

**HACC — Central Pennsylvania’s Community College**  
**Request for Proposal**  
**10-38: Financial Auditor Services**

Acknowledgement: Please acknowledge receipt and interest in this Request for Proposal (RFP) by completing the information requested below and faxing it to (717)780-2325.

Acknowledgement due date is \_\_\_\_\_

Also, please include this page with your proposal.

Consultant Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address (include City, State, Zip): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Check One: We will \_\_\_\_\_ will not \_\_\_\_\_ be responding to this RFP.

If not responding, please explain briefly: \_\_\_\_\_

\_\_\_\_\_

<b>DATES:</b>		<b>HACC CONTRACT INFORMATION:</b>
Issued:	March 2, 2010	Tom Fogarty, Executive Director, Procurement and Business Services  or  Garry Crider, Purchasing Manager  Central Administration Procurement Office /W130A One HACC Drive, Harrisburg PA 17110-2999  Phone: (717) 780-1164 Fax: (717) 780-2325
Deadline for Questions:	March 18, 2010 by 11:00AM	
Response to the Questions:	March 22, 2010 by 4:30PM	
Acknowledgement Due	March 26, 2010 by 4:30PM	
Proposal Due Date:	March 30, 2010 by 11:00AM	
Interviews:	Week of April 5, 2010	
Award of Contract:	After May 4, 2010 BOT Meeting	
Board Meeting: Tuesday, May 4, 2010 All Firms who respond to the RFP will receive a notification letter in the mail within one week after the Board meeting. Bid results will be posted on HACC’s website: <a href="http://www.hacc.edu">www.hacc.edu</a> – Business & Community – Purchasing – Bid Results – Current Bid Results FY10.)		

**Terms**

- All proposals must be mailed or hand delivered in a **sealed, clearly marked** envelope with company name and proposal number. **Faxes are not acceptable.**
- All proposals must be signed by an authorized representative of the company.
- The College reserves the right to select all or any items on the RFP or to reject all proposals.
- Proposals must include all costs and shipping/handling/freight charges. HACC is tax exempt.
- Do not include a copy of this entire RFP document with your response. Only include this page.
- Estimates must be clearly subtotaled and totaled, with one “bottom line dollar amount.”
- The copyright of all renderings made for this project shall be the property of the College.

**HACC — Central Pennsylvania's Community College  
Harrisburg, PA**

**Request for Proposal, #10-38  
for  
Financial Auditor Services**

Deadline to Submit Proposals: March 30, 2010 @ 11:00 a.m.  
Sealed Proposals Must Be Delivered to: HACC, Procurement and Business Services  
Room W130A  
One HACC Drive  
Harrisburg, PA 17110

For information concerning the RFP process, required format and the schedule of activities, please direct questions to:

Garry Crider, Purchasing Manager  
HACC — Central Pennsylvania's Community College  
Procurement and Business Services, W130A  
Harrisburg, PA 17110  
Telephone: (717) 780-1164  
Email: [cgcrider@hacc.edu](mailto:cgcrider@hacc.edu)

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**Key Dates**

Important dates including proposal deadlines are shown below. Dates indicated are tentative and may be changed during the RFP process due to revision of any part of the RFP because of questions from proposers and/or additional information requested after the proposal opening. A formal addendum to this RFP will be issued to the proposers notifying of any changes to these dates.

<b>Activity</b>	<b>Date &amp; Time</b>
Advertisement	March 2, 2010
Deadline for questions	March 18, 2010 by 11:00AM
Answers to questions due	March 22, 2010 by 4:30PM
Acknowledgement Due	March 26, 2010 by 4:30PM
Proposal opening	March 30, 2010 by 11:00AM
Interviews	Week of April 5, 2010
Award of contract	After the May 4, 2010 BOT Meeting

**Proposal Submission Contents**

Proposals must include all information required by the following sections (See *Section IV, Format for Proposals*):

- a. Cover Letter
- b. Consultant Qualifications
- c. Consultant History
- d. Project Plan
- e. Project Exhibit A - Bid Form (**sealed separately**)

**Definitions**

The following terminology shall be used throughout this RFP.

