

**LUZERNE COUNTY COMMUNITY COLLEGE  
REQUEST FOR PROPOSAL  
Financial Statement Preparation Services**

**Section I. INTRODUCTION**

Luzerne County Community College is seeking proposals from qualified Companies/Individuals (providers) to provide Financial Statement Preparation Services. This document is a Request for Proposal (RFP) for the services described below and does not obligate LCCC to accept responses from eligible providers. The RFP establishes minimum requirements a provider must meet in order to be eligible for consideration as well as information to be included in the provider's proposal.

Carefully examine the specifications, conditions and limitations. The selection of the successful provider will be made based on LCCC's evaluation and determination of the relative ability of each provider to deliver quality service in a cost-effective manner. The following specific criteria will be evaluated and must be addressed in the proposal:

1. Company/Individual History and Organization
2. Cost Proposal and Invoicing
3. Insurance
4. References
- 5.

LCCC is not obligated to accept the lowest proposal and reserves the right to reject any and all proposals or amend the scope of the project. All of the providers must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

**Notice of the Purchasing and Conflict of Interest Policies in place at Luzerne County Community College ("LCCC"):**

Each owner/operator/individual/officer submitting a proposal or for whom a proposal is being submitted on behalf of the owner (each being referred to as a "Provider") to LCCC certifies that he/she/they are not a spouse, child, parent, brother/sister (each being referred to as an "Immediate Family Member") of any LCCC employee or Board of Trustee member at LCCC who owns more than a one (1%) percent ownership interest in the Provider/Provider's business.

If the Provider is an Immediate Family Member, according to College Policy and Procedure, disclosure must be made, and LCCC may decline entering into a business relationship with the Provider. Disclosure shall be made in writing at the time of submitting the proposal to the Director of Purchasing.

Violations of any of the policies or procedures may result in rejection of the proposal. Additionally, LCCC may have the right to recover damages suffered by LCCC in obtaining an alternative proposal, which damages may include, but are not limited to, consequential damages and reasonable attorney's fees.

Copies of these policies and procedures are available from LCCC upon request.

Under the Right To Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at \$5,000.00 and above.

**NONDISCRIMINATION:** Luzerne County Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For a complete copy of the LCCC non-discrimination policy, go to <http://portal.luzerne.edu/forms/dc.pdf>. Inquiries may be directed to the Title IX Coordinator, John Sedlak, Dean of Human Resources, LCCC, 1333 South

Prospect Street, Nanticoke, Pennsylvania, 18634, 800-377-5222 extension 7234. Inquiries related to accessibility services for students may be directed to the Section 504 Coordinator, Rosana Reyes, Vice President of Student Development and Enrollment Management, LCCC, 1333 South Prospect Street, Nanticoke, Pennsylvania, 18634, 800-377-5222 extension 7423.

The provider agrees that they are an Equal Opportunity Employer.

## **Section II. SUBMISSION OF PROPOSALS**

Responses to this RFP are due by 12 NOON on Tuesday, May 29, 2018. Late submittals will be rejected. All proposals are to be sealed, labeled with “Financial Statement Preparation Services”, and addressed to:

Luzerne County Community College  
Purchasing Director, Mr. Len Olzinski  
1333 South Prospect Street  
Nanticoke, PA 18634  
Phone: 570-740-0370

The proposal submission may be mailed or delivered to the above address. No fax or email proposal will be accepted. Any questions regarding this RFP may be addressed to Cheryl Baur, CPA Controller, at 570-740-0368 or cbaur@luzerne.edu.

## **Section III. CONTRACT TERM**

The term of this contract shall be for three (3) fiscal years: July 1, 2017 to June 30, 2018, July 1, 2018 to June 30, 2019, and July 1, 2019 to June 30, 2020 based on performance and costs. Either the College or the Financial Statement Preparation provider can terminate the professional services with written notification made at least 60 days prior to the end of each fiscal year. Fees for each term will be consistent with fees estimated in response to this RFP.

## **Section IV. SCOPE OF SERVICES**

Luzerne County Community College is seeking proposals from interested providers in the area of Financial Statement Preparation Services related to the Finance Department of the College. The selected, qualified provider will be responsible to the College President, V.P. Finance and ultimately the Board of Trustees. The provider will assist the Finance Department with a scope of services including but not limited to those listed below.

