INVITATION FOR BIDS/PROPOSALS: 40701
REPLACES CONTRACT NO.: 40460
DATE SENT: 5/15/2020
CLOSING DATE, 2:00 PM: 6/16/2020
PURCHASING CONTACT: Joyce Polson
TELEPHONE: 785-532-6214
E-MAIL: kspurch@k-state.edu

NOTICE TO VENDORS

Invitations are extended for bids/proposals on the attached document.

ITEM: Auditing Services

USING DEPARTMENT: Kansas State University – Internal Audit Department

PERIOD OF CONTRACT: December 1, 2020 through November 30, 2021 with two (2) one (1) year renewals

GUARANTEE: NONE REQUIRED

SCOPE OF INVITATION:

The Kansas State University Internal Audit Department, is requesting proposals from qualified firms of certified public accountants to review the IRS form 990 for each university controlled affiliated corporation, with a focus on potential conflicts of interest and transactions between the university and university controlled affiliated corporations for the fiscal year ending on or after June 30, 2020, with the option of reviewing each of the two subsequent fiscal years, upon mutual agreement. These reviews shall be performed in accordance with generally accepted auditing standards.

Kansas State University reserves the right to enter into negotiations with vendors should it be determined to be in the best interest of the University.

READ THIS INVITATION CAREFULLY

Failure to abide by all of the conditions of this Invitation may result in the rejection of a bid. Inquiries about this Invitation should indicate the contract number and be directed to the procurement officer.

Updated May 2020
BID INSTRUCTIONS

1. **PREPARATION OF BID:** Each bid must be legible and signed. Prices are to be entered in spaces provided on the bid form. Computations and totals shall be indicated where required. In case of error in computations or totals, the unit price shall govern.

2. **SIGNATURE OF BIDS:** Each bid shall give the complete mailing address of the vendor and be signed by an authorized representative by original signature with his or her name and legal title typed below the signature line.

3. **ACKNOWLEDGMENT OF ADDENDA:** All vendors shall acknowledge receipt of any addenda to this Invitation. Failure to acknowledge receipt of any addenda may render the bid to be non-responsive. Changes to this Invitation shall be issued only by K-State Purchasing in writing.

4. **SUBMISSION OF BID:** The official Signature Sheet, Cost Proposal form, and any other required documentation must be uploaded to the Vendor Bid Submission Secure File Upload portal, https://www.k-state.edu/finsvcs/purchasing/bidsubmission.html, prior to 2 p.m. CT on the closing date. Proposals submitted via any other method will not be considered (effective March 23, 2020). Under all circumstances, it shall be the vendor's responsibility to ensure their bid is properly received by the appropriate date/time at the Kansas State University Purchasing Office.

5. **QUESTIONS:** Questions requesting clarification of this Invitation are to be submitted by the close of business on 5/28/2020 to kspurch@k-state.edu with the proposal number referenced in the Subject line.

   Failure to notify the Director of Purchasing of any conflicts or ambiguities in the Invitation may result in items being resolved in the best interest of K-State. Any modification to this Invitation as a result of any pre-proposal conference or written answers to written questions shall be made in writing by addendum and emailed to all vendors who received the original request from K-State Purchasing. Only written communications are binding.

   Answers to questions will be provided in the form of an addendum and posted on K-State Purchasing’s website: https://dfs.ksu.edu/ rfq/.

   It shall be the responsibility of all participating vendors to acquire any and all addenda and additional information as it is made available from the website cited above. Vendors are required to check the website periodically for any additional information or instructions.

6. **CLOSING DATE FOR BIDS:** All bids shall be received promptly at 2:00 pm Central Standard or Daylight Savings Time on 6/16/2020 whichever is in effect. Bids received prior to the closing date shall be kept secured and sealed until closing. Bids received after the closing date will not receive consideration and will remain sealed in the bid file.

7. **MODIFICATION OF BIDS:** A vendor may modify a bid by email any time prior to the deadline for receipt of bids, and the Director of Purchasing is satisfied that a written confirmation of the modification signed by the vendor was emailed prior to the deadline.

8. **WITHDRAWAL OF BIDS:** A bid may be withdrawn via email from the vendor to the purchasing agent at the K-State Purchasing Office prior to the closing date.

