



845-434-5750
Fax: 845-434-4806

SULLIVAN
COUNTY COMMUNITY COLLEGE
S · U · N · Y

April 24, 2017

Dear Prospective Proposer:

Sullivan County Community College cordially invites you to respond to the enclosed request for proposals to provide Financial Audits as per the attached specifications. All proposals will be received by the Associate Vice President for Planning, Human Resources and Facilities at the Purchasing Services Office until 3:00 p.m., Monday, May 22, 2017.

Questions regarding this request for proposal may be directed to Stephen Samuel, at 845-434-5750, extension 4267. Please be aware that three copies of your full proposal must be submitted. A certificate of insurance along with a completed W-9 will be required as stated in our supplemental terms and conditions.

Specific questions of both a general and technical nature may be directed to Susan J. Horton, CPA, Controller, at 845-434-5750, extension 4357.

Please return the SEALED PROPOSAL in the return envelope provided, or if returning in your own envelope, mark on the outside of the envelope: RFP: FINANCIAL AUDITS to be submitted by 3:00 p.m. on Monday, May 22, 2017.

Very truly yours,

Stephen Samuel
T.A.I/Purchasing Services

SS
Encs.

112 College Road, Loch Sheldrake, New York 12759-5723 • <http://www.sunysullivan.edu>
A Unit of the State University of New York • Affirmative Action/Equal Opportunity College

LEGAL NOTICE

SULLIVAN COUNTY COMMUNITY COLLEGE

Sealed proposals for the following will be received by the Associate Vice President for Planning, Human Resources and Facilities at the Purchasing Services Office of Sullivan County Community College, 112 College Road, Loch Sheldrake, New York 12759, (845) 434-5750, extension 4267 until 3:00 PM, Monday, May 22, 2017.

RFP: FINANCIAL AUDITS

Information and specifications may be obtained from the Purchasing Services Office at the above address or online at <http://www.sunysullivan.edu/purchasing/>. All proposals are subject to terms and conditions therein set forth.

Stephen M. Mitchell, PhD
Associate Vice President for Planning,
Human Resources and Facilities

SULLIVAN COUNTY
COMMUNITY COLLEGE
112 COLLEGE ROAD
LOCH SHELDRAKE
NEW YORK, 12759

RFP PROPOSAL:

FINANCIAL AUDITS

RFP SPECIFICATION:

To provide a proposal for auditing the financial statements of Sullivan County Community College, the three (3) Component Units, and the single audit of federal awards as per the attached specifications.

PUBLISHED IN THE FOLLOWING NEWSPAPERS ON THE DATE INDICATED:

THE TIMES HERALD RECORD, WEDNESDAY, MAY 1, 2017, ONE TIME ONLY
SULLIVAN COUNTY DEMOCRAT, TUESDAY, MAY 2, 2017, ONE TIME ONLY

PROPOSALS DUE: MONDAY AT 3:00 PM

ON MAY, 22 20 17 IN THE H048 CONFERENCE ROOM,

FOR THE ASSOCIATE VICE PRESIDENT FOR PLANNING, HUMAN RESOURCES AND FACILITIES.

SULLIVAN COUNTY COMMUNITY COLLEGE
112 COLLEGE ROAD
LOCH SHELDRAKE, NEW YORK 12759

PROPOSAL, SPECIFICATIONS AND PROPOSAL FORM
FOR THE SALE TO THE SULLIVAN COUNTY COMMUNITY COLLEGE

OF
RFP: FINANCIAL AUDITS

1. Pursuant to the provisions of County Law, sealed proposals for the sale to the Sullivan County Community College:

WILL BE RECEIVED BY THE Associate Vice President for Planning, Human Resources and Facilities of the Sullivan County Community College, 112 College Road, Loch Sheldrake, New York 12759 until, **3:00 P.M. on MAY 22, 2017.**

2. All proposals must include the official proposal form and enclosed in an envelope which must be sealed and addressed as follows:
Office of Purchasing Services
Sullivan County Community College
112 College Road
Loch Sheldrake, New York 12759

