sole discretion, circumstances justify so doing. Nothing in this clause shall excuse the provider from proceeding with performance of this contract in accordance with its original terms and conditions on any approved changes.

#### **1.14 TERMINATION OF CONTRACT**

The College shall have the right to terminate any contract to be made hereunder for its convenience by giving the provider sixty (60) days written notice of its election to do so and by specifying the effective date of such termination. **Further, provided a contract is awarded, if the provider shall fail to fulfill any of its obligations hereunder, the College may, by giving written notice to the provider at issue, terminate the agreement with said provider for such default.** If this agreement is terminated, the provider shall be paid only for work satisfactorily completed.

#### **1.15 STATEMENT OF LIABILITY**

The College will demonstrate reasonable care but shall not be liable in the event of loss, incidents of destruction or theft for contractor-provided equipment, software, or technical literature to be delivered or to be used in the installation of the deliverables. The provider is required to assume total liability for the equipment, software and literature until the deliverables have been accepted by the College in accordance with acceptance of the contracted items. At no time will the College be responsible or accept liability for any provider-owned items.

#### **1.16 GENERAL REQUIREMENTS**

- The provider shall at all times protect and preserve all College property and assume full responsibility for any damages which may occur during or as a result of services performed on the site.
- The provider shall at all times while on the premises, take appropriate safety measures in the interest of persons in attendance.
- Provider shall comply with all COLLEGE POLICIES/PROCEDURES AND REGULATIONS.
- WRITTEN INTERPRETATIONS REQUIRED – Neither the price proposal for the work, nor the contract price, as applicable, will be based in any manner upon oral opinions of real or alleged instructions regardless of whether the instructions are expressed by the College, the provider, or their agents/representatives. These provisions do not deny normal discussion, recommendations, explanations, suggestions, approval, rejections, and similar activity of either or both parties in pursuit of work on an oral basis, such as in conference and otherwise at the site, but in such instances, documentation shall govern over personal claims regarding statements made contrary to written data. Interpretations of specifications, to be effective for claim purposes or for justification as to proper procedure in performing the work, must be obtained in writing before submitting a quotation or such work is begun, as applicable.
- ASSIGNMENT – provider shall not assign or transfer the contract in whole or in part without the prior approval of the College.

## **SECTION II SPECIFIC INSTRUCTIONS**

### **2.1 TERM**

The term of the awarded contract shall be for a three (3) year period and include annual audit services for fiscal years 2023-2024, 2024-2025 and 2025-2026 with an option to renew for an additional 2 years under mutually agreed upon terms with written notice of intent provided at least 120 days prior to the end of the then current term. Fees for each fiscal year will be consistent with fees submitted in response to this RFP.

### **2.2 SCOPE AND OBJECTIVES**

It is the intent of the College that comprehensive audits are conducted each fiscal year. Each fiscal year audit would include: a financial audit, single audit, and enrollment audit (PDE required Supplemental Audit Program). The College's accounts are organized in a fund accounting format. The funds include the Current Unrestricted and Restricted, Auxiliary, Student Activities, and Plant Funds. These fiscal year audits are to be conducted by a certified public accountant and should be made in accordance with generally accepted auditing standards as defined by the American Institute of Certified Public Accountants and The Governmental Accounting Standards Board. The audits should include tests of the accounting records and other auditing procedures as deemed necessary by that accountant to insure certification of the financial statements. The audits shall include an examination of the financial records, statements, and internal controls of the College for all funds. The examination should determine that the financial records and procedures are in accordance with, but not limited to:

- Generally Accepted Auditing Standards as promulgated by the American Institute of Certified Public Accountants in the most recent version of their "Statements on Auditing Standards" and "Audits of State and Local Government Units."
- College and University Business Administration, published by the National Association of College and University Business Officers (NACUBO).
- Generally Accepted Accounting Principles as promulgated by the American Institute of Certified Public Accountants, the Governmental Accounting Standards Board, and the National Council on Governmental Accounting as adopted by the Governmental Accounting Standards Board.
- Government Auditing Standards, issued by the Comptroller General of the United States.
- Office of Management and Budget Circular A-133, "Audits of States, Local Governments and Non-Profit Institutions" and other applicable circulars as may be released by OMB from time to time.
- Other Federal, state, and local laws and regulations as may be applicable to the College.