9. **BID DISCLOSURE:** As of March 23, 2020, Kansas State University is maintaining limited operation status based on the latest guidance from the CDC and KDHE. As a public health precautionary measure, K-State Purchasing will not hold any public bid openings until further notice. Bid tabulations will be available after the release of a purchase order or the contract is finalized. Results may be obtained by sending the contract proposal number for each tab requested to kspurch@k-state.edu

   Copies of individual proposals may be obtained under the Kansas Open Records Act by submitting a written request to Open Records, Communications and Marketing, 128 Dole Hall, Kansas State University, Manhattan, KS 66506 (EMAIL openrecords@k-state.edu or FAX 785-532-7355). An estimate of the amount of time and copies it will take to complete the request will be compiled. After payment has been received, the documents will be released. More information regarding the Kansas Open Records Act is available at http://www.k-state.edu/policies/ppm/3000/3060.html. Should a check be returned to Kansas State University for insufficient funds, the vendor will be suspended from all bidding until such time as the vendor makes good on payment.

   Information in bid files will not be released until a bid has been awarded or all bids have been rejected.
GENERAL CONDITIONS

1. CONTRACT: The successful vendor will be required to enter into a written contract with Kansas State University. The vendor agrees to accept the provisions of form KSU-146a, Contractual Provisions Attachment, which is incorporated into all contracts with the University and is attached to this Invitation.

2. CONTRACT DOCUMENTS: This Invitation and any addenda and the response and any addenda of the successful vendor shall be incorporated along with the KSU-146a into the written contract which shall compose the complete understanding of the parties.

3. CONTRACT FORMATION: No contract shall be considered to have been entered into by K-State until all statutorily required signatures and certifications have been rendered; funds for the contract have been encumbered; and a purchase order, signed by the Director of Purchasing, has been deposited in the mail OR a written contract has been signed by the successful vendor.

4. FEDERAL, STATE AND LOCAL TAXES-GOVERNMENTAL ENTITY: Unless otherwise specified, the bid price shall include all applicable federal, state and local taxes. The successful vendor shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this Invitation. The University is exempt from state sales or use taxes and federal excise taxes. These taxes shall not be included in the vendor's price quotations.

5. EVALUATION OF BIDS: Award shall be made in the best interest of the University. Consideration may focus toward but is not limited to:

   - Cost. Vendors are not to inflate prices in the initial bid/proposal as cost is a factor in determining who may receive an award or be invited to formal negotiations (if indicated). The University reserves the right to award to the lowest responsive bid without conducting formal negotiations.
   - Adequacy and completeness of proposal
   - Vendor's understanding of the project
   - Compliance with the terms and conditions of the Invitation
   - Experience in providing like services
   - Qualified staff
   - Methodology to accomplish tasks
   - Response format as required by this Request

6. ACCEPTANCE OR REJECTION: The University reserves the right to accept or reject any or all bids / proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify any criteria in this Invitation; and unless otherwise specified, to accept any item in a proposal.

7. COMPETITION: The purpose of this Invitation is to seek competition. The vendor shall advise the Purchasing Office if any specification, language or other requirement inadvertently restricts or limits bidding to a single source. Notification shall be in writing and must be received by the Purchasing Office no later than five (5) business days prior to the bid closing date. The Director of Purchasing reserves the right to waive minor deviations in the specifications which do not hinder the intent of this Invitation.

8. NEW MATERIALS, SUPPLIES OR EQUIPMENT: Unless otherwise specified, all materials, supplies or equipment offered by a vendor shall be new, unused in any regard and of most current design. All materials, supplies and equipment shall be first class in all respects. Seconds or flawed items will not be acceptable. All materials, supplies or equipment shall be suitable for their intended purpose and, unless otherwise specified, fully assembled and ready for use on delivery.

9. EQUIVALENT ITEMS: Whenever a material, article or piece of equipment is identified in the specifications by reference to a manufacturer's or vendor's name, trade name, catalog number, etc., it is intended to establish a standard, unless otherwise specifically stated. Any material, article or equipment of other manufacturers or vendors shall perform to the standard of the item specified. Equivalent bids must be accompanied by sufficient descriptive literature and/or specifications to provide for detailed comparison. Samples of items, if required, shall be furnished at no expense to the State and if not destroyed in the evaluation process, shall be returned at vendor's expense, if requested.