College: HACC - Central Pennsylvania's Community College

Consultant, Proposer, Auditor, Vendor: The company, firm or corporation formally submitting a response to this RFP

Contract: The purchase order generated by the final award

Purchaser: HACC - Central Pennsylvania's Community College

Request for Proposal (RFP): The written proposal to provide services

## I. Planning Requirements

### A. Purpose

HACC, Central Pennsylvania's Community College formally invites responses to provide information to be used in the acquisition of a firm to prepare the independent audit of the financial statements of the College and the HACC Foundation and to complete an audit in accordance with OMB Circular A-133 for the same periods.

#### **Basic Audit Engagements**

- 1) Audits of annual financial statements for the College in accordance with generally accepted auditing standards. In addition to the opinions, the Board expects a management letter at the conclusion of each audit.
- 2) Audits of annual financial statements for the HACC Foundation in accordance with generally accepted auditing standards. In addition to the opinions, the Board expects a management letter at the conclusion of each audit.
- 3) Form 990 returns for the HACC Foundation and Wildwood Conference Center.
- 4) Special audit procedures to satisfy requirements of OMB Circular A-133. At this time, the College understands that the 'major programs' requirements of OMB Circular A-133 will apply to (1) federal student financial assistance programs; (2) federally-funded state pass through programs; and (3) federally funded direct programs and ARRA funds.
- 5) Supplemental report of agreed upon procedures for enrollment verification, tuition compliance and capital as required by the Pennsylvania Department of Education in accordance with Community College Act 46.

Proposals must be made upon and in accordance with the specifications outlined below. The right is reserved to waive any informalities in, or to reject any or all proposals submitted, and to make awards in the best interest of HACC, Central Pennsylvania's Community College and the HACC Foundation.

#### **Additional Information**

Smith, Elliott, Kearns & Company has served as the College's external auditors since 2000. The decision to open the contracting process to other possible bidders for engagement should be viewed in the general College policy context of periodic reviews of important relationships.

College utilizes SunGard SCT Banner Software. College prepares the draft statements for the college, as well as the MD&A (Auditor reviews only). The audit firm prepares all financial statements for Foundation footnotes, IT and financial aid audit.

### B. Proposal Pricing Method

In a sealed envelope separate from the general proposal, an itemized fee breakdown by task for all consultative costs must be provided as part of the proposal. The total cost is to be proposed as a "not to exceed" amount. The total all-inclusive price range is to contain all direct and indirect costs including out-of-pocket expenses. Project bid form must be completed and made part of the contents of the sealed envelope. The top four (4) rated proposals (See *III B, Evaluation Criteria*) along with ties will then have the sealed cost envelopes opened and scored accordingly.

## **II. Request for Proposal**

HACC formally invites responses to this (RFP) to provide professional services to prepare the independent audit of the financial statements of the College and the HACC Foundation and to complete an audit in accordance with OMB Circular A-133 for the same periods.

### **A. Introduction**

The Harrisburg Area Community College (the “College” or “HACC”) is a public comprehensive, two year co-educational institution with its main campus located in an area of the City of Harrisburg known as Wildwood Park, on an attractive 215 acre wooded site just minutes north of the central business district of Harrisburg, Pennsylvania’s state capital. It is one of the 14 community colleges in the Commonwealth of Pennsylvania operating in accordance with the provisions of the Community College Act of 1963. The College’s major service area consists of the three contiguous counties of Cumberland, Dauphin, and Perry. In addition, the College has branch campuses in Lebanon, Lancaster, Gettysburg, and York Pennsylvania.

