

REQUEST FOR PROPOSALS

REQUEST FOR PROPOSAL #10-19

PROPOSAL DESCRIPTION: Independent Auditing Services

ISSUE DATE: Wednesday, November 10, 2010

PROPOSAL OPENING DATE: Friday, December 17, 2010

PROPOSAL RESPONSES MUST BE RECEIVED NO LATER THAN THE PUBLIC PROPOSAL OPENING DATE AND TIME (LOCAL TIME) SPECIFIED ABOVE. PROPOSALS WILL BE OPENED AND READ ALOUD AT THAT TIME. LATE PROPOSALS WILL NOT BE CONSIDERED.

TO ALL PROSPECTIVE CONTRACTORS/PROPOSERS:

You are hereby invited to submit your proposal for the item(s) to be furnished and delivered, shipped f.o.b. to the address specified herein.

All proposals must be received in **DUPLICATE** in sealed envelopes.

All proposals are subject to staff analysis and Board approval. The Greater Rockford Airport Authority (Authority) reserves the right to accept or reject any and all proposals received and waive any and all technicalities.

Proposals must be delivered prior to the public proposal opening date and time to:

**Greater Rockford Airport Authority
60 Airport Drive
Rockford, IL 61109-2902**

Direct any and all inquiries about this proposal to rfp@flyrfd.com.

Instructions to Proposers

1.1 Proposal Preparation

Proposals must be submitted, in duplicate, on the blank Proposal Form furnished with these contract documents and shall conform to the terms and conditions set forth in the “Instructions to Proposers,” “General Terms and Conditions” and “Special Terms and Conditions” of the contract. Proposals submitted in any other manner, or which fail to furnish all information or certificates required, may be summarily rejected. Proposals may be modified or withdrawn prior to the time specified for the opening of proposals. Proposals shall be filled out legibly in ink or typewritten with all erasures, strikeovers and corrections initialed in ink by the person signing the proposal.

1.2 Proposal Execution

If the Proposer is a corporation, the President shall execute the proposal. In the event that the proposal is executed by other than the President, a certified copy of that section of the corporate by-laws or other authorization by the corporation, which permits the person to execute the proposal for the corporation, shall be submitted. If the Proposer is a partnership, all partners shall execute the proposal, unless one partner has been authorized to sign for the partnership, in which case, evidence of such authority satisfactory to the Deputy Director/Finance & Administration shall be submitted. If the Proposer is a sole proprietor, the owner shall execute the proposal. A “Partnership” or “Sole Proprietor” operating under an Assumed Name shall be registered with the Illinois County in which located, as provided in the Illinois Compiled Statutes, 805/ILCS 405/1.

1.3 Proposal Submission

The Greater Rockford Airport Authority must receive all proposals by the specified opening time of the proposal. Proposals arriving after the specified time will not be accepted and will be returned unopened. All proposals shall be submitted in sealed envelopes with the following information explicitly shown (centered both vertically and horizontally on the envelope): name and address of proposer and proposal number. Further, the sealed envelope must be clearly marked “SEALED PROPOSAL.” The Proposer shall be responsible for the delivery of the proposal before the date and hour set forth for the opening of proposals.

1.4 Error in Proposal

Proposers are cautioned to verify their proposals before submission. Negligence on the part of the Proposer in preparing the proposal confers no right for withdrawal or modifications of the proposal after it has been opened. In case of error in the extension of prices in the proposal, the unit price will prevail.

1.5 Variances and Deviations

Variances and deviations shall be described fully on the Proposal Form. In the absence of such statement, the proposal shall be considered as if submitted in strict compliance with all terms, conditions, and specifications; the Contractor shall be held liable. Contractors are cautioned to avoid making variiances and deviations to the specifications, which may result in rejection of their proposal.