- The examination shall be made in compliance with applicable laws and practices prescribed or permitted by the Pennsylvania Department of Education. Specifically, the Community College section under Chapter 35 of the Pennsylvania School Code and Act 16 of 1993 are cited as examples of such requirements.
- The examination shall also include those procedures necessary to meet the current requirements of the Single Audit Act as described in the Office of Management and Budget Circular No. A-133, Audits of States, Local Governments and Non-Profit Institutions.
- Pennsylvania School Code, Act 484, as amended.
- Chapter 35: Community Colleges PA Code Title 22 Education.

### **2.3 ASSISTANCE AVAILABLE TO THE AUDITORS**

- The College staff will be available to provide the auditors with required financial information and accounting records essential for the performance of the audit.
- The College will also provide adequate work space to the auditors that will be convenient to the necessary records and College personnel.

### **2.4 REPORTS REQUIRED**

It is expected that reports will be submitted on examination of the financial statements certifying to the fair representation of those statements. These reports should be submitted in sufficient detail as requested by the College designee. The reports should include but are not limited to:

1. Scope of the audit and certification.
2. Financial Statements such as:
  - a. Comparative Statement of Net Position
  - b. Comparative Statements of Revenues, Expenses, and Changes in Net Position
  - c. Statement of Cash Flows
3. Single Audit Report
  - a. Schedule of Federal Awards
  - b. Notes to the Schedule of Federal Awards
  - c. Schedule of Findings and Questioned Costs
4. Letters/Reports
  - a. Report of Opinion on Audited Financial Statements

- b. Report of Independent Auditors on Compliance with Requirements Applicable to each Major Program and Internal Control over Compliance in Accordance with OMB Circular A-133
  - c. Report of Independent Auditors on Compliance and Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards
  - d. SAS 114 Results of Audit
  - e. Supplemental financial data, including Management’s Discussion and Analysis
5. Enrollment Audit and its agreed upon procedures
6. Any other exhibits, letters, or financial statements that may be required to satisfy audit regulations.
7. Working Papers
- a. The College or other authorized representatives of the College, the appropriate Federal/State agency or its designees, and the General Accounting Office or its designees shall have free and unrestricted access to the work papers, records, other supportive documentation, and reports prepared, or in the process of being prepared, in connection with audits performed under this agreement. Free and unrestricted access to and the right to require submittal of the documentation to the College shall exist throughout the contract period and shall continue for seven (7) years from the date of submission of the final invoice or until litigation, audit or claim have been fully resolved, if later.
8. Other Services
- a. Occasionally the College needs other professional accounting services. These services include, but are not limited to, advice on application of new accounting standards, use of reference books, and procurement of accounting software and guidance on technical questions.

## **2.5 PROPOSAL**

Three (3) copies of the proposal should be labeled as such and mailed or delivered to the  
**PURCHASING DEPARTMENT-BLDG 5  
ANNUAL AUDIT SERVICES PROPOSAL  
LUZERNE COUNTY COMMUNITY COLLEGE  
521 TRAILBLAZER DRIVE  
NANTICOKE, PA 18634-3899**

The Proposal should be organized as follows:

1. **Title Page**  
Show the RFP subject, the name of the provider’s firm, local address, telephone number, name of contact person and date.

## 2. **Table of Contents**

Clearly identify the material by section and page number

## 3. **Letter of Transmittal**

Limit to one or two pages

- Briefly state the provider's understanding of the work to be done and make a positive commitment to perform the work within the time period.
- Give the names of the persons who will be authorized to make representations for the provider, their titles, addresses and telephone numbers.
- Include a statement that the provider is a properly licensed Certified Public Accountant and provide certificate that the proposed provider has successfully completed AICPA Peer Review Program.

## 4. **Profile of the Provider**

- Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at the office and indicate (by level) the number of people in the local office that will manage this audit.
- Description of the provider's presence in the higher education industry including:
  - Other colleges and universities audited by the provider, specifically the office responsible for the audit. Please note clients selecting your firm in the last two (2) years. The list should include community colleges if available.
  - Publications of the provider relative to higher education.
  - Provider's knowledge and experience in audits involving financial aid, federal grants, and OMB Circular A-133 audits.
  - Knowledge and experience with GASB reporting requirements.
- Describe your audit organization's participation in AICPA or State sponsored quality control programs, particularly any participation in the last three (3) years.
- Provide names and telephone numbers of current and prior audit clients who can be contacted as references.