RFP: FINANCIAL AUDITS

3. Proposals shall hold firm for a period of one year with an option to renew for two additional one year terms upon mutual agreement by both parties, during which time the proposal may not be withdrawn. The successful party, upon award, will be required to enter into a written contract to comply with all of the specifications and conditions herein.
4. Separate proposals may be solicited for FINANCIAL AUDITS in accordance with the detailed specifications and separate awards may be made.
5. The RFP price or prices shall include any charges for delivery and installation, if installation is required as set forth in the details in later paragraphs. Delivery and/or installation are to be made as per the attached proposal specifications to Sullivan County Community College, 112 College Road, Loch Sheldrake, New York 12759.
6. The Sullivan County Community College, being tax exempt, will furnish the successful proposer with a Tax Exemption Certificate, wherever required.
7. In determining the qualification of a proposal, the Associate Vice President for Planning, Human Resources and Facilities will consider the record in the performance of any contract in which he may have entered with other Public Bodies, and reserves the right to

reject the proposal of such proposer if the record discloses that such proposer, in the opinion of the said Associate Vice President for Planning, Human Resources and Facilities, has not properly performed such contracts pursuant to specifications and/or contracts. The Associate Vice President for Planning, Human Resources and Facilities may make such investigation as he/she deems necessary to determine the ability of the contractor to perform the terms of the specifications and contract, and the contractor shall furnish the Associate Vice President for Planning, Human Resources and Facilities such information for this purpose as the Associate Vice President for Planning, Human Resources and Facilities may request.

8. Should the contractor find discrepancies or omissions in the specifications, he shall at once notify the Associate Vice President for Planning, Human Resources and Facilities, who will send out written instructions to all parties involved. NO oral interpretation of the specifications or other contract documents will be given to any contractor. Every request for such interpretation shall be addressed in writing to the Associate Vice President for Planning, Human Resources and Facilities and to be given consideration, it should be received at least five days prior to the date set for the opening of the proposals. All such interpretation and supplemental instructions will be in the form of written addenda to the specifications, and become a part of the contract documents. Failure to receive any such addenda shall not relieve any proposer from any obligation under his proposal as submitted.
9. Definition of apparatus, articles or materials by name or such specific description is intended only to convey to the contractor or proposer the understanding of the degree of performance, excellence or quality required. Any article or material which will conform substantially to the standards of excellence established in the specifications and is of equal merit, operation, strength, durability, appearance, and ability to perform the required functions, will be deemed eligible for offer. The Associate Vice President for Planning, Human Resources and Facilities, for and in behalf of the Sullivan County Community College, shall be the sole judge as to determine whether equivalents are equal to the items specifically identified.
10. The contractor agrees to comply with all provisions of the Labor Law applicable to this Contract, and, according to the provisions of the General Municipal Law, may not assign said contract or subcontract without written consent of the Associate Vice President for Planning, Human Resources and Facilities of the Sullivan County Community College.
11. In accordance with the provisions of Section 103-A of the General Municipal Law, the following clause is hereby inserted to provide:
“That upon the refusal of a person, when called before a Grand Jury to testify concerning any transaction or contract had with the State, any political subdivision thereof, a public authority or with any public department, agency or official of the State or of any political subdivision thereof or of a public authority, to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such

transaction or contract,

(A) Such person, and any firm, partnership or corporation of which he is a member, partner, director, or officer shall be disqualified from thereafter selling to or submitting proposals to or receiving awards from or entering into any contracts with any municipal corporation or any corporation or any public department, agency or official thereof, for goods, work or services, for a period of five years after such refusal, and to provide that

(B) Any and all contracts made with any municipal corporation or any public department, agency or official thereof, since the effective date of this law, be such person, and by any firm, partnership or corporation of which he is a member, partner, director, or officer may be canceled or terminated by the municipal corporation without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the municipal corporation for goods delivered or work done prior to the cancellation or termination shall be paid.

(C) The proposer states that the proposal was arrived at independently and submitted without collusion with any other proposer or vendor; and further, that the contents of the proposal have not been communicated to any person, other than an employee of the proposer or its surety when a bond is furnished, and that no attempt has been made to induce another person or proposer to submit or not submit a proposal; and that the statements herein are accurate and true.”

12. If the proposer herein is a corporate proposer, there must be attached hereto a resolution indicating that the submission of this proposal was authorized by the corporation.
13. The Associate Vice President for Planning, Human Resources and Facilities, for and in behalf of the Sullivan County Community College, reserves the right to waive all formalities, to reject any or all proposals, or to accept any proposal or proposals, which he/she deems for the best interest of the College.
14. Should a proposal be awarded, oral acceptance will not be honored. A written notice, such as a purchase order and/or written contract signed by an authorized agent of the College issued within thirty days of the opening will be necessary.
15. The pages following showing detailed specifications and/or requirements together with the proposal form are made a part and parcel of the “PROPOSAL, SPECIFICATIONS, AND PROPOSAL FORM.”