A fifteen member Board of Trustees governs the College’s operations. Trustees are appointed to a six-year term by the representatives of the twenty-two sponsoring school districts (the “Delegate Body”) and the Board of Trustees. Each of the sponsoring school districts selects members of its School Board as a Delegate and an alternate to the Delegate Body. In addition to appointing the Trustees, the Delegate Body approves the College’s Harrisburg Campus annual budget. Trustees may serve more than one term upon reappointment by the Delegate Body and the Board of Trustees. The term of office of each Trustee expires on June 30. Officers of the Board of Trustees are elected annually by their peers in July. New officers will be elected at the Board of Trustees meeting on August 4, 2009.

The College employs approximately 975 full-time staff and faculty, with another 1,240 part-time staff and faculty adjunct positions. In terms of enrollment, the College is servicing approximately 21,500 credit students which converts to about 7,760 on a full-time equivalent basis.

The College’s annual operating and capital budget is prepared by the Vice President of Finance and College Resources in consultation with College staff and budget advisory committee, and then submitted to the Board of Trustees for approval. Once the Board of Trustees approves the budget, it is forwarded to the Local Sponsor’s Delegated Body for approval. The Delegate Body meets in April for the purpose of approving the next fiscal year’s budget. The three major sources of revenue for the budget are the Commonwealth, the Local Sponsor (22 School Districts) and student tuition. The Operating budget for FY 2009-10 is about \$141 million.

### **B. Scope of Work**

#### **Section 1. Request for Proposals for Audit**

HACC, Central Pennsylvania’s Community College requests proposals for certification of the following for the indicated fiscal years (FY), July 1 through June 30:

1. College financial statements for FY 2010, FY2011 and FY2012. The report shall be submitted not later than October 15 following the close of the fiscal year under audit.

2. HACC, Central Pennsylvania’s Community College and Foundation financial statements for FY 2010, FY 2011, and FY 2012. The report shall be submitted not later than October 15 following the close of the fiscal year under audit.
3. Federal financial assistance and related compliance and internal control reports are required by OMB Circular A-133 for FY 2010, FY 2011, and FY 2012. The report shall be submitted not later than October 15 following the close of the fiscal year under audit.
4. Supplemental report of agreed upon procedures for enrollment verification, tuition compliance and capital as required by the Pennsylvania Department of Education. This report is to be separately bound with 5 bound copies and one read-only electronic version in .pdf format furnished to the College. The report shall be submitted to the College not later than November 30 following the close of the fiscal year under audit.
5. Form 990 returns for the HACC Foundation and Wildwood Conference Center.

In addition to the certification of the above, audit comments related to HACC's internal controls and management systems should be prepared for the HACC Board of Trustees Finance Committee and Senior Management annually by the same dates indicated above.

There will be two additional one-year options with the selected firm based on satisfactory performance.

**Section 2. Deadline and Requirements for Proposals**

Seven (7) copies of the proposal must be received at the following address before 11:00 am, March 30, 2010, addressed to HACC, Central Pennsylvania’s Community College, College’s Procurement and Business Services Office, Attn: Garry Crider, One HACC Drive, W130A, Harrisburg, PA 17110-2999.

HACC reserves the right to reject any and all bids.

Proposals must include (in addition to the information in Section VI – A – E)

1. The estimate of personnel hours required, by level of personnel (partners, managers, and staff), for each of the three fiscal years, and for each entity identified in Section 1.

Major Functions / Steps	Partner Hours	Manager Hours	Staff Hours	Clerical/other Hours	Total Hours
College's Financial Statements					0
A Single Audit as required by Circular A133					0
Supplementary State Audit report					0
Foundation Financial Statements					0
Form 990 returns for Foundation and Conference Center					0
Total Hours	0	0	0	0	0

2. A timetable for 2010 that will enable the proposer to meet the deadlines specified in Section 1.
3. Other services, if any, that the College may assume the proposer will provide at no extra charge to the College during the duration of the audit contract.
4. The total cost for performing the audits for each of the three fiscal years, and proposed fees for each section of the audit as follows:
  - a. Fees for work on the College's financial statements, including presentation of the management letter to the Finance Committee.
  - b. Fees for work on the financial statements for the HACC Foundation, including presentation of management letter to the Finance Committee.
  - c. Fees for federal financial assistance programs audit work, assuming no reliance on work performed by others.
  - d. Fees for the completion of the Form 990 returns for the HACC Foundation and the Wildwood Conference Center.
  - e. Fees for Supplemental report of agreed upon procedures for PDE.
5. A schedule of hourly rates to be charged in the event a change order or request for additional audit or consulting services is issued during the period under contract.