## 5. **Summary of the Provider's Qualifications:**

State the individuals who will be assigned to this engagement and for each:

- State staff classification of each individual.
- Describe the experience in educational/college audits including years on each job and their position while on each audit.



- Describe the relevant educational background including seminars and courses attended within the past three years. Particularly note educational/college seminars and courses attended during the past two years.
- Describe experience in auditing relevant to particular educational/college organizations, programs, activities, or functions (e.g., enterprise funds, grants, and others).
- Describe any specialized skills, training, or background in public finance which includes participation in state or national professional organizations, speaker or instructor roles in conferences or seminars or authorship of articles and books.

6. **Approach to the Audit:**

Describe the provider's approach to the audit. This should include at least the following points:

- Use of statistical sampling.
- Use of computer audit specialists.
- Number of hours to be allocated to this engagement for each team member identified above.
- For senior level hours estimated above, state approximately how many hours will be on site.
- Management letter (provide a sample letter).
- Typical assistance expected from college's staff.
- Tentative schedule for completing audit within specified deadlines of the RFP.
- Submit a work plan to accomplish the scope defined above. The work plan should include time estimates for each significant segment of the work and the staff level to be assigned.
- Include a statement that if any of the audits are judged to be inadequate by the State, the cognizant agency, or any other government agency, that you will do whatever is necessary to satisfy the agency which rejected the audit at no extra cost to the College.

## **7. Additional Data:**

Since the preceding selections are to contain data that is specifically requested, any additional information considered essential to the proposal should be included in this section. The provider's general information publication, such as directories or client lists, should not be included unless specifically requested. If there is no additional information to present, state "There is no additional information we wish to present."

## **8. FINANCE RELATED INFORMATION:**

The Proposal should also include the following finance related information on the included forms:

1. Furnish a breakdown of the estimated audit fee to show persons assigned by classification, the billing rate for the classification, the number of hours to be performed by each person, and the extended fees.
2. The estimated fee should be broken down between the financial audit, the single audit, and the Enrollment audit and its agreed upon procedures. The billing should be designed to include all out-of-pocket expenses. No additional out-of-pocket expense reimbursements will be made by the College.
3. The proposal must arrive at an estimated total not-to-exceed fee. For each of the audits after the initial engagement year, indicate the estimated fee for each year.
4. If extraordinary unforeseeable circumstances require additional audit work beyond the work contemplated in this RFP, additional fees may be negotiated in years after the initial year.

## **2.6 SELECTION PROCESS:**

Providers are hereby advised that the College reserves the right to give priority consideration to those providers which have experience in conducting audits for other higher education institutions. Therefore, although cost is a significant factor, it will not be the determinant in the final award of any contract. It is the intent of the College to award the contract based on the most attractive offer considering price, experience, capabilities, and services to be provided.

## **2.7 SPECIAL CONSIDERATIONS**

The following items should be considered when preparing the proposal:

1. The auditor will meet with the College and review the audit program in May of each year for that year's audit.

2. The auditor will arrange meetings at least monthly while the audit is in progress with appropriate College personnel to review audit progress and to discuss any problems which may arise.
3. The auditor will notify the College in writing of any changes in the audit personnel. Resumes of substitute personnel will be submitted to and approved by the College.
4. The auditor may bill the College monthly beginning in July following the year under audit and continuing while the audit is in progress. The College will pay the bill(s) within 30 days of receipt.

## **2.8 AUDITOR RESPONSIBILITIES**

- A partner of the audit firm shall be assigned primary responsibility for the audit.
- An electronic copy of the audited financial statements will be furnished to the college prior to the December Board Meeting. In addition, three hard copies of the statements will be provided no later than December 31 following the fiscal year end.
- There will be an exit conference with the appropriate College personnel and the Finance Committee of the Board of Trustees for a review of the draft audit reports prior to the printing of the final reports.
- The College or other authorized representative of the College, the appropriate Federal/State agency or its designees shall have free and unrestricted access to the work papers, records, other supportive documentation, and reports prepared, or in the process of being prepared, in connection with audits performed under this agreement. Free and unrestricted access to and the right to require submittal of the documentation to the College shall exist throughout the contract period and shall continue for seven (7) years from the date of submission of the final invoice or until litigation, audit or claim have been fully resolved, if later.
- If it is determined that the auditor's work was unacceptable because it did not meet the College's standards or the standards of state or federal regulatory agencies, the auditor may, at the College's written request, be required to re-audit at its own expense and submit a revised audit report. In the event of the failure of the auditor to remedy any material defect or deficiency within 30 days after notice thereof, the College shall be entitled to terminate the agreement.