### **Scope of Services to be provided:**

- Prepare as required monthly, quarterly or annual internal and external financial statements.
- Calculate annual depreciation expense and maintain accumulated depreciation schedules.
- Coordinates work with external auditors. (Where an audit is routine for College staff, a project for the provider would be if there were requests from the external auditor for further review of a specific item.)
- Advise and assist the College President, Board of Trustees and Finance staff on College financial statements.
- Prepare the College’s Schedule of Federal Awards.

**Provider Responsibilities/requirements:**

The provider will be responsible for the management, control, supervision and direction of its own employees, including handling of all payroll and related tax remittance and reporting duties relating to its employees.

The provider shall not invoice the College for normal and routine out-of-pocket expenses related to the services required. The annual fee proposed will be paid following approval of the audit report by the Board of Trustees.

The awarded provider will perform these services in accordance with generally accepted accounting principles and such other standards governing Financial Statement Preparation Services engagement as may be promulgated by the American Institute of Certified Public Accountants. The provider will report directly to the College President and V.P. of Finance and will also attend, when requested, meetings of the Board of Trustees and the Finance Committee and of the Board under the scope of service.

It is expressly acknowledged that the awarded provider shall NOT be responsible for 1. The preparation of the College's trial balance; 2. The safeguarding of the College's assets; 3. Collecting, handling or processing the College's revenues; 4. Processing of College expenditures; 5. Detecting fraud; 6. Enforcing compliance with internal procedures or controls; 7. Enforcing compliance with Federal or State regulations or laws. In the event however the provider was to detect any evidence of possible fraud it shall immediately notify in writing the V.P of Finance and/or the College President.

It is expressly understood that the selected provider would NOT perform the function of an independent auditing provider for the College during the term of these Financial Statement Preparation Services and that the provider would coordinate audit work with the College's external, independent auditing firm.

**College responsibilities:**

The College will grant complete access to the provider's partners, employees, principals and representatives during normal business hours, to review and make copies of any business records, including computer records of the College that the provider may deem necessary to perform its services and to fulfill its obligations. It is expressly agreed that the College will maintain its current staffing levels in its Finance Department to the best of its ability.

## **V. INSTRUCTIONS**

Three (3) copies of the provider's proposal shall be submitted by the deadline to the Purchasing Office, Building 5, room 513 and "Financial Statement Preparation Services" shall be noted on the sealed envelope. Responding Companies/Individuals must address the following subjects in their proposal:

### **1. Company/Individual History and Organization**

- A. Provide a brief history including brief biographical information regarding the personnel who would be directly responsible for the service.
- B. Qualifications of the provider shall be expressly outlined and documented.
- C. Experience, as specific as possible, shall be addressed in relation to the requested scope of service.

### **2. Cost Proposal and Invoicing**

- A. Provide rates and any and all associated fees for each of the possible three (3) fiscal years (2017-2018, 2018-2019, and 2019-2020) corresponding with the services described in Section IV.
- B. A proposed work schedule and/or staffing schedule shall be presented.

### **3. Insurance (Companies/Contractors only, does not apply to individuals)**

The successful proponent shall carry and maintain, with respect to any work or service to be performed at LCCC facilities, insurance written by a responsible insurance carrier, to provide for the following:

- Workers' Compensation as required by applicable statute and Employer's Liability Insurance.
- Commercial General Liability Insurance in the amount of \$1,000,000 listing the College as additional insured Automobile Liability.
- Include a copy of Certificate of Insurance including limits with the response.

### **4. References**

Provide at least three (3) professional references whose facilities are comparable in size and profile to Luzerne County Community College. Include company name, address, contact person and contact number.

Luzerne County Community College would like thank you in advance for your interest in participating in this request for proposal. If for some reason you are unable to submit a proposal to the College, please let us know the reason why so you will remain on our active bidders list for the future.

Fax to 570-740-7525.

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You can also e-mail your reason for non-participation to lolzinski@luzerne.edu so that we can keep it in our file.