



**LINCOLN UNIVERSITY
PURCHASING DEPARTMENT
REQUEST FOR PROPOSAL (RFP)**

AMENDMENT NO: 001

RFP NO.: B19-1173
TITLE: AUDITING SERVICES
ISSUE DATE: May 7, 2019

REQ NO.: n/a
BUYER: DEBRA KIDWELL
PHONE #: (573) 681-5415
E-MAIL: kidwelld@lincolnu.edu

RETURN PROPOSAL NO LATER THAN: MAY 14, 2019 AT 2 P.M. CENTRAL TIME

MAILING INSTRUCTIONS: Print or type **RFP Number** and **Return Due Date** on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in the Lincoln University Purchasing Department (1002 Chestnut St, Room 101) by the return date and time.

(courier service)
RETURN PROPOSAL TO: LINCOLN UNIVERSITY
 1002 CHESTNUT ST
 SHIPPING & RECEIVING BLDG
 JEFFERSON CITY MO 65101

CONTRACT PERIOD: JULY 1, 2019 THROUGH JUNE 30, 2020, WITH THE OPTION TO RENEW THE CONTRACT FOR FOUR (4) ADDITIONAL ONE-YEAR PERIODS.

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Proposal (Revised 04/23/2010). The offeror further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal. The offeror further agrees that upon receipt of an authorized purchase order from Lincoln University or when this RFP is countersigned by an authorized official of Lincoln University, a binding contract shall exist between the offeror and Lincoln University.

SIGNATURE REQUIRED

AUTHORIZED SIGNATURE		DATE	
PRINTED NAME		TITLE	
DOING BUSINESS AS (DBA) NAME		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID #	
MAILING ADDRESS		IRS FORM 1099 MAILING ADDRESS	
CITY, STATE, ZIP CODE		CITY, STATE, ZIP CODE	
VENDOR NO. (IF KNOWN)	TAXPAYER ID NUMBER (TIN)	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input type="checkbox"/> FEIN or <input type="checkbox"/> SSN	
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other			
CONTACT PERSON		E-MAIL ADDRESS	
PHONE NUM BER.		FAX NUMBER	

NOTICE OF AWARD (LINCOLN UNIVERSITY ONLY)

ACCEPTED BY LINCOLN UNIVERSITY AS FOLLOWS:		
CONTRACT NO.		CONTRACT PERIOD
BUYER	DATE	PURCHASING DIRECTOR

**AMENDMENT NO: 001 TO RFP B19-1161
TITLE: WEB ASSESSMENT AND REDESIGN**

**RFP B19-1161 IS HEREBY AMENDED WITH THE FOLLOWING
REVISIONS AND
ADDITIONS:**

ADDITIONAL Attachments:

- KJLU Rpt18
- LincolnUniv AUP Rpt18
- LU Debt Service Letter Auxiliary System FY18
- LU Debt Service Letter Athletic Facilities FY18

ADDITIONAL Information regarding Foundation activities:

The University and the Lincoln University Foundation are no longer affiliated as of December 2018. Discussions are on-going related to activities formally handled by the Foundation. The University has not made a determination on the existence of a component unit. The selected audit firm will be responsible for the determination of what qualifies as a component unit as defined by GASB. Please note that the selected firm will not be expected to provide audit services to any component unit as a part of this RFP.

Subsequent to the disassociation w/ the foundation, the University estimates the following amounts related to donor giving in FY19 collected by the University:

- Total contributions received: \$132,335
- Pledges for contributions made: \$26,835

CLARIFICATION, Section II #7

The University prepares drafts of all of the financial statements along with the supplemental schedules and writes the MD&A.

ADDITIONAL INFORMATION, Section I Additional Information

- The estimated number of major federal programs for FYE 6/30/19 that will be required to be audited for the single audit is assumed to be only 1 (Student Financial Aid/Department of Education)
- The date of the University's most recent program review completed by the U.S. Department of Education is unknown
- LU Staff:
 - LU's Controller has been with the University for ~9 months
 - LU's Grants Administrator has been handling grants duties since 2017
 - LU's VP Administration and Finance has been in that role for approximately 1 year, and with the University since 1991
- LU's Director of student financial aid has been with the University for 30+ years