SULLIVAN COUNTY COMMUNITY COLLEGE

**REQUEST FOR PROPOSAL
RFP: FINANCIAL AUDITS**

THE SULLIVAN COUNTY COMMUNITY COLLEGE PURCHASING OFFICE IS
REQUESTING OFFERS FOR THE FOLLOWING GOODS OR SERVICES:

TITLE: RFP: FINANCIAL AUDITS

DUE DATE: MONDAY, MAY 22, 2017 AT 3:00 P.M.

FOR ADDITIONAL INFORMATION CONTACT:

STEPHEN SAMUEL, TA1/PURCHASING (845) 434-5750 EXT. 4267
SULLIVAN COUNTY COMMUNITY COLLEGE
112 COLLEGE ROAD
LOCH SHELDRAKE, NY 12759

FOR QUESTIONS OF BOTH A GENERAL AND TECHNICAL NATURE CONTACT:

SUSAN J. HORTON, CPA, CONTROLLER
(845) 434 5750 EXT. 4357
SULLIVAN COUNTY COMMUNITY COLLEGE
112 COLLEGE ROAD
LOCH SHELDRAKE, NY 12759

HAND CARRIED OFFERS WILL BE RECEIVED AT THE PURCHASING SERVICES OFFICE, ROOM H047E, IN THE LOWER LEVEL OF H BUILDING OF SULLIVAN COUNTY COMMUNITY COLLEGE, 112 COLLEGE ROAD, LOCH SHELDRAKE, NY 12759

OFFERS WILL BE RECEIVED UNTIL 3:00 PM ON MAY 22, 2017

NOTE: USE OF THE MAIL SERVICE IS AT YOUR OWN RISK FOR PROPER DELIVERY.

ALL REPLIES TO THIS RFP SHOULD BE RETURNED TO:

SULLIVAN COUNTY COMMUNITY COLLEGE
OFFICE OF PURCHASNG SERVICES
112 COLLEGE ROAD
LOCH SHELDRAKE, NY 12759

PROPOSAL FORM

TO: Assistant to the Associate Vice President for Planning, Human Resources and Facilities
Sullivan County Community College
112 College Road
Loch Sheldrake, New York 12759

In accordance with the proposal and specifications, the undersigned submits the following request for proposals:

RFP: FINANCIAL AUDITS

RFP DUE DATE: MAY 22, 2017 AT 3:00 PM

DELIVERY COSTS, FREIGHT AND ANY OTHER APPLICABLE COSTS SHALL BE INCLUDED IN THE PROPOSAL PRICES. ITEM SHOULD BE SHIPPED FOB DESTINATION.

THIS IS A ONE YEAR CONTRACT WITH AN OPTION TO RENEW FOR TWO ADDITIONAL ONE YEAR TERMS. PLEASE GIVE A SEPARATE BREAKDOWN FOR THE MAIN UNIT AS WELL AS EACH COMPONENT UNIT.

<u>AUDITING & FINANCIAL STATEMENTS FOR:</u>	AMOUNT OF PROPOSAL 2017	AMOUNT OF PROPOSAL 2018	AMOUNT OF PROPOSAL 2019
Sullivan County Community College			
S.C.C.C. Foundation			
Faculty Student Association			
S.C.C.C. Dormitory Corporation			
TOTALS			

NAME OF PROPOSER (PRINT OR TYPE)

SIGNATURE & TITLE

ADDRESS

CITY, STATE, ZIP

DATE

TELEPHONE NUMBER

IF THE PROPOSER IS A CORPORATION,
THE FOLLOWING CERTIFICATION MUST BE COMPLETED:

I, _____, the Secretary of the aforementioned corporation, do hereby certify that the proposal and/or proposals submitted above are duly authorized by a Resolution of the Corporation.

SIGNATURE

NON-COLLUSIVE PROPOSAL CERTIFICATION

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty or perjury, that to the best of knowledge and belief:

1. The prices in this proposal have been arrived at independently without collusion,

consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and
3. No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

The person signing this proposal, under the penalties of perjury, affirms the truth thereof.