## **2.9 OTHER INFORMATION:**

1. The College will not be liable for any cost incurred in the preparation of the RFP.
2. The submission of a proposal shall be prima facie evidence that the provider has full knowledge of the scope, nature, quantity of work to be performed, the detailed

requirements of the specifications, and the conditions under which the work is to be performed. It is the responsibility of the provider to become fully acquainted with the volume of financial transactions, and the character of the College's accounting records and systems.

3. The provider shall furnish the College with such additional information as the College may reasonably require.
4. The College will not be liable for any costs not included in the proposal or not included in subsequent contracts.
5. The College reserves the right to conduct personal interviews with any or all providers prior to selection. The College will not be liable for any costs incurred by the Provider in connection with such interviews (i.e., travel, accommodations, etc.).
6. The College reserves the right to conduct precontract negotiations with any or all potential providers.
7. The College reserves the right to reject any or all proposals, the right in its sole discretion to accept the proposal it considers most favorable in the College's interest, and the right to waive minor irregularities in the procedures. The College further reserves the right to reject all proposals and seek new proposals when such procedure is in the best interest of the College.
8. The RFP will be incorporated by reference into the engagement letter or agreement.

### **SECTION III TERMS, CONDITIONS AND REQUIRED DOCUMENTATION**

1. Luzerne County Community College issues this solicitation with the understanding that it may or may not lead to the eventual procurement of products or services.
2. Luzerne County Community College will not be responsible for any costs incurred by any vendor in the generation of submission of proposals, visits to the College, presentations given to the College personnel or its designees, documentation provided to the College personnel or its designees, production of marketing literature, or any other costs incurred while participating in this RFP process.
3. All proposals and accompanying documentation provided in response to this solicitation, or in support of a response to this solicitation, will become the property of the College.
4. Luzerne County Community College will exercise reasonable efforts to limit circulation of vendor's proprietary material to the College's personnel or their designees. Vendors must mark any submitted material which they regard as confidential with a "PROPRIETARY MATERIAL" designation.

5. Due to the public nature of the institution, the College cannot guarantee that submitted materials will not be reviewed by outside parties. In any case, the College will not be responsible for the inadvertent or accidental release of such materials to unauthorized parties.
6. Luzerne County Community College reserves the right to accept or reject any or all portions of any proposal submitted, to waive any irregularities or technicalities in any proposal and to make the award(s) in the best interest of the College. Luzerne County Community College is not responsible for Provider's errors. Providers will be held to their original submittals.

7. **Notice of the Purchasing and Conflict of Interest Policies in place at Luzerne County Community College ("LCCC"):**

Each owner/operator/individual/officer submitting a proposal or for whom a proposal is being submitted on behalf of the owner (each being referred to as a "Provider") to LCCC certifies that he/she/they are not a spouse, child, parent, brother/sister (each being referred to as an "Immediate Family Member") of any LCCC employee or Board of Trustee member at LCCC who owns more than a one (1%) percent ownership interest in the Provider/Provider's business.

If the Provider is an Immediate Family Member, according to College Policy and Procedure, disclosure must be made, and LCCC may decline entering into a business relationship with the Provider. Disclosure shall be made in writing at the time of submitting the proposal to the Director of Purchasing.

Violations of any of the policies or procedures may result in rejection of the proposal. Additionally, LCCC may have the right to recover damages suffered by LCCC in obtaining an alternative proposal, which damages may include, but are not limited to, consequential damages and reasonable attorney's fees.

Copies of these policies and procedures are available from LCCC upon request.

8. Under the Right To Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract, or agreement) for transactions valued at \$5,000.00 and above.
9. **NONDISCRIMINATION:** Luzerne County Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For a complete copy of the LCCC non-discrimination policy, go to <http://portal.luzerne.edu/forms/dc.pdf>. Inquiries may be directed to the Title IX Coordinator, Dean of Human Resources, LCCC, 521 Trailblazer Drive, Nanticoke, Pennsylvania, 18634-3899, 800-377-5222 extension 7363. Inquiries related to accessibility services for students may be directed to the Section 504 Coordinator, Vice President of Enrollment Management and Student Affairs, LCCC, 521 Trailblazer Drive, Nanticoke, Pennsylvania, 18634-3899, 800-377-5222 extension 7243.

