

Solano Community College District

Purchasing Department, Finance and Administration
4000 Suisun Valley Road | Fairfield, California 94534

REQUEST FOR RFP FOR INDEPENDENT AUDIT SERVICES #21-002

Notice is hereby given that Solano Community College District, acting by and through its Governing Board, hereinafter referred to as the District, will receive up to but no later than **11:00 a.m. (PST) on Tuesday, December 15, 2020** sealed submittals for **RFP #21-002**. Such submittals must be submitted in the format specified in the RFP, and received by the Purchasing Department, 4000 Suisun Valley Road, Building 600, Fairfield, California 94534. All documents and any addenda or notices related to this solicitation will be posted by the District on the Purchasing website at: <http://www.solano.edu/purchasing/rfp.php>

Each submittal must conform and be responsive to this invitation. The District reserves the right to reject any and all Proposals, or parts of any Proposal, and to waive any irregularities or informalities in any Proposal. All inquiries must be submitted in writing by the date and time noted under Project Specific Dates to Victoria.Lamica@Solano.edu.

SOLANO COMMUNITY COLLEGE DISTRICT

Victoria L. Lamica

Victoria L. Lamica
Director of Purchasing and Support Services

Website Publication Date:
Tuesday, November 10, 2020

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NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the governing Board (“Board”) of Solano Community College District (“District”) is presently accepting Proposals for the following project (“Project”):

Independent Audit Services RFP #21-002

Sealed Proposals must be received by, but **no later than 11:00 A.M. (PST), Tuesday, December 15, 2020**. Any changes to this RFP are invalid unless specifically modified by the District and issued as a separate addendum document. Should there be any questions as to changes to the content of this document, the District’s copy shall prevail.

This RFP may be obtained from the District by contacting the District’s Purchasing Department whose contact information is noted herein. The RFP is also available online at <http://www.solano.edu/purchasing/rfp.php>. In the event this RFP is obtained through any means other than the District’s distribution, the District will not be responsible for the completeness, accuracy, or timeliness of the final RFP document.

Submittal of Proposal To facilitate the evaluation process, **one (1) complete electronic version on a flash drive, (1) original AND (3) additional copies of the Proposal shall be provided**. All materials submitted in response to this RFP shall be on 8 ½” x 11” paper, in portrait orientation, 11 or 12 point Arial, Calibri or Times New Roman font with 1” page margins on all sides. All submitted materials must be bound in either a three-ring binder or spiral bound notebook. Tabbed dividers should be used to identify and separate discrete sections of the RFP materials which correspond format and contents. Mistakes may be crossed out and corrections made adjacent, however, each correction must be initialed by the person signing the Proposal.

Delivered Proposal shall be enclosed and sealed in an envelope or container bearing the title of the project, the RFP #21-002 number and the name of the Firm, and delivered in one of the following methods:

<p><u>Hand-delivered to:</u> Solano Community College District Attn: Purchasing Department 4000 Suisun Valley Road, Building 600 Fairfield, California 94534</p> <p>DUE TO COVID-19 THIS OPTION IS NOT AVAILABLE</p>	<p><u>U.S. Postal Service, UPS, FedEx, or other common carrier delivered to:</u> Solano Community College District Attn: Director of Purchasing and Support Services 4000 Suisun Valley Road, Building 600 Fairfield, California 94534</p>
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EMAIL OR FAXED PROPOSALS WILL NOT BE ACCEPTED.

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Opening of Proposals. Sealed Proposals will be opened, and name of the Firm will be recorded at the time, date and location noted in the timeline under Project Specific Dates by the Audit evaluation committee.

It is the responsibility of the Proposer to verify that its Proposal has been received by the District prior to the opening date. Verification of receipt can be made by emailing at Victoria.Lamica@Solano.edu .

