



Request for Proposal

Audit Services

RESPONSES DUE: November 26, 2018 5:00 P.M. CST

I. INTRODUCTION

A. Objective

The University of Illinois Foundation, (“Foundation”) is seeking written proposals from qualified Certified Public Accounting firms (each, a “Firm”), to provide audit services for the fiscal year ending June 30, 2019. The initial term shall be for three years, with an option exercisable by the Foundation for an additional two years, subject to a performance review and appointment by the Audit Committee of the Board of Directors of the Foundation. This Request for Proposal (“RFP”) explains the services the Firm is expected to provide, the information necessary for the Foundation to make a selection, and explains the procedure for responding.

B. Background

The Foundation is a nonprofit 501(c)(3) corporation responsible for encouraging and administering private gifts made to further the mission of the University of Illinois. Although the Foundation is a separate legal entity from the University of Illinois, the Foundation’s sole reason for existence is to serve the University.

Information regarding the Foundation’s audit, taxes, and disclosures, including the most recent financial report:

<https://uif.uillinois.edu/audits-taxes-disclosure>

II. SCOPE OF SERVICES

The purpose of this RFP is to obtain the services of a Certified Public Accounting firm to express an opinion on the fair presentation of its financial statements in conformity with generally accepted accounting principles in the United States of America. Firm will conduct financial audits in an ethical, professional and efficient manner with due professional care and in compliance with all applicable laws, rules, regulations and any other legal requirements.

Effort should be taken to complete the audit by September 30 of each year.

III. PROPOSAL CONTENT AND FORMAT

All proposals shall include the following sections:

Section I: Transmittal Letter. The Letter must be on Firm’s letterhead and signed by a person duly authorized to commit the Firm to the engagement. Please include the name, telephone number, and email address of the contact person designated for this RFP. The Letter shall identify all materials and enclosures being submitted for review by the Foundation. Additionally,

the Letter must include specific statements indicating that (i) the fee proposal is valid for 60 days from the submission data, and (ii) Firm unconditionally accepts the terms and condition stipulated in this RFP.

Section II: The Response. Firm's Response document shall have the following sections and include or offer a specific reason for failing to include all the following required information.

A. Firm Background and Experience

1. Describe your firm, including its headquarters location and the location of any office considered the "local" office for the Foundation, if any exists.
2. Describe the Firm's expertise with not-for profit and university related foundation audits.

B. Engagement Team

1. Specify all partners, managers, and other supervisory individuals who would be actively involved in providing services to the Foundation, in particular lead and signing partner. Provide the following information on all these individuals:
 - Position in Firm and home office location
 - Years and type(s) of relevant experience and qualifications, in particular experience directly with university related foundations
2. Describe Firm's practices to maintain continuity of personnel for this project. If available, provide professional staff turnover rates. Describe Firm's approach to training new staff members.

C. Approach and Method

1. Define those areas in which your company is skilled to undertake financial audit services.
2. Illustrate experience in the areas described in (1) above. For the areas described in (1) above, please describe the extent of your experience.
3. Describe your firm's approach to auditing the fair market value of investments, in particular investments considered to be alternative investments.
4. Describe your firm's approach to assessing control risk.
5. Describe your firm's approach to applying new financial auditing standards.
6. Describe national or firm-wide resources the firm would bring in to assist in its audits, including any services sourced outside of firm.
7. Describe the firm's policies on staff education in relation to developing competence in not for profits, in particular university related foundations.
8. It is expected that the Foundation staff will continue to prepare the financial statements and footnote disclosures and as many of the required audit schedules as possible. Please indicate any other ways in which Foundation resources might be used to reduce the level of effort and minimize audit fees.
9. Describe your firm's approach to innovating the audit, including the use of technology and processes, including shared service centers.