10. DEFAULT ON DELIVERY: Any vendor, who defaults on delivery as defined in this Invitation may, at the discretion of the KSU Director of Purchasing, be barred from bidding on any subsequent Invitation for a period to be determined by the Director.
11. **INSURANCE:** The State shall not be required to purchase any insurance against loss or damage to any personal property nor shall the State establish a "self-insurance" fund to protect against any loss or damage. Subject to the provisions of the Kansas Tort Claims Act, the vendor shall bear the risk of any loss or damage to any personal property.

12. **INSPECTION:** The State reserves the right to reject, on arrival at destination without cost to the State, any items which do not conform with the specifications of this Invitation.

13. **TERMINATION:** The K-State Director of Purchasing may terminate this contract, or any part of this contract, for cause under any one of the following circumstances:

   (1) The Contractor fails to make delivery of goods or services as specified in this contract; or
   
   (2) The Contractor fails to perform any of the provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms.

The using department or the K-State Director of Purchasing shall provide the Contractor with written notice of the conditions endangering performance. If the Contractor fails to remedy the conditions within 10 days from the receipt of the notice (or such longer period as may be authorized in writing), the Director of Purchasing shall issue the Contractor an order to stop work immediately. Receipt of this notice shall be presumed to have occurred within three (3) days of the date of the notice.

The K-State Director of Purchasing may terminate performance of work under this contract in whole or in part whenever, for any reason, it is determined that the termination is in the best interest of the State of Kansas. In the event that the K-State Director of Purchasing elects to terminate this contract pursuant to this provision, he/she shall provide the Contractor written notice at least 30 days prior to the termination date. The termination shall be effective as of the date specified in the notice. The contractor shall continue to perform any part of the work that may have not been terminated by the notice.

14. **RIGHT AND REMEDIES:** If this contract is terminated, the State, in addition to any other rights provided for in this contract, may require the Contractor to transfer title and deliver to the State in the manner and to the extent directed, any completed materials. The State may be obligated only for those services and materials rendered and accepted prior to the date of termination. Subject to proof of market price, the measure of damages for non-delivery or repudiation by the Contractor shall be the difference between the market price at the time when the State learned of the breach and the contract price together with any incidental and consequential damages less expenses saved in consequence of the contractor's breach. Market price shall be determined as of the place for tender or, in cases of rejection after arrival or revocation of acceptance, as of the place of arrival.

If it is determined, after notice of termination for cause, that the Contractor's failure was due to causes beyond the control of or negligence of the Contractor, the termination shall be a termination in the best interest of the State.

The Contractor shall not be liable if the failure to perform this contract arises out of causes beyond the control of or negligence of the Contractor. Causes may include, but are not limited to, acts of nature, fires, quarantine, strikes other than by the Contractor's employees, and freight embargoes.

In event of termination, the Contractor shall receive payment prorated for that portion of the contract period services were provided to and/or goods were accepted by the State.

The rights and remedies of the State provided for in this contract shall not be exclusive and are in addition to any other rights and remedies provided by law.

15. **WAIVER.** Waiver of any breach of any provision in this contract shall not be a waiver of any prior or subsequent breach. Any waiver shall be in writing and any forbearance or indulgence in any other form or manner by the State shall not constitute a waiver.

16. **HOLD HARMLESS.** The Contractor shall indemnify the State against any and all claims for injury to or death of any persons; for loss or damage to any property; and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this contract.
The State shall not be precluded from receiving the benefits of any insurance the contractor may carry which provides for indemnification for any loss or damage to property in the contractor's custody and control, where such loss or destruction is to State property. The contractor shall do nothing to prejudice the State's right to recover against third parties for any loss, destruction or damage to State property.

17. **PROHIBITION OF GRATUITIES.** Neither the Contractor nor any person, firm or corporation employed by the Contractor in the performance of this contract shall offer to give any gift, money or anything of value or any promise for future reward or compensation to any State employee at any time.

18. **FEDERAL, STATE AND LOCAL TAXES-CONTRACTOR.** The State makes no representation as to the exemption from liability of any tax imposed by any governmental entity on the Contractor.