The provider agrees that they are an Equal Opportunity Employer.

10. **REQUIRED DOCUMENT**: Vendor will complete, sign and have notarized the attached Non-Collusion form and return this form with the RFP package. Failure to provide this completed, notarized form, with RFP package will disqualify the bidder.
11. **REQUIRED DOCUMENT**: Vendor will provide, on their company letterhead, a statement verifying that they do not discriminate against any prospective or active employee, they comply with applicable federal and state laws, they are an affirmative action/equal opportunity employer, and they require same by any subcontractors.
12. **REQUIRED DOCUMENT**: Providers must provide, with the proposal documents, proof of insurance in the form of a Certificate of Insurance showing the following coverage:
  - 1) General Liability, with minimum of:
    - \$1 million per occurrence
    - \$2 million aggregate
    - \$1 million excess liability
  - 2) Workers' Compensation –Statute Limits
  - 3) Professional Liability, with \$1 million minimum
  - 4) Upon award of the contract, Vendor must provide College with a copy of the insurance certificate showing the College named as an Additional Insured for the contract period only.

Luzerne County Community College would like to thank you in advance for your interest in participating in this request for proposal. If for some reason you are unable to submit a proposal to the College, please let us know the reason so you will remain on our active bidders list for the future. Fax 570-740-0525.

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You can also e-mail your reason for non-participation to lolzinski@luzerne.edu so that we can keep it in our file.

**PROPOSAL PRICING**

**YEAR 1: AUDITING SERVICES FOR FISCAL YEAR ENDING JUNE 30, 2024**

- 1.1 Base Proposal: Total Cost to Provide Comprehensive Audit Services for the College as outlined herein. \$ \_\_\_\_\_
- 1.2 Base Proposal: Total Cost to Provide the A-133 Single Audit Services for the College as outlined herein. \$ \_\_\_\_\_
- 1.3 Base Proposal: Total Cost to Provide the Enrollment Audit and its agreed upon procedures as outlined herein. \$ \_\_\_\_\_
- 1.4 Proposed hourly rates for various employees for work not included within the scope of this RFP. These rates will become payable should it be determined by both the College and the Provider that additional products and/or services are required:
  - Partner \$ \_\_\_\_\_ per hour
  - Manager \$ \_\_\_\_\_ per hour
  - Senior Auditor \$ \_\_\_\_\_ per hour
  - Auditor \$ \_\_\_\_\_ per hour

**YEAR 2: AUDITING SERVICES FOR FISCAL YEAR ENDING JUNE 30, 2025**

- 2.1 Base Proposal: Total Cost to Provide Comprehensive Audit Services for the College as outlined herein. \$ \_\_\_\_\_
- 2.2 Base Proposal: Total Cost to Provide the A-133 Single Audit Services for the College as outlined herein. \$ \_\_\_\_\_
- 2.3 Base Proposal: Total Cost to Provide the Enrollment Audit and its agreed upon procedures as outlined herein. \$ \_\_\_\_\_
- 2.4 Proposed hourly rates for various employees for work not included within the scope of this RFP. These rates will become payable should it be determined by both the College and the Provider that additional products and/or services are required:
  - Partner \$ \_\_\_\_\_ per hour
  - Manager \$ \_\_\_\_\_ per hour
  - Senior Auditor \$ \_\_\_\_\_ per hour
  - Auditor \$ \_\_\_\_\_ per hour

**YEAR 3: AUDITING SERVICES FOR FISCAL YEAR ENDING JUNE 30, 2026**

- 3.1 Base Proposal: Total Cost to Provide Comprehensive Audit Services for the College as outlined herein. \$ \_\_\_\_\_
- 3.2 Base Proposal: Total Cost to Provide the A-133 Single Audit Services for the College as outlined herein. \$ \_\_\_\_\_
- 3.3 Base Proposal: Total Cost to Provide the Enrollment Audit and its agreed upon procedures as outlined herein. \$ \_\_\_\_\_
- 3.4 Proposed hourly rates for various employees for work not included within the scope of this RFP. These rates will become payable should it be determined by both the College and the Provider that additional products and/or services are required:
  - Partner \$ \_\_\_\_\_ per hour
  - Manager \$ \_\_\_\_\_ per hour
  - Senior Auditor \$ \_\_\_\_\_ per hour
  - Auditor \$ \_\_\_\_\_ per hour