DATED

(Corporate Seal)

SIGNATURE
OF PROPOSER, IF INDIVIDUAL

NAME OF CORPORATION

ADDRESS

CITY, STATE, ZIP

AUTHORIZED SIGNATURE

PROPOSAL COMPLIANCE FORM

OPENING DATE: MAY 22, 2017
OPENING TIME: 3:00 P.M.

FOR FURTHER INFORMATION
CALL STEPHEN SAMUEL
AT (845) 434-5750 EXT. 4267

COMPLETION DATE: AS STATED IN OUR PROPOSAL SPECIFICATIONS

DISCOUNT: PLEASE INDICATE YOUR FIRM'S DISCOUNT FOR PROMPT PAYMENT:
(MINIMAL ACCEPTABLE PERIOD IS 20 CALENDAR DAYS)

20 CALENDAR DAYS: _____ %

30 CALENDAR DAYS: _____ %

OTHER: _____ CALENDAR DAYS: _____ %

COMPLIANCE AGREEMENT

I, THE UNDERSIGNED, HAVE READ AND EXAMINED THE GENERAL TERMS, CONDITIONS, ANY SUPPLEMENTAL TERMS AND CONDITIONS, AND THE SPECIFICATIONS OF THIS REQUEST AND AGREE TO COMPLY WITH ALL OF THEM.

SIGNATURE: _____ DATE: _____

NAME: _____ TITLE: _____

COMPANY NAME: _____ EIN: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

Sullivan County Community College
Request for Proposal
Financial Audits

April 24, 2017

1. INTRODUCTION

Sullivan County Community College and its related organizations are requesting proposals for auditing the financial statements of Sullivan County Community College, its three Component Units and the Single audit of federal awards. Audit services will be for a one year period for the fiscal year ending August 31, 2017 with the option to renew for two additional one year terms upon mutual agreement by both parties.

Sullivan County Community College was founded in 1962. Sullivan County Community College is approved by and registered with the New York State Department of Education. It has three related organizations: Sullivan County Community College Foundation, Inc., Faculty Student Association of Sullivan County Community College, Inc., and the Sullivan County Community College Dormitory Corporation.

2. GENERAL COMMENTS

- The accounting firm selected should be independent and not have any interest that would constitute a conflict of interest involving the Board of Trustees, College employees, or the sponsor.
- The accountant shall not assign, transfer, or subcontract any interest in the audit.
- The accounting firm shall not discriminate in its hiring practices against any employee or applicant because of age, race, religion, color, gender, sexual orientation, disability, marital status, or national origin; and be able to demonstrate compliance with affirmative action programs.
- For a period of at least five (5) years after the completion of the audit, the accountant shall make its work papers, records, and other evidence of the audit available to the New York State Department of Audit and Control and the State University of New York.

- The examination will consist of the review of the internal control and accounting procedures, and of the details of records including subsidiary

records and supportive data as to legality, mathematical accuracy, propriety, and completeness of all transactions.

- Preparation of Federal Tax Return 990 for the three related College Organizations, Sullivan County Community College Foundation, Sullivan County Community College Faculty Student Association and The Sullivan County Community College Dormitory Corporation will be required. The proposer should be sure to include this in the amount of the proposal for related College Organization.
- In addition to auditing services, it is expected that the College will require assistance in certain accounting and reporting questions throughout the year.
- These should be anticipated in formulating your proposals, and included in the annual College audit fee.
- Final reports will be submitted to the Board of Trustees of the College and reviewed with the audit firm.

3. SCHEDULE

The College's schedule for the Request for Proposals (RFP) and the 2017 – 2018

Audit Schedule is shown below:

Release of Request for Proposals	April 24, 2017
Proposals Due 3:00PM	May 22, 2017
Award Determination & Approval	June 15, 2017
Audit Planning	August, 2017
Major Field Work	October, 2017
Draft Report	November, 2017
Final Audit Report Presented to BOT Finance Committee	December 7, 2017
Presentation to the College Board of Trustees	December 21, 2017

4. CONTACT

All inquires of both a general and a technical nature should be directed to:

Susan J. Horton, CPA, Controller
Sullivan County Community College
845-434-5750 x 4357
FAX 845-434-0014
shorton@sunysullivan.edu

5. REQUIREMENTS:

Proposals from independent certified public accountants must include:

- Information as to the firm's background and experience in auditing SUNY community colleges, other colleges and universities, programs financed by federal and local governments and non-profit organizations. SCCC reserves the right to contact these organizations for reference purposes.
- Information as to the size and organizational structure of the firm.
- The location of the office which would perform the audit including the size and composition of this office (partners, staff, number and types of clients served).
- Names of the partners and the managers who would be assigned to the audit along with the resumes for each. Also provide a description of the firm's policy on staff rotation.
- The names and qualifications of any needed outside specialists and consultants that will assist the firm's staff members.
- Cost to perform the audits and Tax Returns for each fiscal year must be proposed separately. It is to be broken down by the cost for the College audit and for each related organization audit and for each fiscal year to be audited. The cost proposals must be inclusive of all expenses for labor, travel, communications and all other miscellaneous expenses incurred in performing the audits.
- Anticipated timeframe within which you expect to conduct the audit to meet our deadline is to be included in your proposal.

6. TERMS AND CONDITIONS

- The contract for the audit will be for one (1) year, with the option to renew for two additional one year terms upon mutual written agreement by both parties.
- All statements contained in the Request for Proposals are made for the purpose of obtaining proposals based on comparable requirements. The final contract will be drawn by the College and may or may not include all the representations included in the Request for Proposals.
- Proposals must include evidence of successful auditing experience. Preferred experience should include the auditing of institutions of higher education and governmental entities. Experience should include the auditing of governmental grants, student financial aid programs, and required financial reporting. A list of references, contact persons, and telephone number is required as part of the proposals.
- The firm must be available during the contract period to give opinions pertaining to the College's accounting procedures, new systems, benefits, pensions, budgets, etc.
- The successful firm shall take out and maintain such public liability and property damage, vehicle, special hazard, and workers' compensation insurance to protect Sullivan County Community College from claims for all damage, loss or injury to persons and property which may arise, or be incurred, in or during the conduct of progress of all work without regard to whether the limits are listed herein. The successful firm shall provide SCCC with evidence of this insurance before it is permitted to work.

7. SUBMISSION OF PROPOSALS

All replies to this RFP should be returned to:
Sullivan County Community College
Office of Purchasing Services
112 College Road
Loch Sheldrake, NY 12759

Proposals may be mailed or hand delivered, but must be **received no later than 3:00 p.m. on May 22, 2017**. Each firm is responsible for the timely delivery of its proposal. Reliance upon mail or other carriers is at the firm's own risk. Proposals received after the due date and time will not be considered. **Include three (3) copies of the full proposal.**

Failure to respond to any or all points may be grounds for rejection. SCCC reserves the right to request additional information as needed.

8. SCOPE OF SERVICES

Objectives and Requirements – General Purpose Financial Audits and OMB Circular A-133 (Single Audit). SCCC wishes to meet the following objectives as a result of the general-purpose financial audit of the College:

1. To determine that the financial statements of the College and three related organizations, present fairly their financial position and the results of their operations in accordance with Generally Accepted Accounting Principles (GAAP) as of August 31, for the fiscal years ended under this proposal.
2. To determine that management assertions regarding economic actions and events embodied in the financial statements are verifiable, properly classified and disclosed.
3. To determine the extent to which management assertions on the financial statements conform to established criteria, standards, rules, regulations, and applicable statutes.
4. To communicate to the Board of Trustees the auditors' conclusions, in the form of an independent auditors' report, as to the fairness with which the financial statements present the financial position as of the year ended in each of the fiscal years covered by the proposal, and for the years then ended in conformity with GAAP.
5. To communicate to the Trustees the auditors' conclusions, in the form of a management letter regarding any existing material weaknesses in accounting, fiscal procedures, or internal control, and any other matters that may come to their attention, together with any recommendations for corrections or improvements.

Single Audit Objectives – The College wishes to meet the following objectives as a result of the single audit of federally and state funded award agreements and negotiated contracts:

1. To determine that the College and three related organizations have internal accounting and other control systems to provide reasonable assurance that it is managing its federal and state awards in compliance with applicable laws and regulations.
2. To determine that the College and three related organizations have complied with laws and regulations that may have a material effect on its financial statements and on each major federal and state award program, as defined in OMB Circular A-133.
3. Determine that the College and three related organizations have complied with the applicable requirements set forth in the Higher Education Amendments of 1998.