19. **ANTITRUST.** The Contractor assigns to the State all of its rights to and interests in any causes of action it has or may acquire under the antitrust laws of the United States and the State of Kansas relating to the particular product or services purchased or acquired by the State pursuant to this contract.

20. **MODIFICATION.** This contract shall be modified only by the written agreement of the parties with the approval of the Director of Purchasing.

21. **ASSIGNMENT.** The Contractor shall not assign, convey, encumber, or otherwise transfer its rights or duties under this contract without the prior written consent of the State which consent will not be unreasonably withheld or delayed. This contract shall immediately terminate in the event of its assignment, conveyance, encumbrance or other transfer by the Contractor without the prior written consent of the State.

22. **THIRD PARTY BENEFICIARIES.** This Contract shall not be construed as providing an enforceable right to any third party.

23. **CAPTIONS.** The captions or headings in this contract are for reference only and do not define, describe, extend, or limit the scope or intent of this contract.

24. **SEVERABILITY.** If any provision of this contract is determined by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this contract shall not be affected, and each provision of this contract shall be enforced to the fullest extent permitted by law.

25. **GOVERNING LAW.** This agreement shall be governed by the laws of the State of Kansas.

26. **NOTICE OF AWARD.** The K-State Purchasing Office shall issue either a purchase order or a written contract to the successful vendor.

27. **POLITICAL SUBDIVISIONS.** Political subdivisions [including but not limited to, the Kansas Board of Regents and its member institutions, Riley County, City of Manhattan, and local Unified School Districts (USDs)] are permitted to utilize contracts administered by Kansas State University. Conditions included in this contract shall be the same for political subdivisions. The University has no responsibility for payments owed by political subdivisions. The vendor must deal directly with the political subdivision. Bidders shall indicate below if Pricing is available to political subdivisions.

28. **TAX CLEARANCE CERTIFICATE.** A “tax clearance” is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Kansas State University supports the State of Kansas tax clearance process. Vendors submitting bids, proposals, contracts, etc., are required to provide a current tax clearance certificate. For more information regarding this process please go to: [http://www.ksrevenue.org/taxclearance.html](http://www.ksrevenue.org/taxclearance.html)

29. **ACCOUNTS RECEIVABLE SET-OFF PROGRAM.** During the course of this contract if the vendor is found to owe a debt to the State of Kansas, payments to the vendor may be intercepted (setoff) by the State of Kansas. Notice of the setoff action will be provided to the vendor. The vendor shall credit the account of the department making the payment in an amount equal to the funds intercepted.

K.S.A. 75-6201 et seq. allows the Director of Accounts & Reports to setoff funds the State of Kansas owes vendors against debts owed by the vendors to the State of Kansas. Payments setoff in this manner constitute lawful payment for services or goods received. The vendor benefits fully from the payment because its obligation to the State is reduced by the amount subject to setoff.
1. **TERM OF CONTRACT.** The term of this contract is from December 1, 2020 through November 30, 2021 with two (2) one (1) year renewals.

2. **OPEN-ENDED CONTRACT.** This Invitation is for a contract between a vendor and the State to furnish an undetermined quantity of a good or service in a given period of time.

3. **QUALITY.** Materials used and workmanship shall be of the highest quality. Failure to produce and/or supply materials of the highest quality may result in rejection of an order entirely at the contractor’s expense.

   The decision of the K-State Director of Purchasing shall be final in all instances of dispute herein. The proof of accuracy or manufacture and quality of material rests with the contractor.

4. **PRICE.** Prices shall remain firm throughout the contract period. On the contract anniversary date, the price may be adjusted up or down (maximum 5%) keyed to market conditions. It is understood that in the event the parties cannot agree upon the renewed price the contract will be terminated.

5. **DELIVERIES.** All orders shall be shipped FOB destination, prepaid and included, unless stated otherwise. Deliveries must be clearly marked with the purchase order number. If delays in delivery are anticipated, the Contractor shall notify the ordering department of the expected delivery date or partial delivery date. The order may be canceled if delivery time is unsatisfactory. The Contractor shall inform the K-State Purchasing Office of any supply or delivery problems.

6. **INVOICES.** Each purchase order must be individually invoiced. Invoices shall be forwarded to the using department in duplicate and shall state the following:

   (1) Date of invoice;
   (2) Date of shipment (or completion of work);
   (3) Purchase Order number and contract number;
   (4) Itemization of all applicable charges; and
   (5) Net amount due.

