

 <b>WINTHROP</b> UNIVERSITY <b>Request for Proposal – Amendment - 2</b>	Solicitation Type	<b>Request for Proposal</b>
	Solicitation Number	<b>08-R801064LC</b>
	Date Issued	<b>January 22, 2008 – 5:00 pm</b>
	Procurement Officer	<b>Linda Campfield</b>
	Phone	<b>803.323.2143</b>
E-Mail Address	<b>campfieldL@winthrop.edu</b>	

DESCRIPTION: **Provide Winthrop University Financial and Compliance Audits for a period of five (5) years, Starting March 1, 2008**

*The Term "Offer" Means Your "Bid" or "Proposal".*

SUBMIT OFFER BY: (Opening Date/Time) **February 5, 2008 - 3:00 pm**: See provision entitled "Deadline For Submission Of Offer"

NUMBER OF COPIES TO BE SUBMITTED: **ONE (1) Original and 4 copies of RFP response. Five (5) copies of latest external quality review report.**

QUESTIONS MUST BE RECEIVED BY: 01/18/08 by 3:00 pm : See provision entitled "Questions From Offerors"

**Offers must be submitted in a sealed package. Solicitation Number & Opening date must appear on package exterior.**

MAILING ADDRESS:	PHYSICAL ADDRESS:
Winthrop University Procurement Services 307 Tillman Hall Rock Hill, SC 29733	Winthrop University Procurement Services 307 Tillman Hall Rock Hill, SC 29733

See provision entitled "Submitting Your Offer"

Conference Type: <b>Pre-Proposal Vendor Conference</b> Date & Time <b>01/17/08 at 2:00 pm</b> As appropriate see " Conference -Pre-Bid /Proposal" & " Site Visit" previsions	Location: <b>Winthrop University</b> <b>306 Tillman Hall</b> <b>Rock Hill, SC 29733</b>
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AWARD & AMENDMENTS	Award will be posted at the Physical Address stated above on 02/18/08. The award, this solicitation, and any amendments will be posted at the following web address: <a href="http://www.winthrop.edu/procurement.htm">http://www.winthrop.edu/procurement.htm</a>
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You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

NAME OF OFFEROR (Full legal name of business submitting the offer)	OFFEROR'S TYPE OF ENTITY: (Check one)
AUTHORIZED SIGNATURE  (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)	<input type="checkbox"/> Sole Proprietorship
TITLE (Business title of person signing above)	<input type="checkbox"/> Partnership
PRINTED NAME (Printed name of person signing above)	<input type="checkbox"/> Corporation (tax-exempt)
DATE	<input type="checkbox"/> Corporate entity (not tax-exempt)
	<input type="checkbox"/> Government entity (federal, state, or local)
	<input type="checkbox"/> Other
	(See "Signing Your Offer" provision.)

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, *i.e.*, a separate corporation, partnership, sole proprietorship, etc.

STATE OF INCORPORATION	(If Offeror is a corporation, identify the state of Incorporation.)
TAXPAYER IDENTIFICATION NO.  (See "Taxpayer Identification Number" provision)	STATE VENDOR NO.  (Register to obtain S.C. Vendor No. at <a href="http://www.procurement.sc.gov">www.procurement.sc.gov</a> )

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(Return Page Two with Your Offer)

HOME OFFICE ADDRESS: (Address for Offeror's home office /principal place of business)	NOTICE ADDRESS: (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)			
	Area Code	Number	Extension	Facsimile
	E-mail Address:			

PAYMENT ADDRESS (Address to which payment will be sent ) (See "Payment" clauses)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders" and "Contract Documents" clauses)
Payment address same as Home Office Address Payment address same as Notice Address (check only one)	Order Address same as Home Office Address Order Address same as Notice Address (Check only one)

ACKNOWLEDGEMENT OF AMENDMENTS	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date
Offerors acknowledges receipt of amendment by indicating amendment number and its date of issue.  See "Amendment to Solicitation " Provision								