1.6 Reserved Rights

Greater Rockford Airport Authority reserves the right at any time and for any reason to cancel this Request for Proposal, accept or reject any or all proposals or any portion thereof, or to accept an alternate proposal. The Authority reserves the right to waive any immaterial defects or irregularities in any proposal. The Authority may seek clarification from any Proposer at any time and failure to respond promptly is cause for rejection. The Authority has sixty (60) days to accept the proposal.

1.7 Interpretation or Correction of Proposing Documents

Proposers shall promptly notify the Authority no later than one (1) week before proposal opening of any ambiguity, inconsistency or error, which they may discover upon examination of the proposing documents. Interpretations, corrections and changes will be made by written addendum. Each proposer shall ascertain prior to submitting a proposal that all addenda have been received and acknowledged in the proposal. Oral explanations will not be binding.

1.8 Incurred Costs

The Authority will not be liable for any costs incurred by Proposers in replying to this Invitation to Bid.

Instructions to Proposers

1.9 No Proposal Response

If your firm declines to proposal on this invitation, but desires to remain on the Authority's Proposers' List for future invitations, please submit in a letter stating why you are declining to proposal.

1.10 Basis of Award

It is the intent of the Authority to award a contract to the lowest responsible proposer meeting specifications. Further, the Authority reserves the right to determine the lowest responsible proposer in any way determined to be in the best interests of the Authority. Award will be based on the following factors (where applicable): (a) adherence to all conditions and requirements of the proposal specifications; (b) price; (c) qualifications of the proposer, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; and (g) repurchase or residual value.

1.11 Pre-Proposal Conference

If a Pre-Proposal Conference is a requirement of this contract, it will be shown on the Title Page.

End of Instructions to Proposers

General Terms and Conditions

2.1 Non-Discrimination

Contractor shall comply with the Illinois Human Rights Act, 775, ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Contractor shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.

During the performance of this Contract, the Contractor agrees that it shall not discriminate against any worker, employee or applicant, or any member of the public, on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, or sexual orientation. Upon request of the Authority, the Contractor also agrees to submit in writing an affirmative action plan demonstrating compliance with equal employment opportunity laws and policies. Contractor further agrees that this clause will be incorporated by the Contractor in all contracts entered into with suppliers or materials or services, sub-contractors and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or any other person or organization performing services in connection with this Contract.

2.2 Drug-Free Workplace

The Contractor agrees to provide a drug free workplace as provided for in the Drug Free Workplace Act, 30 ILCS 580/1, et seq.

2.3 Tax Exemption

The Greater Rockford Airport Authority is not subject to Federal Excise Tax. Per Illinois Compiled Statutes, 35 ILCS 120/2-5, the Greater Rockford Airport Authority is exempt from state and local taxes. Our exempt number is E9992-3521-05.

2.4 Warranties

Contractor warrants that all goods and services furnished hereunder will conform in all respects to the terms of this solicitation, including any drawings, specifications or standards incorporated herein, and that they will be free from latent and patent defects in materials, workmanship and title, and will be free from such defects in design. In addition, Contractor warrants that said goods and services are suitable for, and will perform in accordance with, the purposes for which they are purchased, fabricated, manufactured and designed or for such other purposes as are expressly specified in this solicitation. The Authority may return any nonconforming or defective items to the Contractor or require correction or replacement of the item at the time the defect is discovered, all at the Contractor's risk and expense. Acceptance shall not relieve the Contractor of its responsibility.

The Contractor further agrees, upon written notice from the Authority, to promptly and without charge, make changes, corrections and/or replacement, to the satisfaction of the Authority, which may be required to make good all defects in design and material under its intended use, for a period of one (1) year, with the one (1) year period commencing on the date of acceptance by the Authority. The Contractor shall receive no compensation for cost in replacement of goods or workmanship.

2.5 Indemnification

Contractor agrees to indemnify, save harmless and defend the Greater Rockford Airport Authority, its agents, servants, Commissioners, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses or expenses, including court costs and attorneys' fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to any property, which may arise or which may be alleged to have arisen, in whole or in part, out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly and solely by the negligence or other fault of the Greater Rockford Airport Authority, its agents, servants, Commissioners, or employees or any other person indemnified hereunder. This indemnification obligation is not limited by, but is in addition to the insurance obligations, which may be contained in this contract. The provision of this paragraph shall not be waived.