COLLEGE WORK

1. SCCC will prepare draft financial statements, including footnotes and other appropriate supporting documentation, in accordance with GAAP as of August 31 and for the year then ended for each of the fiscal years covered by this proposal.
2. The College will provide prior year and current year ending balances or amounts on schedules required by the audit firm. In an effort to assist the audit firm in reducing its costs, College staff have customarily provided detailed supporting schedules for all balance sheet accounts and major revenue and expense accounts, all subject to audit review and testing.

AUDIT COMPLETION

Firms submitting proposals must have the full intention of meeting the audit schedule dates as outlined above. The audit schedule for the component units will be the same. The Audit completion is based on presentation of the full audit to the College Board of Trustees at their December meeting, and the submission of the Audit to SUNY by calendar year end.

The Boards of the related organizations have different meeting schedules and individual presentations will need to be scheduled outside of this schedule.

AUDIT REQUIREMENTS

The financial statements and single audits will be conducted in accordance with:

- a) Generally Accepted Auditing Standards (GAAS)
- b) The American Institute of Certified Public Accountant's Industry Audit Guide
- c) Audits of Colleges and Universities (the "Audit Guide")
- d) OMB Revised Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations.
- e) Applicable Governmental Accounting Standards.

At a minimum, the financial statements audits shall consist of the following:

1. An independent auditors' report and opinion as to the fairness with which the financial statements present fairly the unit's financial position as of August 31, the results of operations and cash flows for the years then ended.
2. Additionally, the auditors' report of opinion should indicate that any supplemental information included as part of the basic financial statements is fairly stated in all material respects in relation to the basic financial statements.
3. Audited financial statements consisting of a statement of net assets as of year-end and the related statements of revenues, expenses and changes in net assets, and a statement of cash flows for the years then ended and other statements as may be required.
4. A management letter identifying any existing material weaknesses in accounting, financial procedures or internal control and any other matters that may come to the auditors' attention, together with any recommendation for corrections or improvements.

At a minimum the single audit shall consist of the following:

1. Financial statements and a schedule of federal and state awards which identifies all programs and includes the total expenditures for each program and the auditors' report on the statements and the schedules.
2. A written report on the independent auditors' understanding of the internal control structure and the assessment of control risk.
3. All fraud or illegal acts or indications of such acts, including all questioned costs found as the result of these acts that the auditors become aware of, may be covered in a separate written report.
4. In addition to the audit reports, the College shall provide comments on the findings and recommendations of the reports, including a corrective action plan, resolution of audit findings, if any, between the College and the cognizant federal agency, the U.S. Department of Education.

AUDIT REPORTING

The auditors shall submit an official electronic copy of the audited financial statements and related auditors' reports, and an official electronic copy of each related

organizations' audited financial statements and the single audit report. Bound copies will be requested as determined by the College Controller.

The auditor shall submit electronic copies of the College's management letter and the related organizations' management letter. Paper copies will be requested as determined by the College Controller.

All reports must be delivered to the College in accordance with the agreed upon audit process schedule as prepared by the College and the audit firm.

AUDIT WORK PAPERS

At the conclusion of the audits, the auditor shall meet with the College to review the audit reports, the management letter or other comments or suggestions, and any other findings. Findings of material weaknesses, qualifications of the auditors' reports and defalcations shall be communicated in writing. The written communications shall include any responses or other comments as appropriate by the College's management or its Board of Trustees as deemed necessary. During the course of the audits, the auditor will meet regularly with the appropriate management team member to review the status of the audit. If requested, audit work papers shall be made available to the College following completion of the audit.

OTHER REQUIRED SERVICES

As a part of providing ongoing professional services to the College, the auditor will be required to provide a timely written description of changes in rules and reporting requirements such as, GAAP, OMB circular A-133, and other applicable regulations occurring during the contract period and the impact thereof, if any, to the College.

To enhance the effectiveness of the College's management team, the auditor shall also provide current information on prevailing industry practices through mailings of technical material and other publications as appropriate.

9. EVALUATION OF PROPOSALS

Each proposal submitted will be reviewed and evaluated by a committee composed of appropriate College officials. Proposals will be assessed according to the following

criteria:

1. Cost of services for audit of financial statements and single audit.
2. Responsiveness to the proposal in clearly stating an understanding of the scope of services.
3. Experience in College and university auditing, particularly, SUNY Community Colleges.
4. Audit experience of staff to be assigned.
5. Breadth of advisory services including training, consulting, publications and applicable regulations.
6. Client references.