DISCOUNT FOR PROMPT PAYMENT See "Discount for Prompt Payment" clause	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days(%)
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<p>PREFERENCE - SC RESIDENT VENDOR PREFERENCE (June 2006): Section 11-35-1524 provides a preference for Offerors that qualify as a resident vendor. A resident vendor is an Offeror that (a) is authorized to transact business within South Carolina, (b) maintains an office * in South Carolina, (c) either (1) maintains a minimum \$10,000.00 representative inventory at all time of the solicitation, or (2) is a manufacturer which is headquartered and has at least a ten million dollar payroll in South Carolina, and the product is make or processed from raw materials into a finished end-product by such manufacturer or an affiliate ( as defined in section 1563 of the Internal Revenue Code) of such manufacturer and (d) has paid all assessed taxes. If applicable, preference will be applied as required by law</p>	<p><b>OFFERORS REQUESTING THIS PREFERENCE MUST INITIAL HERE.</b> _____</p>
	<p>*ADDRESS AND PHONE OF IN-STATE OFFICE</p>
	<p>_____ In- State Office Address same as Home Office address _____ In -State Office address same as Notice Address (CHECK ON LY ONE)</p>

<p>PREFERENCE - SC/US END-PRODUCT (June 2005) Section 11-35-1524 provides a preference to vendors offering South Carolina end-products or US end-products, if those products are made, manufactured , or grown in SC or the US, respectively. And end-product is the item identified for acquisition in this solicitation, including all component parts in final form and ready for the use intended. The terms "made", "manufactured", and "grown" are defined by Section 11-35-1524 (B). By signing your offer and checking the appropriate space(s) provided and identified on the bid schedule, Offeror certifies that the end-product (s) is either made, manufactured or grown in South Carolina, or other states of the United States, as applicable. Preference will be applied as required by law.</p>	<p><b>IF THIS PREFERENCE APPLIES TO THIS PROCUREMENT, PART VIII ( BIDDING SCHEDULE) WILL INCLUDE A PLACE TO CLAIM THE PREFERENCE. OFFERORS REQUESTING THIS PREFERENCE MUST CHECK THE APPROPRIATE SPACE ON THE BIDDING SCHEDULE.</b></p>
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**I. Listed below are questions (by offeror) with corresponding answers**

**A. Questions from Scott McElveen LLP**

1. Are there any outstanding disagreements with the current auditors?

**Answer:** No

Do you anticipate a proposal from them?

**Answer:** Yes

2. Approximately how many weeks did the current auditors spend on-site during the course of interim and fieldwork? How many auditors were on-site during those weeks?

**Answer:** Typically, the audit team is at the University for 1-2 weeks during interim/prelim before June 30 with a partner and 1 to 2 staff. For audit/final work, the audit team is here for approximately 3 ½ weeks during August and early September with a partner and 2 to 3 staff. The University coordinates the timing to ensure they are not here the first week of classes which will be the week of August 25, 2008 this year.

3. Has the accounting department reviewed and updated its accounting policies and procedures manuals in the last year to ensure documentation will be reviewable in relation to the new audit risk based audit standards?

**Answer:** No

Do you plan to?

**Answer:** Yes

**B. Questions from Webster Rogers LLP**

1. Were there any findings related to the Schedule of Federal Awards for the year ended June 30, 2006?

**Answer:** Yes, in regards to the University's Pell Grant program. Please refer to page 53 of the 2007 financial and compliance audit report.

If there were findings have these findings been corrected?

**Answer:** Yes

2. Does the University plan to review and update if necessary its internal control policies and procedures if not already done?

**Answer:** See Answer A3.

3. What was the audit fee paid for the years ended June 30, 2007, 2006 and 2005. Were there any additional fees paid for accounting services for each of these years? If so how much.

**Answer:** The financial audit fees paid for the years ended June 30, 2007, 2006 and 2005 were \$25,000, \$25,000 and \$25,000, respectively. In addition, the audit fees paid for the NCAA audit for the years ended June 30, 2006 and 2005 were \$3,500 and \$3,500, respectively. The NCAA audit for the year ended June 30, 2007, is currently in progress. For the year ended June 30, 2007, the University also paid \$1,601 for additional consulting work.

4. Were there any audit adjustments proposed for the year ended June 30, 2007?

**Answer:** No

5. Were there any management letter comments for the year ended June 30, 2007? If there were how many and have these been corrected?

**Answer:** No

### **C. Questions from Cherry, Bekaert & Holland, LLP**

1. Do you plan to make a determination of those errors that could occur that could result in a financial statement misstatement, determine what controls are in place to prevent or detect such error and document this determination in updated procedures and policies?

**Answer:** See Answer A3.

2. Does the Winthrop financial staff prepare lead schedules, reconciliations and roll forward schedules; and, the financial statements, related notes and MD&A; and if so about when are they ready?