7. **PAYMENT.** Payment Terms shall be net 30, unless stated otherwise. Payments will be made in regular routine per K.S.A. 75-6403 upon receipt by the ordering department of the contractor’s invoice in duplicate.
BACKGROUND
Kansas State University was founded in 1863 as the country’s first operational land-grant university. Kansas State University has campuses in Manhattan, Salina and Olathe; Global Campus, which serves distance education students; and K-State Research and Extension has a presence throughout Kansas. Forbes magazine, The Princeton Review and U.S. News & World Report have recognized the university as one of the best in America. More than 21,000 students from all 50 states and more than 100 countries attend Kansas State University. Students can choose from more than 250 majors and options in nine colleges: Agriculture; Architecture, Planning & Design; Arts & Sciences; Business Administration; Education; Engineering; Health & Human Sciences; Polytechnic; and Veterinary Medicine. The Graduate School offers more than 100 academic programs. From the 8,600-acre Konza Prairie Biological Station to the Johnson Cancer Research Center, the university is home to more than 90 research centers. Kansas State University is recognized by the Princeton Review as one of America's best colleges, and U.S. News & World Report lists the university among the top 75 public universities in the U.S. Kansas State University is implementing an aggressive plan to become a top 50 public research university by 2025.

OVERVIEW
MISSION STATEMENT FOR KANSAS STATE UNIVERSITY:

Approved by the Kansas Board of Regents on December 18, 2008

The mission of Kansas State University is to foster excellent teaching, research, and service that develop a highly skilled and educated citizenry necessary to advancing the well-being of Kansas, the nation, and the international community. The university embraces diversity, encourages engagement and is committed to the discovery of knowledge, the education of undergraduate and graduate students, and improvement in the quality of life and standard of living of those we serve.

Kansas State University is a comprehensive, research, land-grant institution serving students and the people of Kansas, the nation, and the world. Since its founding in 1863, the university has evolved into a modern institution of higher education, committed to quality programs, and responsive to a rapidly changing world and the aspirations of an increasingly diverse society. Together with other major comprehensive universities, K-State shares responsibilities for developing human potential, expanding knowledge, enriching cultural expression, and extending its expertise to individuals, business, education, and government. These responsibilities are addressed through an array of undergraduate and graduate degree programs, research and creative activities, and outreach and public service programs. In addition, its land-grant mandate, based on federal and state legislation, establishes a focus to its instructional, research, and extension activities which is unique among the Regents' institutions.

Research and other creative endeavors comprise an essential component of K-State's mission. All faculty members contribute to the discovery and dissemination of new knowledge, applications, and products. These efforts, supported by public and private resources, are conducted in an atmosphere of open inquiry and academic freedom. Basic to the pursuit of this mission is the university's commitment to broad-based programs in graduate education at both the master's and doctoral levels.

Faculty, staff, and administrators share their expertise through service to the university and disciplinary organizations, via outreach, engagement, and extension-related activities. Their work provides support to numerous projects related to the goals, missions, or aspirations of the departments, colleges, of the university, and to the members of the professional community. Through outreach and engagement initiatives, partnerships are established with various stakeholders to translate knowledge and basic research into applications that address public needs. These service activities are integrally related to the land-grant mission.

Extension is governed by Kansas statutes that empower elected county councils and district governing boards with authority and responsibility to assess needs and conduct a local educational program in cooperation with Kansas State University and the United States Department of Agriculture (USDA). A network of local extension professionals and volunteers link Kansas State University faculty, the National Cooperative Extension System to the USDA which produces high-quality educational programs.
SPECIFICATIONS

KANSAS BOARD OF REGENTS POLICIES AND PROCEDURES OF SELECTED REQUIREMENTS UNDER Chapter II: Governance - State Universities; [https://www.kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2/chapter_ii_governance_state_universities_2](https://www.kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2/chapter_ii_governance_state_universities_2)

FISCAL MANAGEMENT AND BUSINESS ADMINISTRATION (see Chapter III., Section B. for additional fiscal management policies applicable to state universities): [https://www.kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2/chapter_iii_coordination_of_institutions_2](https://www.kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2/chapter_iii_coordination_of_institutions_2)