PROPOSALS DELIVERED OTHER THAN THE ABOVE STATED ADDRESSES, OR RECEIVED AFTER THE SCHEDULED SUBMITTAL DEADLINE, WILL BE REJECTED AND RETURNED UNOPENED TO THE PROPOSER. It is the Firm's sole responsibility to ensure that its Proposal, inclusive of any or all addendums, is received to the proper place at the proper time. Postmarks will not validate Proposals which arrive after the deadline date/time listed. Any Proposal received after the scheduled closing time for receipt of same will be returned to the firm unopened. Proposal may be withdrawn by submitting a written request. Such written request must be delivered to the place stipulated in the RFP prior to the scheduled closing time for receipt of Proposal. The award shall be subject to final contract documents and scope of work between the District and selected Firm.

Firms shall be bound to the pricing terms contained within their submitted Proposal, which shall remain in effect as stated until at least six (6) months after the due date for Proposal. Proposal shall be signed by an authorized individual or officer submitting the Proposal. If the Firm is a corporation or limited liability partnership, the Proposal shall be executed by an audit partner or other authorized representative.

END OF SECTION

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INTRODUCTION AND GENERAL OVERVIEW

Solano Community College District (the “District”) is within the California Community College system and was established in 1945 as Vallejo Junior College. The 192-acre campus was completed in 1971 with two supporting centers: Vallejo Center and Vacaville Center. The College and its’ Centers are on the cutting edge among higher education institutions in Solano County. To learn more, please visit the District’s website at http://www.solano.edu/about_scc/.

PURPOSE OF RFP

The District is seeking Proposals from qualified firms to provide professional Independent Audit Services for the District. The selected firm will perform the District’s annual financial audits for fiscal year 21/22 through fiscal year 25/26. The District’s intent is to enter an engagement letter for a period of four (4) years with the option to renew for an additional one (1) year.

Project Specific Dates: The following table identifies the estimated dates/time frame for receipt, evaluation and award of this RFP. Please note the following key dates when preparing your responses:

RFP ACTIVITY	DATE & TIME (PST)*
Website Publication Date	Tuesday, November 10, 2020
Last Day for Proposers to submit questions	Tuesday, November 24, 2020 before 5:00 p.m.
Last day for District to Respond to questions	Tuesday, December 10, 2020 before 5:00 p.m.
DEADLINE FOR PROPOSAL SUBMISSIONS	TUESDAY, DECEMBER 15, 2020 at 11:00 a.m.
Interviews (optional)	Week of January 4, 2021
Anticipated Board Approval	Wednesday, February 3, 2021

*Dates may change with or without notice

Evaluation of Proposal: The Proposal review process used to select a qualified independent audit firm will be as follows:

- a. The District’s audit evaluation committee will review and evaluate all proposals received using the criteria noted in following section. Incomplete proposals may be rejected as non-responsive and may result in being excluded from this legal resource pool.
- b. The committee may elect to conduct oral interviews of selected short-listed firms. The District may request selected firms to make an oral/visual presentation in connection with the oral interview.

Evaluation Criteria: Firms submitting a proposal are advised that all responsive documents will be evaluated to determine each firm’s ability to best meet the needs of the District. The District’s evaluation may include, but is not limited to, a consideration of the following criteria:

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- a. **Responsiveness.** Responsiveness of the Proposal clearly states the firm's practice areas, services, and in meeting the requirements of the RFP.
- b. **Qualifications.** The extent of the firm's previous experience and background in conducting similar auditing services. Such experience will also include assessment of the firm's outcomes for matters handled by the firm for higher education institutions.
- c. **Experience/Ability.** The District will evaluate the prior experience and success of the firm to establish effective working relationships within the setting of a higher education institution. This shall include the quality of key personnel to deliver high-quality professional independent auditing services in a timely manner.
- d. **References.** Information obtained by the District from the Firm's provided references and other clients.
- e. **Cost and Fee Structure.** The Firm's proposed fees for services.
- f. **Other criteria as deemed appropriate.**

Optional Proposal Interviews: At the discretion of the District, to conduct individual interviews with one or more of the firms who submitted a proposal. The Firm will be notified of the time and exact location in advance of any interview. The purpose of this interview is to confirm information provided in the Proposal submitted by the Firm. This will also be another opportunity for the audit evaluation committee to request additional clarifications. In these interviews, the firm may expand on the information provided in its key personnel present as the primary representatives during this process.