**Submittal Information and Signature:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE                      TELEPHONE                      FAX

\_\_\_\_\_  
Account Representative Signature                      Date

\_\_\_\_\_  
Account Representative Name (Printed)



**THIS FORM MUST BE FILLED OUT IN ITS ENTIRETY AND WRITTEN IN INK OR TYPEWRITTEN.**

**NON-COLLUSION AFFIDAVIT**

Note – This affidavit must be submitted with the Proposal. Failure to do so will result in disqualification of your Proposal.

Service Provider: \_\_\_\_\_

State of: \_\_\_\_\_

County of: \_\_\_\_\_

I state and affirm that I am \_\_\_\_\_ of  
(Title)

\_\_\_\_\_  
(Name of Firm)

and that I am authorized to make this affidavit on behalf of my firm, its owners, directors, and officers. I am the person responsible in my firm for the price(s) contained herein.

I state that:

1. The price(s) and amount(s) of this Proposal have been arrived at independently and without consultation, communication or agreement with any other Contractor, Service Provider, or potential Service Provider.
2. Neither the price(s) nor the amount of this Proposal and neither the approximate price(s) nor approximate amount of this Proposal, have been disclosed to any other firm or person(s) who is a provider or potential provider, and they will not be disclosed before the Proposal opening.
3. No attempt has been made or will be made to induce any firm or person(s) to refrain from proposing on this Contract, or to submit a proposal higher than this Proposal, or to submit any intentionally high or noncompetitive Proposal or other form of complementary Proposal.
4. The Proposal from my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person(s) to submit a complementary or other noncompetitive Proposal.



To: Vendor

From: Len Olzinski – Director of Purchasing

Re: Background Clearance Requirement

Date: January 2, 2024

Please see the following information regarding Background Clearance Requirements. Your immediate attention to this matter is requested.

**Project:** PA Act 153 - Background Clearance Requirement

Act 153 – The Pennsylvania state legislature sought to strengthen protections for children in the PA Child Protective Services Law. The law went into effect on December 31, 2014 and now requires colleges and universities to obtain background clearances for any individual having routine interaction with children at the college or in a college-sponsored program, activity, or service. This requirement applies to college employees, volunteers, independent contractors, and students. This law requires mandatory reporting of suspected child abuse directly to the PA Department of Human Resources.

All Contractors will be required to obtain the three (3) mandatory background clearances: 1) PA Criminal Background, 2) PA Child Abuse History, and 3) FBI Cogent Clearance Fingerprinting.

These clearances must be provided for all contractor representatives/employees who will be on the campus of Luzerne County Community College (“College”) to perform the work awarded. If you are unable to obtain these state required background checks, you will be ineligible to perform work at the College.

Below are the following required clearances and instructions to obtain them.

1. **Act 34 - PA Criminal Background** (On-line)

Results are usually instantaneous. Make sure you hit “yes” to get a copy.

<https://epatch.state.pa.us/>

Cost \$22

2. **Act 151 - PA Child Abuse History** (On-line)

Results are mailed or can be viewed and printed at the website.

Google Chrome - <https://www.compass.state.pa.us/cwis>

Cost \$13

3. **Act 114 - FBI Fingerprinting** - Identogo (On-line)

Register on-line by selecting Digital Fingerprinting. Enter the Service Code 1KG756.

<https://www.identogo.com/locations/pennsylvania>

Estimated cost - \$25.25

ACKNOWLEDGEMENT OF CLEARANCES

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

City, State, ZIP : \_\_\_\_\_

Phone # : \_\_\_\_\_

Fax # : \_\_\_\_\_

Please sign and date that you understand the enclosed letter and hold a clear background check in accordance with the law for each employee/representative of your organization that comes to the College Campus (es) including our dedicated centers. Please fax back this Acknowledgement of Clearances form to the Purchasing Office at 570-740-0525 or mail to Purchasing Office, 521 Trailblazer Drive, Nanticoke PA. 18634-3899

The College will keep this form on file. You may be requested at any time to provide proof of clearances for each employee/representative on the College campus.

Authorized Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

Printed Name/ Title

\_\_\_\_\_