FINANCIAL REPORTING – (see Chapter II, Section D.6, [https://www.kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2/chapter_ii_governance_state_universities_2/chapter_ii_full_text#admit](https://www.kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2/chapter_ii_governance_state_universities_2/chapter_ii_full_text#admit)

- Internal Audit Function – (see Item 6.b at above link)
- Non-Public Funds Management Review – (see Item 6.c at above link)

LIST OF UNIVERSITY CONTROLLED AFFILITATED CORPORATIONS AND THEIR FISCAL YEAR END DATE:

K-State Athletics. Inc.  (June 30)
Kansas State University Research Foundation  (December 31)
Kansas State University Veterinary Clinical Outreach, Inc.  (June 30)
K-State Olathe Innovation Campus, Inc.  (June 30)
K-State Union Corporation  (June 30)
Kansas State University in Italy  (June 30)

LIST OF UNIVERSITY NON-CONTROLLED AFFILITATED CORPORATIONS AND THEIR FISCAL YEAR END DATE:

Kansas Crop Improvement Association  (December 31)
Kansas State University Alumni Association  (June 30)
Kansas State University Foundation  (June 30)
Student Publications Inc.  (June 30)
Teachers and Employees Association of KSU  (December 31)
University for Man  (June 30)
NACADA  (December 31)
SERVICES REQUIRED:
The KSU Internal Audit Department desires the auditor to review each of the university controlled affiliated corporations listed above including a review of the IRS Form 990 for each such corporation, with a focus on identifying potential conflicts of interest and transactions between the university and university controlled affiliated corporations.

Each non-controlled affiliated corporation will have their own auditors make a review as defined in the Board of Regents Policy - see link above. Therefore, no review or report of information is necessary for these non-controlled affiliated corporations.

REPORTS TO BE ISSUED:
Following the completion of the review of each controlled affiliated corporation at the end of each corporation's fiscal year, the auditor will issue a report to include the following:

1. A list of all officers and board of directors of each corporation (with a description of their respective governing boards and management structure).
2. A list of any university employees providing services either paid or unpaid to the corporation, or on the board of each corporation and identifying any actual or potential conflicts of interest. If appropriate and to the extent it is within the university CEO's and direct subordinates control.
3. A copy of each corporation's IRS Form 990.
4. A list of funds held and all transactions (transfers or other type of transactions) between the affiliated corporation and the university or external entities reported on a Statements of Substantial Interest forms. Similar type transactions such as tuition and fees, housing and etc. may be summarized and sampling of transactions is acceptable.

IRREGULARITIES AND ILLEGAL ACTS:
The auditor shall make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware during the above review of each corporation.

WORKING PAPERS ACCESS AND RETENTION:
All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the KSU Internal Audit Department of the need to extend the retention period. The auditor will be required to make all working papers available, upon request, to the KSU Internal Audit Department or their designees. The firm shall also respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

CONTACT PERSONS AND KEY PERSONNEL:
The auditor's principal contact with the KSU Internal Audit Department will be the Director of Internal Audit, or a designated representative, who will coordinate the assistance to be provided by the KSU Internal Audit Department to the auditor.

AVAILABILITY OF AUDIT REPORTS:
Prior year's financial audit report for each of the corporations which is currently available that was completed by their audit firm will be provided to interested vendors upon request, or provided at pre-bid conference when requested in advance. Upon completion of the current fiscal year's financial audit report, the KSU Internal Audit Department will provide a copy to the auditor to aid in their review of each corporation.

SCHEDULE FOR THE 2020 FISCAL YEAR AUDIT:
Each of the current year's financial reports will be forwarded to the auditor within 10 days of receipt from the corporation for use in completing this review of each corporation. Fieldwork is anticipated being scheduled within 30 days of receipt of each corporation's financial audit report.
An exit interview near the conclusion of the fieldwork of each corporation may be held with the Director of Internal Audit and any other individuals designated by the Director of Internal Audit.

**DATE FINAL REPORT IS DUE:**

The final report of each corporation is to be delivered to the Director of Internal Audit no later than sixty (60) days following the commencement of the field work. There shall be e-mailed one (1) copy of the final report in PDF format.

**REPORT PREPARATION:**

Report preparation, editing and printing shall be the responsibility of the auditor.