Cancellation of Solicitation: The District may cancel this solicitation at any time.

Contract Award: The District will select a Firm that demonstrates to be the highest, responsive, and responsible Proposer. Responsive refers to meeting the terms, conditions, requirements and specifications of this RFP. Responsible refers to those who can provide, for example, evidence and references that support a history of compliant contract performance and sound business operation. The District has the right to inspect the facilities, services areas, and business practices of all Firms submitting offers prior to the award. The purpose of an inspection is to determine the Proposer's potential ability to perform under the terms of this Proposal. The District also has the right to inspect the facilities and operations of the selected firm at any time during the service period.

Letter of Engagement: The engagement letter, which the successful Firm will be required to execute is duly incorporated within the Purchase Order. The intention of the engagement letter is to include (not limited to) all labor, materials, equipment and transportation necessary for the proper delivery of all services called for in any contract which may arise as a result of this RFP.

Conflict of Interest/Restrictions on Lobbying and Contacts: For the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person or entity submitting a response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity, shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process/or the award of the

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contracts with any member of the District's Governing Board, selection members, or with any employee of the District except for clarifications and questions as described herein. Any such contact shall be grounds for disqualification of the Proposer.

Limitations: The District reserves the right to contract with any firm responding to this RFP. The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District reserves the right to amend this RFP and the RFP process and to discontinue or re-open the RFP process at any time.

Right to Negotiate and/or Reject Proposal: Proposers understand that this RFP does not commit or obligate the District to accept any response submitted. The District reserves the right to accept or reject any or all of the responses, waive any irregularities, and to negotiate with selected Firm(s) any price or provision, in part or in its entirety, whenever, in the sole opinion of the District, such action shall serve its best interests and those of the taxpaying public. The District further expressly reserves the right to postpone the Proposal opening date for its own convenience. Firms are encouraged to submit their best prices in their Proposals, and the District intends to negotiate only with Firm whose Proposal most closely meets the District's requirements at the lowest estimated cost. The Contract, if any is awarded, will go to the Firm whose Proposal best meets the District's requirements and provides the greatest overall value to the District.

Preparation Expenses: The District shall in no event be responsible for the cost of preparing any Proposal in response to this RFP. The sole responsibility for compliance with the requirements of this RFP lies with each Firm submitting a response. Each Firm is solely responsible for costs in preparing a response to this RFP and any and all other activities associated with same.

Confidential and Proprietary Information: All materials submitted relative to this RFP will be kept confidential until such time as an award is made or the RFP is cancelled. At such time, all materials submitted must be made available to the public. All information contained in Proposal submitted may be subject to the California Public Records Act (*California Government Code* Section 6250 et seq.), and information's use and disclosure are governed by this Act. Any information deemed confidential or proprietary should be clearly identified by the Firm as such. Such information may then be protected and treated with confidentiality to the extent permitted by state law.

Errors/Discrepancies/Clarification/Information of RFP: Any errors, discrepancies, clarification or questions regarding information contained in this RFP should be immediately directed and submitted in writing to Victoria Lamica, Director of Purchasing and Support Services at victoria.lamica@solano.edu by Tuesday, November 24, 2020. Bidders are encouraged to submit their questions as soon as possible in order to give the District an opportunity to reply in a timely manner.

END OF SECTION

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SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

Education Code, Section 84040, requires that Community College Districts provide for an annual audit of the books and accounts of the District and include all funds of the District including associated students, food service, accounts and other funds under the control or jurisdiction of the District. Thus, the scope of work shall be independent audit services of the general-purpose financial statements, including all funds and Balance Sheet accounts, of the District.

