

Date Issued: 11/17/2022



Request for Proposal:  
Audit Services

Request for Proposal Number:  
#CC580-22

Question Deadline:  
November 30, 2022 – 2:00 P.M. Mountain Time

PROPOSAL DUE DATE AND TIME:  
December 8, 2022 – 2:00 P.M. Mountain Time

Request for Proposal Opening:  
December 8, 2022 – 2:00 P.M. Mountain Time

PROCUREMENT REPRESENTATIVE:  
Shane Pulliam  
E-MAIL ADDRESS: [shane.pulliam@caspercollege.edu](mailto:shane.pulliam@caspercollege.edu)  
TELEPHONE NO.: (307) 268-2633

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## SECTION 1: Definitions and Terminology

Wherever used in this bid these or other related procurement documents, the following terms have meanings indicated which apply to both the singular and plural thereof. The terms can be used interchangeably.

- **Addendum:** Written or graphic instruments issued prior to the opening of bids that clarify, correct, or change the bid documents or the related procurement documents.
- **Bid / Bid Form:** The price and/or form that is submitted to the college to fulfill the request for proposal.
- **Bidder / Firm:** The firm that is submitting a bid.
- **Contract:** An agreement between Casper College and the bidder that will include a written contract, RFP, addendums (if any), purchase order(s), purchase order terms and conditions, and the bidder's response to the RFP.
- **Contractor:** The firm awarded a contract or PO for this bid.
- **Evaluation Committee / Stakeholders:** Casper College hired contractors or employees that have an interest in the project.
- **Purchase Order / PO:** A contractual agreement with a firm for goods or services that specifies payment terms, delivery dates, item identification, quantities, freight terms, and other obligations and conditions.
- **Request for Proposal (RFP) / Proposal:** This formal publicly released document outlines a need and invites businesses to submit bids to fulfill our request.
- **Schedule of Values:** A start to finish list of work items on a project including the cost associated with those work items that the bidders will want to be paid on throughout the project.
- **Specifications / Scope of Work:** Those portions of this proposal consisting of written or graphic technical descriptions of materials, equipment, construction systems, standards, workmanship, goods, services, and administrative details applicable.
- **Casper College:** Refers to Casper College and Casper College Foundation

## SECTION 2: Instructions to Bidders and Bid Requirements

### 1. General Conditions:

- 1.1. The Procurement Department will receive proposals for providing Casper College and the Casper College Foundation with yearly audits of their financial statements and related filings for fiscal years 2023 to 2025. Each organization requires a separate independent audit every year. Proposals are due no later than **12-08-2022, 2:00 P.M. Mountain Time.**
- 1.2. Casper College reserves the right to waive irregularities and informalities, even those that are shown as mandatory requirements, as long as it doesn't give an advantage to the bidder submitting the proposal or disadvantage any competing bidders.
- 1.3. Casper College may also accept or reject any and all proposals. Casper College does not bind itself to the lowest proposal, but rather to the proposal that is felt to be in the best interest of the institution. Although pricing is important, it will not be the only factor considered when evaluating proposals
- 1.4. The bidder warrants that no kickbacks, gratuities, or contingency fees have been paid in connection with this request for proposal, and none have been promised. The bidder warrants that no one being paid pursuant to the proposal is engaged in any activities that would constitute a conflict of interest with respect to the purposes of the proposal.

- 1.5. Casper College will ensure that minority business enterprises are afforded full opportunity to submit proposals. Casper College will not discriminate based on age, race, color, sex, creed, religion, national origin, or disability status. The successful bidder shall comply with the Americans with Disabilities Act and the Wyoming Fair Employment Practices Act.
- 1.6. The bidder hereby certifies that all persons employed by their firm, their affiliates, subsidiaries, holding companies, or subcontractors are treated equally by their firm without regard to or because of age, race, color, sex, creed, religion, national origin, or disability as required by federal and state anti-discrimination laws. Violation of this certification may constitute a material breach of contract upon which the owner may determine to cancel, terminate, or suspend the contract.
- 1.7. All proposals in response to this request become public record and subject to public inspection. Any proprietary or confidential information must be clearly identified and can only be treated as such to the extent of the Open Records Act. Proprietary or confidential information is defined to be any information that is not generally known to competitors and which may provide a competitive advantage (pricing is not considered proprietary or confidential). Proposals in their entirety cannot be specified as proprietary or confidential.

