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**ADOPTED—BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
FEBRUARY 13, 2020**

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

**EXTERNAL AUDIT AND TAX SERVICES  
RSM US, LLP  
OFFICE OF FINANCE  
DISTRICT WIDE**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to execute an agreement, upon final review of the General Counsel as to the legal form of such agreement, with RSM US, LLP to provide external audit and tax services for the period from February 13, 2020 through December 31, 2024, at a total cost not to exceed \$2,020,000.

**VENDOR:** RSM US, LLP  
One South Wacker Drive, Suite 800  
Chicago, IL 60606

**USER:** District Wide

**TERM:**

The term of the agreement shall commence on February 13, 2020 and end on December 31, 2024, with an option to extend for an additional two (2) 2-year periods.

**SCOPE OF SERVICES:**

The District seeks to engage RSM US, LLP to audit the District's financial statements for the five (5) fiscal years ending June 30, 2020, June 30, 2021, June 30, 2022, June 30, 2023 and June 30, 2024. These audits will be conducted in accordance with auditing standards generally accepted in the United States of America, Government Auditing Standards issued by the Comptroller General of the United States, and the provisions of the Single Audit Act, US Office of Management and Budget (OMB) Circular A-133, and the Illinois Community College Board's (ICCB) Fiscal Management Manual. RSM US, LLP undertake certain analysis of potential tax liabilities and further complete required tax reporting and filings related to the CCC Foundation.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

RSM US, LLP has significant Illinois Community College audit experience, with 10 community college clients and extensive knowledge of ICCB requirements. City Colleges' engagement will be staffed by senior auditors with extensive experience working with the firm's other Illinois

community college clients. The proposed work plan provides for an October 15<sup>th</sup> completion for all required reports and management letters, while the ICCB filing deadline is December 31<sup>st</sup>. Tax services will be completed and filed by IRS deadlines.

#### **VENDOR SELECTION:**

Specifications were prepared by District Procurement staff and Request for Proposals (RFP) #MWJ1906 were publicly advertised on October 25, 2019. The RFP was sent to thirty (30) vendors. Twelve (12) companies attended the pre-submittal conference on October 31, 2019. Seven (7) firms responded on November 20, 2019: 1) Baker Tilly Virchow Krause, LLP; 2) Clifton Larson Allen, LLP; 3) Deloitte & Touche, LLP; 4) Ernst & Young, LLP; 5) KPMG LLP; 6) Plante & Moran, PLLC; and 7) RSM US, LLP. One no-bid was received from Third Coast Higher Education.

All qualifications were reviewed, evaluated and ranked by an evaluation team that included staff from the Offices of Finance, Internal Audit, Risk Management and Administrative and Procurement Services.

The evaluation criteria included:

1. Overall capabilities of the firm
2. Proposed staff qualifications and experiences and size
3. Proposed plan of action for the execution of the requested scope of services
4. Past experience with similar services for educational institutions or government agencies
5. Firm's PSA Affirmative Statement
6. Financial Information
7. Peer Review Report
8. Fees in relation to the Scope of Services
9. MBE/WBE Compliance plan

Based on the initial scoring of the written proposals, the evaluation team recommended the following two (2) firms be invited to make oral presentations:

1. Plante & Moran, PLLC
2. RSM US, LLP

Based on the evaluations of each firm's written and oral presentations, the proposed hours and fee structure, the evaluation team recommends acceptance of the proposal from RSM US, LLP to provide External Audit and Tax Services for the District.

#### **MBE/WBE COMPLIANCE:**

The Office of Procurement Services has reviewed the proposed agreement and has found the Vendor to be in compliance with the Board Approved Participation Plan:

<b>Vendor</b>	<b>MBE or WBE</b>	<b>%</b>	<b>Direct or Indirect</b>	<b>Certifying Agency</b>
Prada & Rentaria 1837 South Michigan Chicago, IL 60616	MBE	25	Direct	City of Chicago
Benford Brown & Assoc. 8334 S. Stony Island Chicago, IL 60617	WBE	7	Direct	City of Chicago

**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.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

**FINANCIAL**

**Total FY20 – FY24:** \$2,020,000

**Charge To:** Office of Finance

**Source of Funds:** Audit Fund

**FY20:** 530000-04001-0010105-80000

**Respectfully submitted,**

**Juan Salgado**  
**Chancellor**

**February 13, 2020 – Office of Finance**