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OFFICE OF THE AUDITOR GENERAL
FRANK J. MAUTINO

MEMORANDUM

TO: Prospective Bidders
FROM: Jane Clark, Director of Financial/Compliance Audits
DATE: January 22, 2018
RE: Amendment to RFP 18-3

On January 12, 2018, the Illinois Office of the Auditor General issued RFP 18-3 pertaining to the audit and attestation services of Eastern Illinois University.

Today, the Illinois Office of the Auditor General is making a correction to one page in the RFP as follows:

- Page 12, removed date from proposal conference line

See website at www.auditor.illiois.gov under Procurement Bulletin, Complete test of RFPs / IFBs.

6. **Engagement Schedule--Key Dates.** The following dates are approximate:

Compliance	Financial	
<u>1-12-18</u>	<u>1-12-18</u>	Request for proposals issued
<u>1-25-18</u>	<u>1-25-18</u>	Proposal Conference
<u>2-9-18</u>	<u>2-9-18</u>	Proposals due in Springfield Office by 3:30 p.m. (CST)
<u>3-16-18</u>	<u>3-16-18</u>	Expected award date
<u>4-23-18</u>	<u>4-23-18</u>	Contractor starts Phase I* fieldwork (see note below)
<u>6-30-18</u>	<u>6-30-18</u>	Contractor ends Phase I fieldwork
<u>7-1-18</u>	<u>7-1-18</u>	Contractor begins Phase II fieldwork
<u>1-26-19</u>	<u>11-19-18</u>	Contractor completes fieldwork
<u>1-26-19</u>	<u>11-19-18</u>	Contractor submits draft findings
<u>1-26-19</u>	<u>11-19-18</u>	Contractor submits complete draft of report and other required deliverables
<u>2-28-19</u>	<u>12-21-18</u>	Contractor submits all required copies of final report and letter of immaterial findings to OAG

Throughout the engagement, Contractor will be expected to provide the OAG contract manager with monthly progress reports.

*NOTE: Due to fiscal year limitations, this award will be the subject of two contracts--one for work performed prior to July 1 and the other for work performed after June 30. For budgeting purposes, the OAG will expect the Contractor to perform approximately 20 % of the work during Phase I of the engagement for the year ended June 30, 2018.

7. **Technical Requirements.** All proposers must complete and return the attached Technical Requirements document. No cost information is to be included within the Technical Requirements. Cost information is to be submitted as provided in Section 1.4 of the Instructions for Submitting Offers.

8. **Cooperation.** Contractor must cooperate with staff from the OAG and other contractors in their conduct of additional or extended work assigned by the Auditor General as a part of, or supplement to, the contractor's work.

9. **Renewal.** This contract may be renewed for successive terms, subject to the OAG's discretion, with the mutual written consent of both parties and subject to performance review, the satisfactory negotiation of terms (including price) and the annual availability of an appropriation. In no event will the total term of the contract, including the initial term, and renewal terms and any extensions, exceed 10 years.

10. **Information Available at the Auditor General's Office**

The following additional information may be viewed by appointment in either the Springfield or Chicago office of the Auditor General:

- Information on Historical Engagement Hours
- Reports for prior periods (recent reports are also available on our website at www.auditor.illinois.gov)
- Internal control documents including system narratives and risk assessments
- Prior audit and/or attestation programs
- Prior contracts, billings and supporting documentation (if the prior engagement was performed by contractors)
- Engagement checklists, current preliminary survey, Agency specific mandate listing
- Sample Information Systems Fieldwork Summary and list of controls that may be selected
- LAC University Guidelines. Guideline Reporting Memo dated July 25, 2000
FY16 Schedule A (OAG. Chapter 27) - financial statement adjustments

To make an appointment, contact Rose Tucker in Springfield (217/782-0809 or 888/261-2887 (TTY)) or Denise Gladney (312/814-4007) in Chicago.