## 2. Preparation of Proposals

- 2.1. Bidders are encouraged to examine all documents, specifications, scope of work, and addendum(s) associated with the request for proposal. Failure to do so will be at the bidder's risk. The RFP and all referenced documents must be used in the preparation of each proposal. Casper College assumes no responsibility for errors, misinterpretations, and/or verbal communication resulting from the use of incomplete proposal documents.
- 2.2. The bidder shall furnish the information required by the RFP. The bid form and all requested documents (*see SECTION FIVE*) shall be completed, signed, and returned by the respective firm's authorized agent. All required bid documents must be returned with the bidder's sealed bid.
- 2.3. A proposal may be rejected if it modifies any of the provisions, specifications, or minimum requirements of the request for proposal.
- 2.4. Proposal prices must include all material, labor, travel, document preparation, bonds, insurance, profit, and delivery (FOB) Casper College, Casper WY.
- 2.5. Expenses incurred in proposal preparation, pre-bid meetings, site visits, submission, presentations, demonstrations, etc. are the responsibility of the bidder and will not be reimbursed by Casper College.
- 2.6. All Bid Documents will be available free of charge at

[www.caspercollege.edu/offices-services/purchasing](http://www.caspercollege.edu/offices-services/purchasing) and [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com)

3. Submission / Modifications / Withdrawals / Late Bids

- 3.1. Sealed proposals should be accompanied by the attached Casper College – Bid Form and signed by the proper official of the firm. All sealed proposals must be in the possession of the Casper College Procurement Department representative by the due date and time. Any proposal that this not sealed or in possession of the representative by the due date and time will be rejected.
- 3.2. On the Bid Form, the Total Not to Exceed Lump Sum Price will need to include all costs to complete the item outlined on the Bid Form and in the proposal. This includes but is not limited to all labor, materials, operations, inspections, permits, bonds, insurance, profit, accessories, incidentals, rentals, hotels, peridium, tax, and shipping.
- 3.3. Sealed Proposals must be mailed or hand-delivered to:  
  
Attention: Procurement Department GW #311  
Casper College  
125 College Drive  
Casper, WY 82601
- 3.4. Clearly mark on the outside of your sealed proposal “Audit Services #CC580-22”.
- 3.5. A proposal that is in the possession of the Procurement Office may be modified or withdrawn by an email, fax, or letter bearing the signature or name of the person authorized for bidding, provided that it is received prior to the date and time set for the proposal opening.
- 3.6. Modifications must be initialed by the person signing the proposal.
- 3.7. If the pricing portion of your proposal needs to be altered, you must resubmit the revised pricing in a sealed envelope and it must be received by our Procurement department prior to proposal opening.
- 3.8. Telephone or verbal alterations or withdrawals of a proposal will not be accepted.
- 3.9. If a proposal is accepted and the bidder then fails to furnish the service agreed to in the proposal, that bidder may be eliminated from future consideration.
- 3.10. Telephone, fax, or electronic submittals will not be accepted.

4. Questions About the RFP / Addendums

- 4.1. All questions, inquiries, matters, issues, comments, and/or clarifications pertaining to the request for proposal should be directed to the following individual.
  - Shane Pulliam, Director of Procurement
  - 125 College Drive
  - Casper, WY 2601
  - Phone: (307) 268-2633
  - Fax: (307) 268-2880
  - Email: [shane.pulliam@caspercollege.edu](mailto:shane.pulliam@caspercollege.edu)

- 4.2. All questions, inquiries, matters, issues, comments, and/or clarifications pertaining to the request for proposal should be submitted no later than 11-30-2022 2:00 pm mountain time. Any questions received after the deadline will not be accepted or considered. Casper College will try and post any addendums within 2 business days from the above date and time.
- 4.3. All changes or interpretations of the request for proposal will be made by written addendum. These will be made only by the Casper College Procurement Department. No oral or telephone interpretations of this bid proposal shall be binding upon Casper College. The addendum(s) will be posted on [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com) and [www.caspercollege.edu/offices-services/purchasing](http://www.caspercollege.edu/offices-services/purchasing).
- 4.4. Bidders are responsible for checking these sites before submitting their proposals. All issued addendums should be acknowledged on the bid form.

