

Date: March 22, 2018
To: Interested Bidders
From: Amy Rand, Vice President of Finance
Regarding: Three-Year Audit Engagement for Crowder College and Crowder College Foundation

The Board of Trustees of Crowder College, in the interest of comparing different options, regularly direct the college Administration to solicit proposals from Certified Public Accounting firms with appropriate backgrounds for the college engagement. This process typically occurs every three years and was last completed in 2015.

We invite your firm's Audit proposal for FY 2018, FY 2019, and FY 2020, including expected fee structure. Please include relevant data regarding your firm's background and experience performing audits of public education entities (preferably higher education institutions), foundation audits, the application of State and Federal Guidelines for Public Institutions, and other descriptive information you judge appropriate.

Scope of work to include: audit of Crowder College, preparation of Data Collection Form SF-SAC, audit of Crowder College Foundation, Inc., preparation of Form 990 for Crowder College Foundation, Inc., and agreed-upon procedures as determined by the Board of Trustees each year which is typically a limited-scope review of an internal function.

Crowder College expects that the firm engaged will annually perform their basic audit procedures and do most field work in August and present an interim report on the basic financial statements in late September. It is recognized that the formal report including the Student Financial Aid Programs will require additional time to prepare in order that the report be in conformity with all the standards of the Office of Audit of the United States Department of Education and other governmental units under the "single audit" concept. A final audit report would be expected by December 1 of each year with fiscal year ends of June 30.

We would appreciate having your proposal by **4:00pm on April 23, 2018** if you are interested in pursuing Crowder College as a possible audit engagement. Please forward proposal to:

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