The audit shall be conducted in accordance with generally accepted auditing standards, Governmental Auditing Standards issued by the Comptroller General of the United States and the provisions of Office of Management and Budget Circular A-133, "Audits of State and Local Governments, and Non-Profit Organizations", and the "Contracted District Audit Manual" published by the Chancellor's Office of California Community Colleges.

The District follows GASB Statement No. 35, "Basic Financial Statements and Management's Discussion and Analysis for Public Colleges and Universities, an Amendment of GASB Statement No. 34" which permits public colleges and universities to adopt a reporting model based on the provisions of Statement No. 34 that apply to special-purpose governments engaged only in business-type activities (BTA), engaged only in governmental activities, or engaged in both governmental and business-type activities.

The accounting policies of the District are in conformity with general accepted accounting principles related to governmental units and California Community College Districts. Revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current fiscal period. Expenditures are recognized in the accounting period in which the liability is incurred, except for interest on long-term debt, which is recognized when due.

REPORTING PREPARATION

Although management remains responsible for the financial statements, the audit firm shall prepare the annual financial report including the financial section, required supplementary information, supplementary and statistical information, independent auditor's reports, and the schedules of findings and questioned costs.

ANNUAL REPORT REVIEW AND TIMING

Draft Report: December 1

Final Report: December 15

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ASSISTANCE AVAILABLE TO THE RESPONDENT

1. The audits for the recent fiscal years were made by EideBailly, and are available for review at the District's Finance and Administration Office and at the following website: http://www.solano.edu/finance_admin/audit.php. Previous audit work papers are available for inspection upon request. Please contact Terri Montgomery (925) 574-4010.
2. The District's Accounting staff can prepare schedules, reproduce documents, pull documents, etc.
3. The District's Superintendent-President and Vice President, Finance and Administration will sign the representation letter.
4. The District will perform inter-fund reconciliations and reconciliations with the Solano County of Education (SCOE) records.
5. The District will provide a work area for the auditor, which is located near the records to be audited.

EXIT CONFERENCE REQUIREMENTS

The District will require an audit exit conference with the Vice President, Finance and Administration, the Controller, and other staff as appropriate. The auditing firm will be expected to provide progress reports to the Vice President and Controller while the audit is progressing. The audit firm will meet with the audit committee of the Board of Trustees and in public session with the full Board to present the audit.

REPORTS REQUIRED

Fifty (50) copies of the audit report are required. The report should meet all professional requirements and standards. All parts of the audit report should be bound together. The management report should be submitted separately. Reports on fraud, abuse, or illegal acts or indications of such acts, including all questioned costs found as the result of these acts, should be covered by separate written report to the appropriate federal or state department or agency. Also, the Vice President, from time to time, may request additional agreed upon procedures or projects, which in addition to the annual report and subject to additional fees.

END OF SECTION

PROPOSERS INSTRUCTIONS

Format and Content. The Firm's Proposal should fully state its experience and expertise referenced in the Scope of Work. The submitted Proposal should be organized and indexed in a format noted below that ensures the District can easily review to effectively evaluate the Firm's Proposal.