5. Bid Opening

- 5.1. A public bid opening of each bid received will be conducted on date: 12-8-2022 at 2:00 pm mountain time. The location will be room 312 in the Gateway Building on the Casper College campus. The Bid opening is a public meeting, open to anyone interested in attending.
- 5.2. Each firm submitting a bid agrees that their bid shall remain valid for a minimum of forty-five (45) calendar days from the date of closing of this bid.

6. Award and Contract Information:

- 6.1. Formal contracts will be issued by Casper College for these projects. The contracts between Casper College and the successful bidder will include the wording contained in the formal written contracts, the request for proposal, addendums (if any), attachments, purchase order(s), purchase order terms and conditions, as well as the bidder's response to the request for proposal. If bidders have a standard contract, please include a copy in your bid packet.
- 6.2. The bidder expressly warrants to Casper College that it has the ability, expertise, and required legal credentials to perform the contracts if awarded. In doing so, it shall use the highest standards of professional workmanship.
- 6.3. Awarded bidder is prohibited from subcontracting, assigning, or transferring, the contracts' rights, title, or interest therein, or its power to execute such a contract to any other firm without the prior written consent of Casper College.
- 6.4. If that the successful bidder decides not to accept the contract, Casper College reserves the right to grant the contract to the second successful bidder, reissue the request for proposal, or cancel the request for proposal.

7. Required Documentation for Awarded Proposal

- 7.1. The bidder who is awarded this proposal shall provide a certificate of insurance showing their general liability and professional liability with Casper College as a named additional insured. This will need to be on file with the procurement department before work can begin.

- 7.2. Current State of Wyoming Unemployment Insurance Certificate of Good Standing and Workers' Compensation Certificate of Good Standing will need to be on file with the procurement department before work can begin.
- 7.3. Approval of the insurance by Casper College shall not relieve or decrease the liability of the bidder. All bidder's policies shall be primary and not contributory.
- 7.4. If the successful firm shall fail to maintain and keep in force Insurance, and Workers' Compensation Coverage Casper College shall have the right to cancel and terminate the contracts forthwith and without notice.

8. Qualifications of Bidder

- 8.1. The bidder may be required to submit three (3) letters of reference from past audits that are similar to the work described by the specification of the request for proposal. These projects will need to be completed within the last three (3) years. The procurement department will need the names, phone numbers, and addresses of these references.
- 8.2. The bidder shall secure and pay for all federal, state, and local licenses and/or permits required for the work that is outlined in the request for proposal. The successful bidder shall pay for any and all taxes, fees, and assessments attributable to the performance of the contract work and/or services.

9. Laws and Regulations

- 9.1. The successful firm shall comply with all laws, ordinances, and regulations of any applicable federal, state, county, or city government applicable to the performance of the services described herein. In addition, the successful bidder shall also comply with all Casper College policies.
- 9.2. Applicable Wyoming State Statutes
  - Casper College shall apply the following State of Wyoming Statutes to this proposal.
    - ◆ W.S. 16-6-101 through 121 titled "Public Property – Public Works and Contracts"
    - ◆ W.S. 16-6-201 through 206 titled "Preference for State Laborers"
- 9.3. The bidder has the sole responsibility of compliance with all applicable State Statutes. Casper College reserves the right to request written verification of compliance.

10. Environment, Health, and Safety

- 10.1. The successful bidder shall take reasonable and proper care of Casper College property, facilities and equipment under its care, custody, and control in a manner that shall not cause any violations, abuse, or misuse of said property, facilities, and/or equipment.

### SECTION 3: Schedule of Activities

Activity	Date	Time (our clock)
<i>Issue / Post RFP</i>	11/16/2022	N/A
Last Date for clarification inquiries	11/30/2022	2:00 pm
Proposal submission deadline/Proposal opening	12/08/2022	2:00 pm
Award of presentations (if needed)	Week of 12/12/22	
Presentation Week	Week of 12/12/22 or Week of 12/19/22	
Project Award	Week of 01/02/2023 (estimated)	N/A

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### SECTION 4: SPECIFICATIONS AND SCOPE OF WORK

#### 1. History

- 1.1. Casper College was established in 1945 as Wyoming’s first Junior college. The Casper College Foundation was founded in 1962 and proudly supports Casper College by providing scholarships, student assistance, program, and plant support.