Firms submitting proposals may be requested to make oral presentations to College officials or members of the Board of Trustees. Such presentations will provide submitting firms an opportunity to clarify any aspects of their written proposals about which the College may have questions. Such oral presentations shall be requested solely at the discretion of the College and submitting firms may not all be asked to make such oral presentations.

The College reserves the right to reject any and all proposals, and to make awards as it, in its sole discretion, deems to be the lowest proposal in the best interests of the College.

10. CONTRACT AWARD

The College reserves the right to reject any or all proposals received. Non-acceptance of a proposal shall mean that another proposal was deemed more advantageous to the College, or that all proposals were rejected.

Each respondent should include in its written proposal its best pricing offer as well as all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters or modify their proposal after the proposal has been submitted.

The College will evaluate all proposals properly submitted in response to this Request for Proposal.

The College reserves the right in awarding a contract to consider the qualifications of the firms, as well as the amounts of the various proposals.

The contract may not necessarily be awarded to the firm, which proposes the lowest pricing offer. The College reserves the right to accept or reject any and all proposals and to waive any irregularities or informalities and to award the contract in the best interest of the College.

SUPPLEMENTAL TERMS & CONDITIONS

SUPPLEMENTAL TERMS & CONDITONS:

THESE SUPPLEMENTAL TERMS AND CONDITIONS ARE IN ADDITION TO THE GENERAL INSTRUCTIONS, TERMS AND CONDITIONS AND, IN THE EVENT THERE IS A CONFLICT BETWEEN THE PROVISIONS OF THE GENERAL INSTRUCTIONS, TERMS AND CONDITIONS AND THESE SUPPLEMENTAL TERMS AND CONDITIONS, THE PROVISIONS OF THESE SUPPLEMENTAL TERMS AND CONDITIONS SHALL CONTROL.

GUARANTEED PERFORMANCE:

THE OFFEROR, IF AWARDED A CONTRACT AS A RESULT OF THIS REQUEST, GUARANTEES THAT THE SERVICES SUPPLIED ARE CAPABLE OF THE PERFORMANCE REQUIRED IN THE SPECIFICATIONS IN THIS REQUEST, AND AGREES TO MAKE SUCH CHANGES, ADJUSTMENTS OR REPLACEMENTS AS ARE IMMEDIATELY NECESSARY IN ORDER FOR THE SERVICES TO MEET THE PURCHASING REQUIREMENTS AT NO COST TO THE COLLEGE. IF FLAWS OR SPECIFICATION FAILURES ARE DISCOVERED, THE PURCHASING OFFICER SHALL HAVE THE RIGHT, NOTWITHSTANDING ACCEPTANCE AND PAYMENT, TO REQUIRE THE UNIT/ITEM TO BE PROPERLY FURNISHED IN ACCORDANCE WITH THE SPECIFICATIONS AT THE COST AND EXPENSE OF THE OFFEROR OR THE OFFEROR'S SURETY.

TITLE:

TITLE TO ALL ITEMS OF TANGIBLE PERSONAL PROPERTY, SERVICES PROVIDED PURSUANT TO A CONTRACT RESULTING FROM THIS REQUEST SHALL PASS TO THE COLLEGE AT THE TIME OF PAYMENT FREE AND CLEAR OF ALL LIENS, CLAIMS, SECURITY INTEREST AND ENCUMBRANCES

INSURANCE:

THE CONTRACTOR SHALL PROCURE AND MAINTAIN AT ITS EXPENSE UNTIL FINAL PAYMENT BY THE COLLEGE FOR SERVICES COVERED BY THIS AGREEMENT, INSURANCE IN THE KINDS AND AMOUNTS HEREINAFTER PROVIDED WITH INSURANCE COMPANIES AUTHORIZED TO DO BUSINESS IN NEW YORK, COVERING ALL OPERATIONS UNDER THIS AGREEMENT, WHETHER PERFORMED BY IT OR ITS AGENTS. BEFORE COMMENCING THE SERVICES AND ON THE RENEWAL OF ALL COVERAGES, THE CONTRACTOR SHALL FURNISH TO THE COLLEGE A CERTIFICATE OR CERTIFICATES NAMING: **THE STATE OF NEW YORK, SULLIVAN**