SUGGESTED FORMAT

- I. **Letter of Interest:** The individual who is authorized to bind the Firm's business contractually, must sign the cover letter, which must accompany the Firm's RFP response. This cover letter must indicate the signer is so authorized and must indicate the title or position that the signer holds in the firm. **An unsigned cover letter may cause the Proposal to be rejected.** The cover letter must contain a statement that the Firm acknowledges that all documents submitted pursuant to this RFP process will become a matter of public record. The letter must also contain the following:
 - a. The firm's name, address, email, telephone, and facsimile number.
 - b. The name, title or position, and telephone number of the individual signing the cover letter.
 - c. A statement indicating the signer is authorized to bind the firm contractually.
 - d. The name, title or position, and telephone number of the primary contact and/or account administrator, if different from the individual signing the cover letter.
 - e. A statement to the effect that the Proposal is a firm and irrevocable offer, good for six (6) months.
 - f. A statement expressing the firm's willingness to perform the services as described in this RFP.
 - g. A statement indicating that all forms, certificates, and compliance requirements included in this RFP are completed and duly submitted in the Proposal response.
 - h. Provide proof of California CPA License and that said license is in good standing for key team members.
 - i. A statement expressing the firm's availability of staff, office locations, hours and other required resources for performing all services and providing all deliverables within the specified time frames as described in the RFP.

- II. **Table of Contents:** Include a detailed table of contents for all sections of the submittal.

- III. **Submission of Firm's Information**
Profile of the Independent Auditor: The profile of firm should include general background information, such as:
 1. The organization and size of the firm, whether it is local, regional, national, or international in operations.
 2. The location of the office from which the work is to be done and the number of professional staff, by staff level, employed at that office.
 3. A description of the range of activities performed by the local office such as auditing, accounting, tax service, or management services.

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4. A positive statement that the following mandatory criteria are satisfied:
 - a. An affirmation that the firm is properly licensed for practice as a Certified Public Accountant in California.
 - b. An affirmation that the firm meets the independence requirements of "Government Auditing Standards" 2018 revision, published by the U.S. General Accounting Office.
 - c. An affirmation that the firm does not have a Record of Substandard Audit work.
 - d. An affirmation that the firm meets all specific requirements imposed by state or local law or rules and regulations.

Technical Experience: The technical experience of the firm should include the following information:

- A list of California school district/community college district clients and give the names, e-mail addresses and telephone number of client officials responsible for the audits listed. Also, discuss local, state, and national reputation for quality work performed in the public sector.
- Discuss ability to provide additional auditing, accounting, or management consulting services and provide a summary of specific projects completed both in the public sector and specifically for school districts/community college districts.

Qualifications:

1. Identify the audit partners, managers and field supervisors, and other staff who will work on audits, including staff from other than the local office. Resumes including relevant experience and continuing education for the auditor in charge up to the individual with final responsibility for the engagement should be included. (Resumes may be included as an appendix).
2. Provide specific details of proposed audit approach. The information should include, but is not limited to:
 - a. Sampling of techniques for transactions testing
 - b. Analytical procedures used to analyze results, and
 - c. A sample calendar for the audit, from entrance conference to final report

Approach to the Examination:

1. Submit a work plan to accomplish the scope defined in the RFP. The work plan should include time estimates for each significant segment of the work and the staff level to be assigned. Where possible, individual staff members should be named, and their titles provided. The planned use of specialists should be specified.
2. The audit work plan should completely cover what audit work will be accomplished by all the auditors to render:
 - a. An opinions report on the financial statements.
 - b. A report on the study and evaluation and report on internal control systems.

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- c. A report on the organizations' control system to assure compliance and whether the organization has complied with laws and regulations that may influence each major federal assistance program.
 - d. Findings and questioned costs for both federal and state awards.
3. The audit work plan should demonstrate the auditor's understanding of the audit requirements of a single audit as specified in the OMB Circular A-133 and the audit tests and procedures to be applied in completing the audit plan.

Report Requirements: Firm should state their understanding of and their ability to meet specific reporting requirements.

Time Requirements: If not already adequately covered in the Firm's letter of transmittal, the response should detail information on how the firm plans to meet the timeline and reporting deadline requirements of the engagement.

IV. **Rate/Fee Schedule(s)**

- a) Total audit hours detailed by partner, senior manager, manager, field supervisor and other staff.
- b) Hourly rate detailed by partner, senior manager, manager, field supervisor and other staff.
- c) The maximum annual cost for the audit for each of the five (5) years.