**LICENSE TO PRACTICE IN KANSAS:**

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Kansas.

**FIRM QUALIFICATION AND EXPERIENCE:**

The proposal is to state the size of the firm, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

**PARTNER, SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE:**

The firm is to identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Kansas.

The firm is to also provide information on the auditing experience of the specific staff to be assigned to this engagement.

The firm is to provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. The firm also should indicate how the quality of staff over the term of the agreement is to be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the Kansas State University Internal Audit Department. However, in either case, the Kansas State University Internal Audit Department retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

**SPECIFIC AUDIT APPROACH:**

The proposal is to set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in this request for proposals.

Vendors will be required to provide the following information on their audit approach:

1. Proposed segmentation of the engagement.
2. Level of staff and number of hours to be assigned to each proposed segment of the engagement. Do not include dollar amounts in the technical proposal.
3. Approach to be taken to gain and document an understanding of each corporation records.
4. Approach to be taken in determining laws and regulations that will be subject to audit work.

Out-of-pocket expenses for the firm personnel for travel, lodging and subsistence is to be itemized and included in the total maximum price.
If it should become necessary for the Kansas State University Internal Audit Department to request the auditor to render any additional services to either supplement the services requested in this request for proposals or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the Kansas State University Internal Audit Department and the firm. Any such additional work agreed to between the Kansas State University Internal Audit Department and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost bid.

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billings shall cover a period of not less than one calendar.
Closing Date: June 16, 2020

Item: Auditing Services

Department: Kansas State University – Internal Audit Department

SIGNATURE SHEET

We submit a proposal to furnish requirements during the contract period in accordance with the specifications and Schedule of Supplies.

LEGAL NAME OF PERSON, FIRM OR CORPORATION

TELEPHONE (TOLL FREE) NUMBER FAX NUMBER

E-MAIL

ADDRESS

CITY & STATE ZIP CODE

SIGNATURE

TYPED NAME OF SIGNATURE

TITLE

DATE

If awarded a contract and purchase orders are to be directed to an address other than above, indicate mailing address and telephone number below.

ADDRESS

CITY & STATE ZIP CODE

TELEPHONE (TOLL FREE) NUMBER FAX NUMBER

E-MAIL
COST PROPOSAL FOR FY20

Vendor Name: __________________________

Schedule of Professional Fees & Expenses for the Audit of FY20 Transactions

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<tbody>
<tr>
<td>Partners</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Managers</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Supervisory Staff</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Staff</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Other:</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

Subtotal

Expenses:

<table>
<thead>
<tr>
<th></th>
<th>______/lot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals &amp; lodging</td>
<td>______/lot</td>
</tr>
<tr>
<td>Transportation</td>
<td>______/lot</td>
</tr>
<tr>
<td>Telephone &amp; fax</td>
<td>______/lot</td>
</tr>
<tr>
<td>Other:</td>
<td>______/lot</td>
</tr>
</tbody>
</table>

Subtotal
**OPTION: COST PROPOSAL FOR 2ND YEAR (FY21)**

Vendor Name: ________________________________

**Schedule of Professional Fees & Expenses for the Audit of FY21 Transactions**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Hourly Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partners</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>Managers</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>Supervisory Staff</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>Staff</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>Other: _________</td>
<td>__________</td>
<td>__________</td>
</tr>
</tbody>
</table>

Subtotal: __________

**Expenses:**
- Meals & lodging: __________/lot
- Transportation: __________/lot
- Telephone & fax: __________/lot
- Other: __________

Subtotal: __________
### OPTION: COST PROPOSAL FOR 3rd YEAR (FY22)

**Vendor Name:** ________________________________

#### Schedule of Professional Fees & Expenses for the Audit of FY22 Transactions

<table>
<thead>
<tr>
<th>Hours</th>
<th>Hourly Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partners</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>Managers</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>Supervisory Staff</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>Staff</td>
<td>__________</td>
<td>__________</td>
</tr>
<tr>
<td>Other: __________</td>
<td>__________</td>
<td>__________</td>
</tr>
</tbody>
</table>

Subtotal: __________

#### Expenses:

- Meals & lodging: __________/lot
- Transportation: __________/lot
- Telephone & fax: __________/lot
- Other: ____________ __________/lot