COUNTY AND SULLIVAN COUNTY COMMUNITY COLLEGE, IN FORM SATISFACTORY TO THE COLLEGE SHOWING THAT IT HAS COMPLIED WITH THIS SECTION. ALL CERTIFICATES OF INSURANCE SHALL PROVIDE THAT THIRTY (30) DAYS WRITTEN NOTICE BE GIVEN TO THE ASSOCIATE VICE PRESIDENT FOR PLANNING, HUMAN RESOURCES AND FACILITIES AT SULLIVAN COUNTY COMMUNITY COLLEGE , 112 COLLEGE ROAD., LOCH SHELDRAKE, NEW YORK 12759, BEFORE A POLICY IS CANCELLED, MATERIALLY CHANGED, OR NOT RENEWED. VARIOUS TYPES OF REQUIRED INSURANCE MAY BE WRITTEN IN ONE OR MORE POLICIES. WITH RESPECT TO ALL COVERAGES REQUIRED OTHER THAN WORKERS' COMPENSATION, THE COLLEGE SHALL BE NAMED AN ADDITIONAL INSURED. ALL COVERAGES AFFORDED SHALL BE PRIMARY WITH RESPECT TO OPERATIONS PROVIDED. KINDS AND AMOUNTS OF INSURANCE REQUIRED ARE AS FOLLOWS:

A. COMMERCIAL GENERAL LIABILITY INSURANCE - A COMMERCIAL GENERAL LIABILITY INSURANCE POLICY WITH COMBINED LIMITS OF LIABILITY FOR BODILY INJURY OR PROPERTY DAMAGE AS FOLLOWS:

\$1,000,000 PER OCCURRENCE

\$1,000,000 POLICY AGGREGATE

\$1,000,000 PRODUCTS LIABILITY/COMPLETED OPERATIONS

\$1,000,000 PERSONAL AND ADVERTISING INJURY

\$ 50,000 FIRE - LEGAL

\$ 5,000 MEDICAL PAYMENTS

SAID POLICY OF INSURANCE MUST INCLUDE COVERAGE FOR ALL OPERATIONS PERFORMED FOR THE COLLEGE BY THE CONTRACTOR AND CONTRACTUAL LIABILITY COVERAGE SHALL SPECIFICALLY INSURE THE HOLD HARMLESS PROVISIONS OF THIS AGREEMENT.

B. AUTOMOBILE LIABILITY INSURANCE - AN AUTOMOBILE LIABILITY POLICY WITH

LIABILITY LIMITS IN AMOUNTS NOT LESS THAN \$1,000,000 COMBINED SINGLE LIMIT OF LIABILITY FOR BODILY INJURY, INCLUDING DEATH, AND PROPERTY DAMAGE IN ANY ONE OCCURRENCE. SAID POLICY OF INSURANCE MUST INCLUDE COVERAGE FOR THE USE OF ALL OWNED, NON-OWNED, HIRED AUTOMOBILES, VEHICLES AND OTHER EQUIPMENT BOTH ON AND OFF WORK.

C. WORKERS' COMPENSATION INSURANCE - WORKERS' COMPENSATION INSURANCE

FOR ITS EMPLOYEES IN ACCORDANCE WITH THE PROVISIONS OF THE WORKERS' COMPENSATION ACT OF THE STATE OF NEW YORK.

D. INCREASED LIMITS - IF, DURING THE TERM OF THIS AGREEMENT, THE COLLEGE REQUIRES THE CONTRACTOR TO INCREASE MAXIMUM LIMITS OF ANY INSURANCE

REQUIRED HEREIN, AN APPROPRIATE ADJUSTMENT IN THE CONTRACTOR'S COMPENSATION WILL BE MADE.

W-9 FORM:

A COMPLETED FORM W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION WILL BE REQUIRED BEFORE ANY AWARD OF THIS PROPOSAL MAY BE MADE. **PROPOSAL DOCUMENTS REQUIRED FOR PROPOSAL**

- PROPOSAL COMPLIANCE FORM
- PROPOSAL FORM
- NON-COLLUSIVE PROPOSAL CERTIFICATION
- CERTIFICATE OF INSURANCE (IF AWARDED PROPOSAL)
- W-9 FORM MUST BE COMPLETED (IF AWARDED PROPOSAL)