

**31283**

**ADOPTED – BOARD OF TRUSTEES COMMUNITY  
COLLEGE DISTRICT NO. 508  
JANUARY, 12, 2012**

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508  
COUNTY OF COOK AND STATE OF ILLINOIS**

**INTERNAL AUDIT SERVICES  
CLIFTON GUNDERSON, LLP  
WASHINGTON, PITTMAN & MCKEEVER  
OFFICE OF INTERNAL AUDIT**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chairman to execute professional services agreements with Clifton Gunderson, LLP and Washington, Pittman & McKeever to provide internal audit services District-wide for a 17-month period from February 1, 2012 through June 30, 2013, with Clifton Gunderson receiving \$220,000 and Washington, Pittman and McKeever receiving \$180,000 for FY 2012; and Clifton Gunderson receiving \$400,000 and Washington, Pittman and McKeever receiving \$280,000 for FY 2013 for a grand total cost not to exceed \$1,080,000 for the entire contract term.

**VENDOR:** Clifton Gunderson, LLP  
200 South Wacker Drive, 31<sup>st</sup> Floor  
Chicago, Illinois 60606

Washington Pittman & McKeever  
819 South Wabash Avenue – Suite 600  
Chicago, Illinois 60605

**USER:** Office of Internal Audit

**TERM:**

The term of this agreement shall commence on February 1, 2012 and shall end on June 30, 2013 with an option to extend for an additional two year period.

**SCOPE OF SERVICES:**

The scope of services shall include Internal Audit Services as a basis for completing audits in the multi-year internal audit plan and other special projects as requested by the management and the Board of Trustees. Internal Audit Services may include, but are not limited to, the planning, execution and completion of reviews identified in the multi-year audit plan. Analysis, detailed-testing, interviews, paperwork documentation and report writing are among the duties expected to be completed.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

The use of internal audit services will provide the District with analysis of District-wide internal controls and validation that there is adherence to the controls to ensure compliance with state and federal regulation. The use of these services would also identify potential cost-saving opportunities.

**VENDOR SELECTION CRITERIA:**

Specifications were prepared by District Procurement staff, publicly advertised in RFP# SH1101 on February 14, 2011 and fifteen (15) vendors were notified. A pre-bid meeting was held on February 23, 2011 and thirteen (13) bids were received from the following companies: 1) Ringold Financial; 2) Crowe Horwath LLP; 3) LarsonAllen LLP; 4) KPMG; 5) WeiserMazars; 6) Baker Tilly; 7) Blackman Kallick; 8) Adam Harris Inc.; 9) Clifton Gunderson LLP; 10) Washington Pittman & McKeever; 11) RSM McGladrey Inc.; 12) Project Control Companies Inc.; and 13) Protiviti.

The evaluation committee determined that Clifton Gunderson LLP, when compared to other firms evaluated, had the best combination of price (\$115 per hour), qualifications, experience, audit execution proposal and MBE/WBE sub-contractor opportunities. Further Washington, Pittman & McKeever is also recommended at a rate of \$95 per hour based on their experience with the District and continuity of knowledge of the District’s systems and programs.

**MBE/WBE COMPLIANCE:**

The Office of M/WBE Contract Compliance has reviewed the above agreement and as Clifton Gunderson LLP and Washington, Pittman & McKeever use certified MBE and WBE vendors, the firms are in compliance with the Board Approved Participation Plan.

**Clifton Gunderson LLP:**

**MBE Vendor:**

E.C. Ortiz & Co., LLP  
333 S. Desplaines St.  
Suite 2N  
Chicago, IL 60661

Direct Participation

City Certification

**WBE Vendor:**

DMD Consulting LLC  
16525 W. 159<sup>th</sup> St.  
Lockport, IL 60440

Direct Participation

City Certification

**Washington, Pittman & McKeever:**

**MBE Vendor:**

Washington Pittman & McKeever  
819 S. Wabash Ave.  
Suite 600  
Chicago, IL 60605

Direct Participation

City Certification

**WBE Vendor:**

Velma Butler LTD  
6 E. Monroe  
Chicago IL 60603

Direct Participation

City Certification

**GENERAL CONDITIONS:**

Inspector General- It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General's authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board's Ethics Policy adopted January 7, 1993, and as amended by the Board.

**FINANCIAL:**

**Total:** \$1,080,000.00

**Charge To:** Internal Audit

**Sources of Funds:** Education Fund

**Unrestricted Fund**

FY2012: 00003-0015002-00084-0000-0000000-530000:\$400,000

FY2013: 00003-0015002-00084-0000-0000000-530000:\$680,000

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**January 12, 2012 – Office of Internal Audit-District Office**