We request this proposal because Lenhart, Mason, and Associates, LLC, our current auditor, is terminating its audit practice. However, they will be available to assist the successor firm to facilitate a smooth transition.

Casper College audits from prior years may be found at <https://www.caspercollege.edu/about/audits-budgets/>

Casper College Foundation’s audits from prior years can be requested by contacting Shane Pulliam at [shane.pulliam@caspercollege.edu](mailto:shane.pulliam@caspercollege.edu).

#### 2. Scope of Work

- 2.1. The audits must include all state and federal compliance requirements as needed. The examination shall be made in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards; and the Uniform Guidance for Federal Awards, Audits of States, Local Governments, and Non-Profit Organizations.

The Casper College audit report is due to the Wyoming Community College Commission no later than December 31<sup>st</sup> following the June 30<sup>th</sup> fiscal year end. It will be submitted to the Casper College Board of Trustees at a regularly scheduled board meeting, preferably in November. (the board meeting usually meets on the third Tuesday of the month). It is expected that the audit partner or another firm representative will present the audit report at that meeting. A minimum of 10 copies of the Audited Financial Statements will be delivered to the College at the beginning of December each year. In addition, one electronic version of the Audited Financial Statements will be supplied to the College.



Presentation of the Foundation's audit and management letter, with graphs, will be presented at the October Foundation board meeting, held on the third Thursday of October. It is expected that the audit partner or another firm representative will present the audit report at that meeting. In addition, one electronic version of the Audited Financial Statements will be delivered to the Foundation Executive Director. A minimum of 10 copies of the Audited Financial Statements will be delivered to the Foundation office at the October board meeting each year.

3. Casper College

- 3.1. Annual operating budget:
  - Revenues \$60,066,000
  - Expenses \$58,960,000
- 3.2. Revenue mix: Tuition fee revenue / State appropriations / Local appropriations / Federal government grants / State government grants / Local and private grants
- 3.3. Expense mix: Staff salaries and benefits / Operating expenses / Capital outlay
- 3.4. Assets: Short and Long-term investments / Reserve funds / Property, Plant, and Equipment
- 3.5. Liabilities: Current and accrued liabilities / Bonds and Notes Payable / Pension and OPEB liability
- 3.6. The College uses Ellucian's Colleague software

4. Deliverables: The contracted accountant will be responsible for the following:

- 4.1. Audit of the financial statements and related filings for each year. These will be due before the November Casper College Trustee meeting for Casper College.
- 4.2. Management letter containing comments and recommendations based on audit findings.
- 4.3. Presentation of the management letter and audit to the Casper College Board of Trustees no later than the December board meeting to ensure timely submission according to Wyoming statutes.
- 4.4. While the College will be responsible for the accuracy and completeness of information, the College does expect advice regarding appropriate accounting principles and their application throughout the year. The selected firm may also be asked to supply technical assistance as needed for issues arising during the year.

5. Casper College Foundation

- 5.1. Annual operating budget varies based on investment performance and college initiatives but generally averages around \$3.5 million.