General Terms and Conditions

2.6 Termination and Default

Time is of the essence of this contract and if delivery of acceptable items or rendering of services is not completed by the time promised, the Authority reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by notice effective when received by Contractor, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere and charge the Contractor with any or all losses incurred. The Authority shall be entitled to recover its attorney's fees and expenses in any successful action by the Authority to enforce this contract.

2.7 Royalties and Patents

Contractor shall pay all royalties and license fees. Contractor shall defend all suits or claims for infringement of any patent, copyright or trademark rights and shall hold the Authority harmless from loss on account thereof.

2.8 Regulatory Compliance

Contractor represents and warrants that the goods or services furnished hereunder (including all labels, packages and containers for said goods) comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State and local laws, rules and regulations as applicable, including the Occupational Safety and Health Act as amended, with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Contractor shall furnish "Material Safety Data Sheets" in compliance with the Illinois Toxic Substances Disclosure to Employees Act.

Pursuant to Illinois Municipal Code 65 ILCS 5/11-42.1-1, by signing this proposal the Contractor certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue.

The Contractor certifies that they are not barred from bidding on this contract as a result of engaging in or being convicted of: (a) bid-rigging in violation of Section 3; or (b) bid-rotating in violation of Section 4, of the Illinois Criminal Code of 1961, as amended [720 ILCS 5/33E-3 and 4].

2.9 Discounts

Prices quoted must be net after deducting all trade and quantity discounts. Where cash discounts for prompt payment are offered, the discount period shall begin with the date of receipt of a correct invoice or receipt or final acceptance of goods, whichever is later.

2.10 Inspections

The Authority shall have the right to inspect any materials, components, equipment, supplies, services, or completed work specified herein. Any of said items not complying with these specifications are subject to rejection at the option of the Authority. Any items rejected shall be removed from the premises of the Authority and/or replaced at the entire expense of the Contractor.

2.11 References

To allow the Authority to evaluate the experience of the Contractor, as it relates to this purchase, the Contractor must submit a minimum of three (3) references of organizations that have purchased similar items. Failure to include references may result in proposal disqualification. References must be submitted on the Proposal Form.

General Terms and Conditions

2.12 Law Governing

This contract shall be governed by and construed according to the laws of the State of Illinois.

2.13 Prevailing Rate Wages

The awarded Contractor is required to pay all applicable wage rates as required and stipulated by Federal, State and Local laws. The Authority requires Prevailing Rate Wages in accordance with the Illinois Prevailing Wage Act, 820 ILCS 130/01 et seq. (“the Act”) to be paid as stipulated by the Authority’s annual Ordinance. The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor’s website at <http://www.state.il.us/agency/idol/rates/rates.HTM>. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties.

2.14 Prevailing Wage Reporting Burdens

Public Act 96-0437 requires all contractors and subcontractors working on a prevailing wage project to submit on a monthly basis a certified payroll to the public body in charge of the project. Any contractor or subcontractor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B misdemeanor. Such payroll records are public records subject to disclosure under the Freedom of Information Act.

End of General Terms and Conditions

Revised 9/05

Special Terms and Conditions

3.1 Pricing

The price quoted for each item is the full purchase price, including delivery to destination, and includes all transportation and handling charges, premiums on bonds, material or service costs, patent royalties and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period.

3.2 Background

This is a Request for Proposal (RFP) for an independent certified public accounting firm (proposer) to provide external independent auditing services for the Greater Rockford Airport Authority (Authority) dba Chicago Rockford International Airport (RFD). The Authority's Deputy Director of Finance and Administration shall make a recommendation to the Authority's Board of Commissioners after reviewing all proposals.