### **Section 3. The Auditor's Report**

Upon completion of draft reports, the contractor will conduct a conference with the Finance and College Resources Office and others directly impacted by the recommendations to review the contractor's findings, conclusions, and recommendations. The final reports must be reviewed by the Finance and College Resources Office before issuance. After issuance of the final reports, the contractor will conduct an exit conference with the College President, the Finance Committee of the College, and the HACC Foundation, usually in October of each year.

Thirty (30) copies of the College's final reports and forty-five (45) copies of the HACC Foundation reports must be delivered to the Finance and College Resources Office by the dates to be specified in the audit contract. Deadlines may be amended only with the written consent of the College President. Electronic copies (PDF file) of these final reports must also be provided to the College.

### **Section 4. Working Papers**

All papers and work products are deemed to be College property and all aspects of the engagement are to be held in the strictest confidence. The working papers will be retained for at least seven years. The working papers will be available for examination by authorized representatives of the cognizant governmental audit agency and of the College.

### **Section 5. Conduct of the Audit**

All audit work is to be performed in accordance with the generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants (AICPA) and, where applicable, in accordance with generally accepted governmental auditing standards. Any suspected cases of substandard audits will be reported by the College to the AICPA and the State Board of Accountancy.

### **Section 6. Fiscal Arrangements**

The College is not liable for any costs incurred by contractors prior to issuance of a contract.

Up to 75 percent of the agreed upon fee for the then current year may be billed monthly based on progress of work. The remaining 25 percent of the fee will be paid after timely and proper completion of deliverables (i.e., completion of field work, report preparation and exit conference).

### **C. RFP Clarification**

Proposers may request an explanation of the intent or content of this RFP and clarification of procedures used for this procurement. No interpretation made to any proposer as to the meaning of the RFP shall be binding on the College unless repeated in writing and distributed as an addendum by the College's Procurement and Business Services Office. Official written responses to all relevant written questions will be emailed or faxed by the College's Procurement and Business Services Office.

Requests for written explanation or clarification shall be made in writing and submitted in an envelope marked "Questions Related to RFP #10-38" to HACC, Procurement and Business Services Office, ATTN: Garry Crider, Purchasing Manager, One HACC Drive, Whitaker W130A, Harrisburg PA 17110, or by fax (717) 780-2325. Email questions are acceptable if they are directed to [cgcrider@hacc.edu](mailto:cgcrider@hacc.edu). Such requests must be received no later than March 18, 2010 @ 11:00 AM.

Failure of the proposer to make appropriate inquiries, evaluate any special conditions, or verify requirements of this RFP shall not relieve the consultant of responsibility for fulfilling the contract in accordance with the terms of this RFP.

Oral communication with any College employee, unit, department, or organization concerning this RFP is not binding on the College and shall in no way modify the RFP or the obligation of the College or the consultant.

### **D. Addenda to the RFP**

In the event that it becomes necessary to revise any part of this RFP, HACC's Procurement and Business Services Office will provide addenda in writing to the proposers who indicate that they are interested by returning the acknowledgement and intent to bid page of this document (page 1). No oral statements, explanations, or commitments by whosoever made shall be of any effect except as the College's Procurement and Business Services Office has confirmed the same in writing.

### **E. Acceptance of Proposals**

The College reserves the right in awarding the contract to consider the competency, responsibility, and suitability of the proposer, as well as the services to be provided. The College further reserves the right to accept or reject any or all proposals, to waive any irregularities or informalities, and to award the contract in the best interest of the College. Neither the College nor any agent thereof on behalf of the College will be obligated in any way by any proposer's response to this RFP.