Subtotal: __________

Is your pricing available to political subdivisions of the State of Kansas?  Yes / No

Payment Terms: __________

Will P-Card be accepted for payment?  Yes / No

Will ACH (direct deposit) be accepted for payment?  Yes / No

Proposal responses shall include a list of 3 (minimum) references on a separate sheet. Company name, contact, phone number and email address information shall be included for each reference.
Important: This form contains mandatory contract provisions and must be attached to and specifically incorporated in all copies of any contractual agreement by adding the following statement to the main body of the contract: “The Provisions found in Contractual Provisions Attachment (Form KSU-146a, Rev. 3-18), which is attached hereto, are hereby incorporated in this contract and made a part hereof.”

1. **Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in the contract (including, without limitation, all other attachments) in which this attachment is incorporated. Any terms that conflict with or could be interpreted to conflict with this attachment are nullified.

2. **Kansas Law and Venue:** All matters arising out of or related to this contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit arising out of or related to this contract shall reside only in courts located in the State of Kansas.

3. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require Kansas State University or any of its controlled corporations (collectively “University”) to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The terms, conditions, and limitations of liability of the State of Kansas, the University, and their employees are exclusively defined under the Kansas Tort Claims Act (K.S.A. 75-6101, et seq.).

4. **Arbitration, Damages, Warranties:** No interpretation of this contract shall find that the University has agreed to binding arbitration, or the payment of damages or penalties. Further, the University does not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, or otherwise attempt to limit any damages or rights of action available to the University at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.

5. **Responsibility For Taxes:** The University shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.

6. **Insurance:** The University shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require the University to establish a “self-insurance” fund to protect against any such loss or damage.

7. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the required approvals and certifications have been given, including, but not limited to, the signature of an authorized representative of the University as defined in the University Contracts Policy: [https://www.k-state.edu/policies/ppm/3000/3070.html](https://www.k-state.edu/policies/ppm/3000/3070.html).

8. **Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.

9. **Export Control:** Prior to providing University with any items under this contract that are subject to export controls regulations, including items controlled under the International Traffic in Arms Regulations (ITAR), 22 C.F.R. §§ 120-130, or the Export Administration Regulations (EAR), 15 C.F.R. §§ 730-774, Contractor will notify University and identify the export controlled items at issue and the applicable categories and subcategories of the United States Munitions List and/or Export Control Classification Number(s). University reserves to right to decline to accept any items or information controlled under ITAR or EAR. Contractor will direct all notices under this section to the appropriate University contact as follows: comply@k-state.edu.

10. **Privacy of Student Records:** Contractor understands that the University is subject to FERPA (Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g). To the extent Contractor possesses any education records of University’s students under this contract, Contractor is deemed to be a school official with a legitimate educational interest in the records and Contractor agrees to comply with FERPA and its regulations. Contractor specifically agrees that it shall use personally identifiable education records only for purposes related to this contract, and shall not disclose such records to any third party without authorization from the University. Contractor shall promptly report to the University any request for, or improper disclosure of, University student educational records.

11. **Anti-Discrimination Clause:** Contractor agrees to comply with all applicable state and federal anti-discrimination laws. When requested by University, Contractor shall cooperate with University in meeting obligations under University’s own policies and procedures, including University’s anti-discrimination policy: [http://www.k-state.edu/policies/ppm/3000/3010.html](http://www.k-state.edu/policies/ppm/3000/3010.html). Contractor specifically acknowledges that its employees on campus and/or participating in University programs or activities have reviewed, understand, and will comply with University’s anti-discrimination policy. Contractor also agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase “equal opportunity employer”; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission or if it is determined that the contractor has violated applicable provisions of ADA, such violation(s) shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the University.

12. **Information/Confidentiality:** As a state agency, the University’s contracts are generally public records, and therefore no provision of this contract shall restrict the University’s ability to produce this contract in response to a lawful request or from otherwise complying with the Kansas Open Records Act (K.S.A. 45-215, et seq.). Moreover, no provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, et seq.

13. **The Eleventh Amendment:** The Eleventh Amendment is an inherent and incumbent protection of the State of Kansas and need not be reserved, but prudence requires the University to reiterate that nothing in or related to this contract shall be deemed a waiver of the Eleventh Amendment.

14. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.