V. **Certificate of Non-Discrimination (Exhibit A):** The Firm shall submit a Certification of Non-Discrimination assuring that it will not discriminate in its hiring or employment practices on the grounds of race, color, sex, age, ancestry, religion, marital status, national origin, sexual orientation, gender, gender identity, gender expression, medical condition or physical or mental disability, or any other basis protected by law, in performing the work and services.

VI. **Non-Collusion Affidavit (Exhibit B):** Proposers shall submit the Non-Collusion Declaration with its Proposal. Proposals submitted without the Non-Collusion Declaration shall be deemed non-responsive and will not be considered.

VII. **References Form (Exhibit C):** A minimum of three (3) verifiable references preferably from a California public or private educational institution and/or California public agency shall be listed on the "References" sheet provided in this RFP. This list may include current and former clients (with reason for cancellation if applicable), with all references being able to fully comment on the Firm's related experience.

VIII. **Addenda Acknowledgement (Exhibit D):** Proposers shall complete and submit the Addenda Acknowledgement form with its Proposal. It is the firm's responsibility for ensuring that they have received any and all Addenda. If not, they may be considered non-responsive. Proposers are to review the Notice to Proposers for instructions on how to obtain said addenda/addendums.

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IX. Additional Materials:

- a. Firm may include other materials that they feel may improve the quality of their Proposal submissions and/or are pertinent to this RFP.
- b. Proposers are encouraged to include letters of reference and/or testimonials in their Proposal.

END OF SECTION

SUBMITTAL CHECKLIST

This checklist is provided to assist in the preparation of Firm's submission. It is only intended as a guide. Proposers are encouraged to use the following checklist when preparing their proposed Proposal:

- LETTER OF INTEREST**
- SUBMISSION OF FIRM'S INFORMATION**
- RATE/FEE SCHEDULE**
- EXHIBIT A – Certification of Non-Discrimination**
- EXHIBIT B – Non-Collusion Affidavit**
- EXHIBIT C - References**
- EXHIBIT D – Addenda Acknowledgement**
- ADDITIONAL MATERIALS (OPTIONAL)**

EXHIBIT A- CERTIFICATION OF NON-DISCRIMINATION

TO BE EXECUTED BY FIRM AND SUBMITTED WITH PROPOSAL

Proposer hereby certifies in performing work or providing services for the District, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical or mental disability, medical condition, marital status, or sexual orientation, except as provided for in Section 12940 of the California Government Code. Proposer shall comply with applicable Federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this _____ day of _____, ____.

FIRM _____
(Type or print complete legal name of Bidder)

BY _____
(Signature)

Name _____
(Type or print)

Title _____

EXHIBIT B - NON-COLLUSION AFFIDAVIT

TO BE EXECUTED BY FIRM AND SUBMITTED WITH PROPOSAL

_____, being first duly sworn, deposes and says that he or she is _____ of the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposed price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other Proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the Proposer has not, directly or indirectly, submitted his or her proposed price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

FIRM _____
(Type or print complete legal name of Firm)

BY _____
(Signature)

Name _____
(Type or print)

Title _____

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EXHIBIT C - REFERENCES

Proposer shall provide a minimum of three (3) College/University Customer References with three (3) or more years' experience with the Firm.	
REFERENCE #1	
NAME	
ADDRESS	
CITY, STATE ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	
REFERENCE #2	
NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	
REFERENCE #3	
NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
APPROX. FTES	

(ATTACH ADDITIONAL SHEETS IF REQUIRED OR DESIRED)

EXHIBIT D – ADDENDA ACKNOWLEDGMENT

Changes or corrections to the RFP will be issued via a numbered addendum format prior to the Proposal deadline (See Section 1 - Project Specific Dates). Record below the number(s) and date(s) of addenda received, if applicable.

Addendum # _____ Date Received: _____

Addendum # _____ Date Received: _____