The College also reserves the right to allow a Bidder to correct a defect in its Bid provided that correction of the defect does not alter the amount of the Bid or the scope of work required under the Bid.

## **III. Proposal Submission**

Any term or condition stated in this RFP document shall be considered accepted by the consultant unless specifically objected to by the consultant. The College may accept or reject consultant's alternative proposals to the terms of this RFP. A proposal may be rejected if it is incomplete or conditional.

To receive consideration, proposals shall be made in agreement with the instructions as stated in this RFP, and such proposals and awards made therein shall be subject to all of the terms and conditions hereof:

**A. Economy of Preparation**

Proposals should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content.

**B. Incurred Cost**

The College is not liable for any costs incurred by the proposer in the preparation and presentation of their proposals.

**C. Signatories**

The proposal shall include information as requested throughout the RFP. The signature of all persons authenticating the proposal shall be printed and written in longhand in any designated area on page one (1) of the master copy. The proposal shall be signed with blue ink.

**D. Proposal Deadline**

To be considered for selection, proposals shall arrive at HACC's Procurement and Business Services Office, One HACC Drive, Whitaker Hall, Room W130A, Harrisburg, PA, 17110, by 11:00 a.m. on or before March 30, 2010. Proposals must be in a sealed container, clearly marked "Proposal RFP #10-38, Financial Auditor Services." Pricing must be submitted in a separately sealed envelope. Allow time for normal mail delivery to ensure timely receipt of proposals by HACC's Procurement and Business Services Office. Proposals arriving after the deadline will not be considered. All proposals become the property of the College.

**E. Number of Copies and Mailing of Proposal**

Seven (7) copies of the general proposal will be submitted in a sealed container clearly marked with the name of the proposal and labeled "Proposal RFP #10-38, Financial Auditor Services." One (1) of the copies shall be marked "Master Copy" and will contain original signatures. The remaining copies do not require original signatures. No cost information is to be contained in the general proposal.

In a separate sealed envelope please submit the proposal Exhibit A - Bid Form. The proposals must be addressed as follows:

Proposal RFP # 10-38  
HACC  
Procurement and Business Services  
ATTN: Garry Crider, Purchasing Manager  
One HACC Drive, Whitaker Hall, Room W130A  
Harrisburg PA 17110

**IV. Format for Proposal**

The proposal shall be **clear, concise and limited to no more than 30 pages**. Use a table of contents for ease in finding necessary information. The title page accompanying the proposal shall be signed by the person or persons required and authorized to legally bind the firm to the proposal and shall specifically state that the firm shall complete all services set forth in the proposal within the proposed time limits to the satisfaction of the College. Proposal shall be on 8 ½ x 11 paper only.

#### **A. Cover Letter**

The cover letter shall contain a brief introduction of the consultant and the proposal. The letter shall be concise and need not repeat any of the detailed information set forth in the proposal; however, any terms or conditions of this RFP to which the consultant objects and/or does not accept shall be clearly stated in the cover letter along with any alternatives or further explanation. At a minimum, the cover letter page shall be on company letterhead and shall include the name and working address of the firm submitting a proposal, the name and telephone number of the primary company representative to be contacted with reference to the proposal, and the date of submission.

#### **B. Consultant Qualifications**

Each proposal must contain a completed general proposal for primary and sub-consultants and a description of the consultant's qualifications to perform the services specified in this RFP. The firm should have experience with i) Community Colleges, ii) public and private universities and colleges, iii) OMB Circular A-133 audits, and iv) College Foundations. The College reserves all rights as to the evaluation of any and all responses to the general proposal submitted by each consultant and to the College's determination of the consultant's qualifications.

In addition, describe firm's ability to provide needed technical and management consulting services; and firm's willingness to provide non-chargeable client services.

#### **C. Consultant History**

Each proposal must include a brief (one page) profile demonstrating an established, successful track record of past performance in providing services closely related to the requirements specified in this RFP. Explain the firm's management structure, number of years in business, and history of the firm.