- 5.2. Revenue mix: Donor Contributions / Investment Income (loss) / Oil and Gas Royalty Income
  - 5.3. Expense mix: College Scholarships & Student Assistance / College Program Support & Plant Support / Staff Salaries and Benefits / General Administrative Operating expenses / Minimal Support of other Organizations / Fundraising expenses
  - 5.4. Assets: Cash / Long-Term Investments / Oil & Gas Mineral Interests / Real-estate / Estate Distributions Receivable / Art Collection (Assets held for display purposes) / Pledges Receivable
  - 5.5. Liabilities: Accounts Payable / Accrued Liabilities / Pledges Payable / Investments held on behalf of Casper College
  - 5.6. The Foundation uses Blackbaud Financial Edge and Raiser's Edge software.
6. Deliverables: The contracted accountant will be responsible for the following:
- 6.1. As a component unit of Casper Community College, the Foundation reports based on standards used by the Governmental Accounting Standards Board (GASB), for inclusion with the Casper Community College Financial Statements. The engagement will include the issuance of all required reports. The audit firm shall produce an annual report consisting of, but not limited to, the following:
    - Independent Auditor's Report
    - Statements of Financial Position
    - Statements of Activities
    - Statements of Cash Flows
    - Statements of Functional Expenses
    - Notes to the Financial Statements
    - Management Letter
  - 6.2. The audit firm shall prepare the IRS Form 990 and supporting schedules. To assist the selected firm, the Foundation will provide the basic information, reports, and schedules required to complete the audit and Form 990. While the Foundation will be responsible for the accuracy and completeness of that information, the Foundation does expect advice regarding appropriate accounting principles and their application throughout the year. The selected firm may also be asked to supply technical assistance as needed for issues arising during the year.
  - 6.3. The firm shall also prepare FinCEN Form 114.
  - 6.4. A representative of the selected firm is expected to attend the October Foundation Board meeting to present the audit results. Additional meetings may be requested if needed.
7. Casper College / Casper College Foundation Responsibilities
- 7.1. College staff will complete its audit preparations in time for fieldwork to begin as early as the second week of August. Preliminary fieldwork may be conducted at any time.

- 7.2. College staff will prepare appropriate work papers, schedules, and analyses and obtain documents as requested by the auditors.
- 7.3. College staff will prepare confirmation letters, representation letters, and miscellaneous correspondence as requested by the auditors.
- 7.4. The College will provide the auditors with an appropriate workspace to conduct the audit.

8. Format for Proposal

- 8.1. To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposal be organized in the format specified.
- 8.2. Title Page
  - Show the RFP subject, Firms Name, Address, Name of Primary Contact Person, Telephone Number, and E-mail address
- 8.3. Table of Contents
  - Clearly identify the materials by sections and page number(s).
- 8.4. Letter of Transmittal (Limit of Two Pages)
  - Briefly State the firm's understanding of the scope of services to be provided and make a commitment to provide the services within the time period.
  - List the names of the persons who will be authorized to make representations for the firm, their titles, address, and telephone numbers.
- 8.5. Profile of the Firm:
  - Indicate the number of people in the firm's and their level of experience and qualification and the percentage of their time that will be dedicated to this process.
  - Provide a list of the firm's top five current and prior two-year clients indicating the type of services the firm has performed for each client.
  - Submit most recent peer review report.
  - Indicate any third-party firms involved with your firm and state their role(s).
  - Resumes of all key team members who would be handling the audits, as well as descriptions of the type and number of educational audits (specifically community colleges and community college foundations) that have been performed by the proposed audit team.
  - Information on what differentiates your firm from other firms.
  - Provide contact information (name, phone number, and email address of at least three (3) references for projects of similar size and scope.
  - Background and experience with Community Colleges and related Foundations.
- 8.6. Scope of Service: Clearly describe the scope of services to be provided based upon the information in the scope section. Respond to each item listed.

- 8.7. Supplemental Questions: Does the proposed service involve the usage, storage or transmission of Casper College's or the Foundation's stakeholder data? If yes please respond to the following.
- Describe your firm's approach to the management of information security and to securely managing client information.
  - Does your firm have an information security management policy?
  - How do you safeguard client information at your firm?
  - Does your firm have a comprehensive risk management structure for the management of client information?
  - Do you utilize an independent third party to conduct annual information security penetration tests of your IT systems?
  - List the type of documented information security policies that your firm has in place.
  - Has your firm implemented any ISO27001 (or similar) principles or requirements?
  - Has your firm experienced any information security breaches, ransomware, phishing, or malware incidents?
- 8.8. On-Site vs. Remote Work: Please describe the ratio of onsite vs. remote work to accomplish both audits.
- Proposed timeline for fieldwork and final reporting.
- 8.9. Financial Information
- Provide a maximum, "not-to-exceed" fee proposal inclusive of all expenses for each fiscal year, beginning with fiscal year 2023 and through fiscal year 2025. All out-of-pocket expenses shall be included in your annual audit fee.
  - Describe the circumstances under which you would propose to change your fee and how you would communicate such potential changes to us.
  - Describe the firm's invoicing procedures.
  - Include documentation identifying all of the firm's fees.
  - Budget and narrative are broken down between Casper College and the Casper College Foundation.
  - Please submit draft contracts for the services being offered. We intend to award a three (3) year contract with the option to renew for two (2) additional one-year periods, subject to satisfactory performance and at our option. We intend for the two separate contracts to be effective for fiscal year 2023 audit services. We reserve the right to review and adjust the contracts annually as the need dictates, including a re-negotiation of the annual audit fees.
- 8.10. Casper College's Bid Sheet