**Answer:** The University prepares lead schedules, reconciliations, roll forward schedules and the MD&A. The audit firm creates templates for the actual financial statements, footnotes and supplemental schedules. The University provides amounts and other relevant information to the audit firm to update their templates. As per page 14 of the RFP of the "Time Considerations and Requirement," the audit firm is responsible for compiling all of the appropriate opinions, statements, footnotes and supplemental schedules into a comprehensive document (preliminary draft and final reports) in .pdf file format and for submitting these to the State of South Carolina's Comptroller General's Office in accordance with the deadlines outlined in the RFP.

The Statement of Net Assets, Statement of Revenues, Expenses and Changes in Net Assets, and most of the supporting schedules are available the first week of audit/final field work. The remaining statements, supplemental schedules and amounts for footnote disclosures are available the second to third weeks of audit/final field work.

### **D. Questions from Elliott Davis LLC**

1. What is the size of the accounting staff at Winthrop?

**Answer:** The University has 12 personnel in accounting. In addition, the University has 3 personnel in payroll and 3 personnel in cashiers

2. What software system is currently in use?

**Answer:** The University is currently using Sungard PLUS.

3. Are there plans to change or have a major upgrade to the software system in the next 5 years?

**Answer:** The University plans to upgrade to Sungard BANNER within the next 3 to 4 years.

4. Did the prior auditors propose any adjusting journal entries for the 6/30/2007 audit? If so, how many and what were the nature of the entries?

**Answer:** See Answer B4.

5. Is there an internal audit function?

**Answer:** There was in fiscal year 2007. Currently, the position is vacant due to retirement and is in the process of being filled

If so, is the internal auditor available to assist the external auditor?

**Answer:** No

6. To what extent does the accounting staff prepare the financial statements (including notes to financials)?  
**Answer:** See Answer C2.
7. Will Winthrop print and bind the 15 copies of the financial statements, or is that the auditor's responsibility?  
**Answer:** The auditor is responsible for printing and binding the financial statements. Please refer to page 13 of the RFP "Report Requirements" for further details.
8. What are the timing expectations? In other words, does management expect auditors to have certain work, like interim, completed by certain dates (other than as stated in the RFP) or are there dates/time periods when management does want the auditors on campus?  
**Answer:** See Answer A2.
9. Approximately how long were auditors on campus this past year and how many were there on average?  
**Answer:** See Answer A2
10. Winthrop Real Estate Foundation, Inc. and The Winthrop Foundation are 12/31 year end entities – I assume their audited financial information is complete by the time the audit of the University would begin in August or so?  
**Answer:** Yes
11. What was the prior auditor's fee for 6/30/2007? Were there any billings for additional work.  
**Answer:** See Answer B3.
12. Was a management letter/SAS 112 letter issued? If so, could I obtain a copy?  
**Answer:** See Answer B5.
13. Is management familiar with the new Risk Assessment Suite (SAS's 104 – 111) and their impact on the audit process beginning with the year ended June 30, 2008?  
**Answer:** See Answer A3.
14. Is there an audit committee of the board in place or planned? If not, does the auditor typically make a presentation to the board?  
**Answer:** Yes, an audit committee exists.
15. Do you desire a stated fee for review of financial information in bond documents or will that be arranged when/if needed?  
**Answer:** The University desires a stated fee. Please refer to page 15 of the RFP "Letter of Transmittal" item 3.
16. Does the University plan to submit financials to the GFOA for Certificate of Excellence in the next 5 years?  
**Answer:** Yes

II. Offerors must submit annual cost for each year. This amount is to serve as an annual fixed amount for each of the five years. **Offerors should return the following cost schedule in a separate sealed document (to be used for evaluation purposes).**

**COST SCHEDULE**

<b>Item #</b>	<b>QTY</b>	<b>U/M</b>	<b>Description</b>	<b>Winthrop University Financial Audit Annual Cost</b>	<b>NCAA AUP Annual Cost</b>	<b>TOTAL</b>
<b>1</b>	<b>1</b>	<b>YEAR</b>	<b>2008 Fiscal Year</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>2</b>	<b>1</b>	<b>YEAR</b>	<b>2009 Fiscal Year</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>3</b>	<b>1</b>	<b>YEAR</b>	<b>2010 Fiscal Year</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>4</b>	<b>1</b>	<b>YEAR</b>	<b>2011 Fiscal Year</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>5</b>	<b>1</b>	<b>YEAR</b>	<b>2012 Fiscal Year</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>GRAND TOTAL</b>						<b>\$</b>

In addition, and under separate cover, all offerors should include a cost menu of their services including all rates and fees. This information will be used for future and any additional needs by the University with the successful offeror during the life of the contract.