In addition, provide one page containing data regarding college and/or university projects the firm has been consultant for during the past ten years. This description of previous projects shall include overall size of facility, value of projects, owner's name, address and telephone number, and contractor's name, address and telephone number.

#### **D. Project Plan**

Each proposal must include a general project plan that includes a list of specific tasks, timeline for their completion, and expected outcomes. The plan should identify consultant staff who will be involved in executing the plan. All milestones should be indicated for activities and tasks. It is assumed that the project will include routine updates to identified College personnel. The project plan should explain any processes for communicating progress and processes for resolving any misunderstandings about project deliverables. The project plan should include a general outline of the final document that will be reviewed with and presented to College personnel at the end of the project. It is assumed that there will be a mutually agreed upon, final document outline developed during the project that will be the basis for the final report.

Provide a project chart, by phase, for each project the firm is providing a proposal for. Include a one page resume for each project manager by discipline (excluded from 30 page maximum) highlighting relevant experience. List only those individuals who will be assigned to the project.

Additionally, each proposal should provide information covering the following:

- a) Adequate commitment of partner time to audit
- b) Firms willingness to commit to staff and management continuity
- c) Firm's commitment to higher education financial administration
- d) Adequacy of firm's approach to auditing integrated computer application systems
- e) Adequacy of firm's approach to assessing control risk
- f) Feasibility and probable effectiveness of firm's approach to cost containment

## **E. Project Cost**

An itemized fee breakdown by task for all consultative costs must be provided as part of the proposal. The total cost is to be proposed as a "not to exceed" amount. The total all-inclusive price range is to contain all direct and indirect costs including out-of-pocket expenses. See Exhibit A – Bid Form.

## **V. Evaluation**

### **A. Proposal Process**

1. After the date established for receipt of proposals, a register of proposals shall be prepared which shall include the name of each proposer. The register of proposals shall be open to public inspection only after proposal opening. No additional proposals will be accepted after the opening date.
2. The evaluation shall be based on the evaluation factors set forth in this RFP. Factors not specified in the RFP shall not be considered.
3. For the purpose of conducting discussions, proposals shall be initially classified as:
  - a. responsive; or
  - b. non-responsive
4. Discussions may be held with one or more proposers to:
  - a. Promote understanding of the College's requirements and the consultant proposals;
  - b. Facilitate arriving at a contract that will be most advantageous to the College taking into consideration all factors set forth in the RFPs;
  - c. Discussions may include oral presentations, interviews, demonstrations, responses to specific questions, modifications, and negotiations. Proposers shall not be informed of their rank at the time of discussions. The College reserves the right to visit and inspect other sites of the potential consultant;
  - d. Proposers must be prepared to send qualified personnel to discuss technical and contractual aspects of the proposal;
  - e. One or more proposers may be provided an opportunity to submit a "best and final" offer.
5. References and the credit and financial responsibility of the proposals may be verified as appropriate.

**B. Evaluation Criteria**

All proposals must meet or exceed mandatory requirements outlined in this RFP in order to be reviewed. Those proposals meeting the minimum mandatory requirements will be considered based upon a point scoring evaluation system described in this section.

Information and data for scoring will come from information supplied with the consultant’s proposal from the three references and any clarification information requested by the College. Points will be tallied for three areas: *Consultant Qualifications, Project Plan, Interviews* and *Total Cost* of the proposal. The maximum possible points for the combined areas will be 100 points.

***Consultant Qualifications & History (40 points maximum)***

Information provided by references and in the general proposal will be evaluated and awarded a maximum of 40 points. Particular attention will be given to prior experience with projects of similar size and scope as well as the qualifications and work experience of specific staff who will be assigned to the project

***Project Plan (30 points maximum)***

The project plan will be evaluated for feasibility, completeness, and thoroughness in addressing the scope of work. Particular attention will be given to feasibility of providing project deliverables by the established deadline.