3.3 Contract Period

The Authority wishes to receive proposals for selection of an independent certified public accounting firm, licensed to practice in the State of Illinois, to provide external independent auditing services to the Authority for each fiscal year period of three (3) years, beginning with an audit of the financial statements for fiscal year ending April 30, 2011, April 30, 2012, and ending after the completion and submission of the audit report for the fiscal year ending April 30, 2013, with option to renew.

Option to renew to be exercised by the Authority for up to two (2) additional years at rates to be negotiated after completion and submission of the audit reports for the fiscal year ended April 30, 2013.

The Authority intends for the awarded firm to express an opinion on the fairness with which financial statements present the Authority's financial position, results of operations and changes in cash flows in conformity with generally accepted governmental accounting principals, and to determine whether operations were conducted in accordance with legal and regulatory requirements.

3.4 General Information

The Authority is an independent municipal corporation of the State of Illinois, created by and formed in 1946 shortly after the State of Illinois adopted the Airport Authorities Act of 1945. The Authority is located within Winnebago County and is empowered to levy a property tax on real properties located within the Authority area, which encompasses an area of approximately 216 square miles and includes all land within Cherry Valley, Harlem, Owen and Rockford Townships with the exception of roughly 12 square miles of rural land in Owen Township.

The Authority employs approximately 42 employees and administers an annual operating budget of approximately \$9,000,000. The Authority has an automated accounting system. All personnel in the Finance Department have access to the system through the organizational Local Area Network (LAN). The Finance Department is responsible for maintenance, programming, and operation of the system. The general ledger, accounting, account payable, accounts receivable, cash receipts, lease management, purchase order and fixed assets are fully automated. The Authority uses the modified accrual accounting system operating under a single enterprise fund. The Authority is the recipient of various local, state and federal grants.

The Government Finance Officers Association of the United State and Canada (GFOA) has awarded a Certificate of Achievement for Excellence in Financial Reporting to the Greater Rockford Airport Authority for its Comprehensive Annual Financial Report (CAFR) for each of the last twelve consecutive years. The Authority's 2010 CAFR shall be submitted for its thirteenth award.

3.5 Scope of Services

- I. Annual Examinations – The proposer selected as a result of this RFP shall provide independent auditing services to the Authority to examine the financial statements, beginning with the fiscal year ending April 30, 2011. The annual examinations by the proposer shall include, but not limited to, the following:
- a. Financial Audit – The examination will be a financial and compliance audit made in accordance with generally accepted auditing standards, *Government Auditing Standards* issued by the Comptroller General of the United States, and shall include, to the extent applicable, the audit procedures required by:
- Government Auditing Standards,
 - Office of Management and Budget (ONB) Circular A-133, Audits of State, Local Governments and Non-Profit Organizations (The Single Audit Act),
 - OMB Circular A-133 Compliance Supplement, and
 - All other promulgations that might apply.

The primary purpose of this audit is to express an opinion on the financial statements of the Authority. The audit procedures used should be sufficient to enable the proposer to express an opinion on the fairness with which the financial statements present the financial position of the Authority and the results of its operations and the cash flows of its proprietary fund types in accordance with generally accepted accounting principles. In addition, such procedures should be adequate to determine whether the operations of the Authority were properly conducted with legal and regulatory requirements, including Illinois Statutes, Federal laws and Authority policies and procedures.

- b. Review of Internal Controls – An evaluation is to be made of the system of internal controls, including the control environment, accounting systems and specific control procedures, to assess the extent to which the controls can be relied upon to ensure compliance with the law and regulations, and to provide for efficient operations. In order to assess the control risk, the proposer is to perform tests of controls and properly document its assessment. Reportable conditions shall be communicated in writing in accordance with generally accepted auditing standards.
- c. Data Processing Review – The proposer will perform a review of internal controls used in the computer environment to ensure (a) the proper development and implementation of applications, (b) the integrity of program and data files, (c) the completeness and accuracy of the accounting records, and (d) the integrity of computer operations.
- The proposer shall communicate periodically to staff if reportable conditions in data process review are identified during the engagement. As part of the Management Letter, the proposer shall report the following information it deems appropriate:

Specific comments in the above areas for the Authority's computer systems
Overall conditions of internal control in computer environment
Significant weakness in internal control in data processing

- d. Management Letter – A management letter will be issued that will contain significant audit findings that, among other matters, may include the following material items noted during the performance of the audit:
1. Whether errors or irregularities reported in the preceding audit report have been corrected;
 2. Whether recommendations made in the preceding audit report have been implemented;
 3. If applicable, whether any errors or irregularities reported by or any recommendations made by the State of Illinois Office of the Auditor General concerning the preceding fiscal year have been corrected or implemented;
 4. Violation of the laws, rules and regulations discovered within the scope of the audit;
 5. Illegal expenditures discovered within the scope of the audit;
 6. Improper or inadequate accounting procedures;
 7. Failure to properly record financial transactions;
 8. Other inaccuracies, irregularities, shortages of defalcations, if any, discovered by the firm; and

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9. Recommendations to improve management, accounting procedures and internal controls and to increase efficiency.

The successful proposer shall be required to make immediate written report to the designated Authority Representative of all significant irregularities and any illegal acts as they become known to the proposer. Not later than 15 days after the end of field work, the successful proposer shall submit a draft of the management letter to identify material weaknesses observed, and propose steps to eliminate any weaknesses.

- e. Financial Reports – At the completion of the Financial Audit, copies of the Letter of Transmittal, Management’s Discussion and Analysis (MD&A), General Purpose Financial Statements, Notes to the Financial Statements, and all schedules will be bound by the proposer. The Authority will provide to the proposer for inclusion in the Financial Audit, the Table of Contents and all of the above for duplication. The successful proposer shall provide technical support to produce an electronic copy for the printer and for the posting on our website. Technical support will include the rolling of worksheets annually, linking of all Excel spreadsheets to the necessary locations within the word document reports.

The partner in charge of the audit and/or the audit manager or supervisor must be available to attend a Board meeting for discussion of the final report.

The auditor shall, without charge, provide input and review in the presentation of the financial statements and financial information in the Authority’s Annual Report.

- II. Single Audit – An audit of federal and state grants shall be preformed, as defined by Governmental Auditing Standards issued by the Comptroller General of the United States, Compliance Supplement for Single Audits of State and Local Governments, the Single Audit Act of 1984 (PL98-502) and Circular A-129.

The proposer will perform a Single Audit in accordance with generally accepted auditing standards, Government Auditing Standards issued by the Comptroller General of the United States, Government Auditing Standards, Office of Management and Budget (OMB) Circular a-133, Audits of State, Local Governments and Non-Profit Organizations (The Single Audit Act) in order to report on the Schedule of Federal Financial Assistance, on the compliance of the Authority with laws and regulations and on internal controls, of federal and state grants, as required by the Single Audit Act.

Information related to the single audit, including the schedule of Federal Financial Assistance, findings and recommendations, and auditor’s report on the internal control structure and compliance with applicable laws and regulations will be included in a separate report, when completed.

- III. Additional Services – If, during the contractual period, additional services are needed, the proposer may, at the option of the Authority, be engaged to perform these services. The proposer shall, upon receipt of a written request from the Executive Director and Deputy Director of Administration and Finance or authorized designee, perform such additional services. Such services, if offered by the proposer, may include, but not limited to :
- a. Management advisory services;
 - b. Tax consulting services;
 - c. Actuarial consulting services;
 - d. Assistance in the preparation of or performance of extended audit procedures;
 - e. Assistance in the preparation of or performance of procedures required by Bond Counsel in connection with the issuance of Official Statements;
 - f. Initial Risk Assessment of Authority Operations.