10. Describe your approach to developing a cohesive understanding of a complex organization, its staff and the associated risks.
11. Describe your approach and perspective in providing advisory services beyond scope of financial statement audit.
12. Comment on the impact of a transition to a new firm, indicating the approach to be taken, time involved, handling of “startup” costs, unanticipated events, extra costs, etc. Indicate your requirements for access to working papers and cooperation with predecessors.
13. Please provide a proposed not-to-exceed fee schedule for the first three years for the services requested in this RFP document. Please include the estimated number of billable hours for each of the three years, with a breakdown between estimate partner, manager, senior, and other staff time. Please include an estimate of any reimbursable expenses, if there are any, such as travel. Please be specific on the types of recurring services included in the base fee (i.e., responding to periodic technical questions). Also explain the firm’s policy on separate billing for inquiries and provide applicable fee schedules.
14. Please provide a sample engagement letter that would be relevant to the audit engagement.
15. Please provide the results of your last peer review.

D. *Communications*

1. Discuss your approach to working with management, senior leadership, and an Audit Committee or the Board of Directors.
2. Describe your approach of communicating with the Audit Committee the qualitative and quantitative assessments of materiality applied in the audit.
3. Describe your approach to interfacing with the internal audit function.
4. Describe your approach to resolving issues cooperatively.

E. *Clients and References*

1. Provide three (3) relevant references. Reference information should include complete contact information, a brief description of the services provided during the relationship, and identification of staff or staff categories providing those services. Please include at least one reference that is comparable in size and financial interests to the Foundation.

F. *Independence*

1. Identify and discuss any potential issues that may present or appear to present conflicts of interest or independence matters regarding the Foundation, due to relationships your Firm or individuals related to key Firm management personnel has with members of the Foundation Board of Directors, Foundation officers, or key Foundation management personnel.

IV. SUBMISSION AND SELECTION INSTRUCTIONS

A. General Instructions and Conditions

All proposals must arrive on or before 5:00 PM CST on November 26, 2018 via PDF to:

Michelle S. White
Vice President for Financial Operations and Controller
University of Illinois Foundation
1305 West Green Street, Room 400C
Harker Hall, MC-386
Urbana, Illinois 61801-2962
Phone (217) 333-8675 Fax (217) 333-5577
E-mail: white@uif.uillinois.edu

An e-mail acknowledgment will be returned to the sender.

PROPOSALS RECEIVED AFTER THE DEADLINE WILL ONLY BE CONSIDERED AT THE DISCRETION OF THE FOUNDATION.

Requests for additional information, or clarifying questions, should be directed to:

Michelle S. White
Vice President for Financial Operations/Controller
University of Illinois Foundation
white@uif.uillinois.edu

Christine C. Devocelle
Senior Vice President for Financial and Administrative Operations/CFO
University of Illinois Foundation
devocelle@uif.uillinois.edu

Firm agrees not to provide any information that any third party would deem confidential or proprietary as part of this RFP. The Foundation agrees it will hold submitted proposals in confidence and will not reveal Firms' proprietary information outside of the Foundation's employees, agents, and contractors with a need to know the information.

The Foundation has no obligation to pay any of Firm's costs in responding to the RFP, regardless of whether the Foundation selects a Firm to carry out the requested services.

Any attempt to contact any person other than the Foundation contacts listed in this RFP concerning this RFP will be cause for the Foundation to reject the Firm from further consideration.

Firm acknowledges that this RFP is not for implementation, remediation, or mitigation services, and that recommendations for such services, if taken by the Foundation, will not be carried out by Firm. The Foundation may elect to ask Firm to perform additional services, but nothing in this RFP shall be construed to entitle Firm to such contracts or to be selected to perform the services described herein.

B. Timeline

Request for Proposal Mailed:	October 26, 2018
Pre-Proposal Conference Call:	November 15, 2018
Proposals due to Foundation:	November 26, 2018
Finalist Firms Selected and Notified:	December 10, 2018
Selection and Notification to Firm:	February 15, 2019

C. Pre-Proposal Conference

The Foundation will hold a non-mandatory pre-proposal teleconference at 10:00 AM, Central Standard Time on Thursday, November 15, 2018. The call will allow all firms an opportunity to ask Foundation representatives relevant questions and clarify provisions of this RFP. Please feel free to send questions in advance to white@uif.uillinois.edu.

Join by calling one of these numbers:

1-217-332-6338

1-312-994-8410

1-888-983-3631

Conference ID: 49203483 #