***On Site Interview (20 points maximum)***

After evaluation of *Consultant Qualifications & History*, and *Project Plan*, the evaluation committee will invite a number of top proposers to interviews. The purpose of the interviews is to promote understanding of the College’s requirements and the consultant proposals as well as ascertain the communications skills and chemistry between the consultants and primary stake holder at the college.

***Total Cost (10 points maximum)***

**SUBMITTED IN SEALED SEPARATE ENVELOPE**

The cost envelopes of the top four (4) rated proposals in the areas above, along with ties, will be opened and will receive points according to the following formula:

$$\frac{\text{Lowest total cost}}{\text{Proposal being evaluated}} \times \text{maximum points (10)} = \text{points awarded}$$

The remaining proposals will not receive points for cost.

**VI. Award**

The College will review all proposals. The College reserves the right to cancel the selection process or the negotiations when a selection is made or at anytime prior to entering into a formal written agreement with the consultant.

The College intends to execute a contract with the consultant submitting the proposal which the College determines to best meet the College's requirements. The College will be the sole judge of the acceptance of any and all proposals.

In awarding the contract, the College may take the following into consideration: the references, experience, responsibility, reputation, financial standing of the respondent, and the ability of the consultant to provide an advantageous time schedule for providing service. The inability of any respondent to meet the requirements may be cause for rejection of the proposal.

After selection approval by the College's BOT, HACC's Procurement and Business Services Office will cause a contract/purchase order to be prepared for signatures by both parties. A contract will be issued to the responsible consultant whose proposal is the most advantageous to the College, taking into consideration all evaluation factors. No other evaluation criteria, other than that outlined in this proposal, will be used.

**VII. Notification of Intent to Submit Proposal**

**NOTIFICATION OF INTENT TO SUBMIT PROPOSAL**

Please refer to the Request for Proposal Package covering the acquisition to provide Financial Auditor Services for Proposal Number 10-38 Financial Auditor Services for HACC, Central Pennsylvania Community College.

If you are interested in submitting a Proposal, please fill out the information requested below and return this form to Garry Crider, Manager of Purchasing, HACC, Central Pennsylvania Community College, One HACC Drive, Harrisburg, PA 17110 no later than March 26, 2010 by 4:30PM. Or fax this document to 717-780-2325 or e-mail this document to [egcrider@hacc.edu](mailto:egcrider@hacc.edu).

Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Representative's Name \_\_\_\_\_

Representative's Title \_\_\_\_\_

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

Phone Number \_\_\_\_\_

FAX Number \_\_\_\_\_

We intend on doing the following: (check one)

- 1. ( ) We will submit a Proposal
- 2. ( ) We will NOT submit a Proposal

If number 2 is checked, please give a brief explanation in the spaces provided.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**VIII: PROPOSAL CERTIFICATION**

\_\_\_\_\_  
(date)

Procurement and Business Services Department  
HACC, Central Pennsylvania Community College  
One HACC Dr.  
Harrisburg, PA 17110

The undersigned certifies that to the best of his/her knowledge: (check one)

- ( ) There is no officer or employee of HACC, Central Pennsylvania Community College who has, or whose relative has, a substantial interest in any contract award pursuant to this proposal/bid.
- ( ) The names of any and all public officers or employees of HACC, Central Pennsylvania Community College who have, or whose relative has, a substantial interest in any contract award pursuant to this proposal/bid are identified by name as part of this submittal.

The undersigned further certifies that their firm (check one) \_\_\_\_\_ IS or \_\_\_\_\_ IS NOT currently debarred, suspended, or proposed for debarment by any state or federal entity. The undersigned agrees to notify the College of any change in this status, should one occur, until such time as an award has been made under this procurement action.

In compliance with Request for Proposal No. 10-38 for Financial Auditor Services and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to furnish such goods/services in accordance with the specifications/scope of work.

\_\_\_\_\_  
(firm)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(signature required)

\_\_\_\_\_  
(phone no.)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(fax no.)

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