All additional work will be documented by engagement memorandums to be approved by the Executive Director and CFO or authorized designee. The fee for additional services shall be separately negotiated at the time of the engagement for a not-to-exceed amount calculated in accordance with the rates proposed in accordance with Proposal Form Item E.

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IV. Time Requirements – Schedule of the Fiscal Year Audit shall be completed no later than the date indicated:

- a. Audit Plan – Within one month of the execution of the professional services contract, a detailed plan will be provided to the Authority covering interim and year-end audit procedures for the fiscal year ending April 30, 2011. In the succeeding fiscal years for which audit services will be provided, a detailed plan will be provided to the Authority by March 31st.
- b. Fieldwork – The Authority and the successful proposer shall meet to identify a mutually agreeable schedule to meet all other timelines within the process.
- c. Progress Conferences – Progress conferences will be held with the Deputy Director of Finance and Administration at least bimonthly during the course of the engagement. Such conferences will be held at any time that it appears that: scheduled completion dates may be in jeopardy; the audit detects apparent violations of law or apparent instances of misfeasance, malfeasance or nonfeasance by an employee; information is discovered that indicates that defalcations may reasonably be anticipated; or material weaknesses in internal controls are detected.
- d. Reporting Deadlines – The audit report, in its final form and including the management letter, shall be completed each year no later than the last working day in the month of July. The report will be presented to the Board at its' August meeting.
- e. Provide periodic reports to the Authority assessing the impact of any significant regulatory (Accounting Standards) changes and accounting or reporting developments proposed by the Financial Accounting Standards Board/Governmental Accounting Standards Board or any other significant financial/accounting matters that may affect the Authority.

V. Working Papers – In all cases, the proposer will retain all working papers for a period of five (5) years and will provide the Authority and/or its assignees, free of charge, to any or all work papers for a period of five (5) years. Working papers will be available for examination or duplication without charge to authorized Authority personnel as well as representatives of the Federal Audit Agency, the General Accounting Office, the State of Illinois, etc. Papers will be made available for examination or duplication at a reasonable charge to subsequent auditors engaged by the Authority.

VI. Support Personnel – Support personnel, including the Deputy Director of Finance & Administration, and staff, will be made available by the Authority to provide assistance, such as identifying locations of records, gather needed documentation and supporting information and such other tasks that will serve to expedite the audit, with the understanding that support personnel must be given consideration to effectively perform the day-to-day requirements of their position.

3.6 Evaluation Process

A committee of the Authority will convene, review and evaluate all proposals submitted based on the requirements set forth in the request for proposal. The criteria for ranking proposers is 1) experience of the firm on comparable government engagements (0 – 25 points); 2) professional qualifications of the firm and the principals performing the work (0 – 25 points); 3) ability of the firm to comply with the scope of services and timetable provided (0 – 20 points); 4) proposed fee schedule (0 – 20 points); and 5) other factors as the Authority deems important (0 – 10 points). **Please note that proposals will be evaluated on content, *not bulk!***

3.7 Invoicing and Payment

In consideration of the size of the fees to be generated and the probable length of the audit engagement for each fiscal year, progress billing will be permitted on a percentage of completion basis. To determine progress, the proposer will prepare, as part of the audit plan, an estimate of total hours required to complete the engagement. Progress will be determined by comparing the hours incurred to date to the estimated total hours for the engagement. A listing of hours incurred will accompany the invoice in support of this calculation. Progress billings may be rendered monthly during the course of the engagement; progress payments not to exceed 80% of the annual fee.

Special Terms and Conditions

The final payment will be paid upon resolution of any open issues or delivery of any remaining items and acceptance of final audit reports, opinion letters, and management letter.

3.8

Insurance

The Contractor shall maintain at all times a minimum commercial liability insurance policy in the amount of \$2,000,000.00 and must name the Greater Rockford Airport Authority as additional insured on Contractors policy. Proof of adequate insurance in the form of a Certificate of Insurance must be provided to the Authority upon contract acceptance.