## SECTION 5: EVALUATION METHODOLOGY

### 1. Overview:

- 1.1. Casper College will conduct a comprehensive, fair, objective, and impartial evaluation of proposals received in response to this request for proposal. Proposals will be evaluated by all Casper College stakeholders. The evaluation committee is made up of members representing the project subject expertise.

### 2. Minimum Qualification of the Audit Firm

- 2.1. The firm must have experience in auditing governmental entities, with a strong preference for firms with Wyoming public community college experience.
- 2.2. The firm must have experience in auditing governmental entities, with a strong preference for firms with Wyoming public community college foundation experience.
- 2.3. The firm must have experience in performing audits in accordance with the Uniform Guidance for Federal Awards.
- 2.4. The firm must employ sufficient numbers of professional audit staff to perform the audit in a timely manner.
- 2.5. The firm must be licensed to practice public accounting in Wyoming.
- 2.6. All working papers and reports shall meet the minimum legal retention requirement and such papers shall be made available to the College and its grantors without charge.

### 3. Selection Criteria

- 3.1. The awarded contracts will be made to the firm whose proposal best meets the specifications of this RFP, is in the best interests of, and most advantageous to us. The inclusion of the cost as a proposal factor is not intended to require us to select the lowest cost proposal; therefore, the cost will not be the sole basis for selection. We will review the proposals according to the criteria listed below. The College reserves the right to request that a "short-list" of firms participate in an oral presentation.
- 3.2. Award a contract based on the firm's experience and value proposition.
- 3.3. Evaluate proposals for all factors it deems appropriate whether or not such factors have been stated in the certain RFP.

Evaluation Criteria include, but are not limited to:

Responsive:

1. Compliance with RFP requirements.
2. Compliance with and adherence to the RFP forms and format.
3. Presentation and professionalism of submission.

Responsible:

1. Accessibility and ability to respond to our needs in a timely manner.
2. Sufficient references for which similar types of audits have been completed.
3. Experience and qualifications of staff to be assigned to these audits.
4. Demonstrated knowledge of legal requirements & compliance with same.

Proposal:

1. Annual fees as compared to other proposals.
2. Personnel and evidence of experience that demonstrates adequate capacity to perform the required audit services.
3. Reputation of the firm based on references.
4. The firm's ability to meet the minimum qualifications including relevant community college and community college foundation experience.

Shane Pulliam



Casper College  
Director of Procurement

**SECTION 6: BID FORM**

*Casper College - Bid Form*

<b>AUDIT SERVICES RFP #CC580-22</b>			
<b>Qty</b>	<b>UOM</b>	<b>Description</b>	<b>Price</b>
1	LT	2023 Casper College Yearly Audit (Not to exceed price)	
1	LT	2023 Casper College Foundation Yearly Audit (Not to exceed price)	
1	LT	2024 Casper College Yearly Audit (Not to exceed price)	
1	LT	2024 Casper College Foundation Yearly Audit (Not to exceed price)	
1	LT	2025 Casper College Yearly Audit (Not to exceed price)	
1	LT	2025 Casper College Foundation Yearly Audit (Not to exceed price)	
		<b><u>GRAND TOTAL=</u></b>	-
<b>Received Addendum # 1 _____ Addendum # 2 _____ Addendum # 3 _____</b> (initial only if addendums were issued)			
<b>Bidder Information:</b>		<b>Comments:</b>	
Bidder Name:		Mailing Address:	
City:	State:	Zip:	
Phone Number:		Fax:	
Bidders Name (print):		Title:	
Signature:		Email Address:	
* Signing this form indicates you agree with all the conditions shown in this RFP, addendums (if any) and attachments.			