End of Special Terms and Conditions

Proposal Form

Full Name of Proposer: _____

Business Address: _____

City, State, Zip: _____

Telephone Number: _____ FAX: _____

Email: _____

Contract Person: _____

FEIN: _____

The undersigned, being duly sworn, certifies that he/she is:

- The Owner/
Sole Proprietor
- a Member of the
Partnership
- an Officer of the
Corporation
- a Member of the
Joint Venture

Further, the Contractor declares that the only person or parties interested in this proposal as principals are those named herein.

Further, the undersigned hereby certifies that they have read and understand the contents of this proposal and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications, warranties and attachments, including Addenda No. _____ and _____ issued thereto, except only to the extent that the Contractor has taken express written exception in this proposal, hereto. Failure to have read all the provisions of this proposal shall not be cause to alter any resulting contract or request additional compensations.

Further, by signing this proposal document, the proposer hereby certifies that they are not barred from proposing on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Further, by signing this proposal document, the Contractor hereby certifies that pursuant to Illinois Compiled Statutes, 65 ILCS 5/11-42-1, the Contractor is not delinquent in the payment of any tax administered by the Department of Revenue.

Our State of Illinois Certification Number under the Fair Employment Practices Law is _____.

(check if applicable) We do not have a State Pre-Qualification Statement. In lieu thereof, we will make an application at 312.814.2432 within thirty (30) days from the date of this proposal opening.

Further, the Contractor agrees to provide a drug free workplace as provided for in the Drug Free Workplace Act, 30 ILCS 580.1 et seq.

Authorized Signature: _____

Typed/Printed Name: _____

Title: _____

Date: _____

In order to maintain comparability and enhance the review process, it is requested that proposals be organized in the manner specified below. Under separate cover please include all information in your proposal.

- A. Introductory Letter: A narrative letter that profiles the background, experience and qualifications of the Firm. Include a brief description of all lawsuits that are pending/filed against the local office of the proposer over the last three years and any disciplinary action taken against the proposer.
- B. Qualifications and Experience of Staff: Identify the audit team (partners, managers, supervisors, and staff) that will be responsible for providing the required audit services, and provide a detailed resume for each team member. Also indicate the specific individual who will serve as the day-to-day contact and be responsible for the work product of the proposer. This individual must be available to attend meetings and respond to specific inquiries and calls with a 24 hour notice.
- C. Similarity: A listing for the past three (3) years of like/similar governmental audits that your firm performed under contract.
- D. Workload: The current number of governmental accounts assigned and/or under contract (during the tenure of this contract).
- E. Pricing of Services: The proposer shall provide a firm fixed price for completing the annual examination and single audit of the financial statements of the Authority according to the following schedule:

FYE April 30, 2011	\$ _____
FYE April 30, 2012	\$ _____
FYE April 30, 2013	\$ _____

It is anticipated that the proposer will use staff with a variety of skill and experience levels in providing the additional services contemplated in Section 3.5 III., depending upon the type and complexity of the services. Therefore, firms should propose a comprehensive hourly rate for each type of staff, using the generic guide below. The Authority will jointly determine with the proposer a not-to-exceed price for each project, using the contractually established rates.

Illustrative Guide for Proposing Hourly Price for Additional Services				
<u>Level</u>	<u>Experience</u>	<u>Hourly Billing Rate</u>	<u>Qualifications</u>	<u>Responsibilities</u>
Paraprofessional				
Junior				
Senior				
Manager				
Partner				
Specialists				

Variations and Deviations

Variance 1: _____

Variance 2: _____

Variance 3: _____

Variance 4: _____

References

Company Name: _____

Address: _____

Contact Person: _____

Telephone #: _____

E-mail _____

Company Name: _____

Address: _____

Contact Person: _____

Telephone #: _____

E-mail _____

Company Name: _____

Address: _____

Contact Person: _____

Telephone #: _____

E-mail _____

Company Name: _____

Address: _____

Contact Person: _____

Telephone #: _____

E-mail _____