University of Central Florida Component Units

Invitation to Negotiate (ITN) 1702NCSA
Public Accounting Services for the University of Central Florida Component Units

ITN Issue Date: October 6, 2017
ITN Due Date: October 31, 2017 @ 2:00 pm EST

(See Exhibit 2 for proposal submittal instructions)

STATEMENT OF OBJECTIVE

The objective of this Invitation to Negotiate (ITN) is to enable the University of Central Florida Component Units (CUs) to obtain the services of an independent certified public accounting firm to perform the services identified in the table below and in Exhibit 1 for each of UCF's CU's. The services will cover the CU's fiscal year ending June 30, 2018 and continue through June 30, 2022, with the option of continuing services for up to five subsequent fiscal years. Respondents may submit proposals for one CU, all CU's, or any number of CU's Respondent deems appropriate. Respondent is responsible for clearly indicating which CU's they are submitting.

The CU's shall accept and review proposals from qualified firms who meet the conditions set forth in this ITN. Proposal(s) should be submitted based upon the structure proposed below. The CU's will select the proposal(s) that represent the best interest to the CU's, after evaluations in accordance with the criteria in this solicitation.

UCF COMPONENT UNITS

See Chart – Exhibit 1

PUBLIC ACCOUNTING FIRM RESPONSIBILITIES

1. Provide the service listed below in accordance with the respective guidelines and timelines.

Services	In accordance with	Timelines
Financial Audits	Audit standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards	Interim Work (where applicable) April/May Fieldwork late July/early August Draft Statements completed by mid-August Statements issued by September 15th – October 15th
Tax Services – Form 990	Internal Revenue Service	Initial deadline 11/15 with extensions to 5/15 Tax information provided around mid-October Draft tax return November 1
NCAA Agreed Upon Procedures	NCAA Bylaw 3.2.4.15	Review work November/December Due to NCAA January 15th
5500 Report	US Department of Labor, Title I and Title IV of ERISA and under the Internal Revenue Code – reporting required for both	March 15 – deadline for Actual Deferral Percentage and Actual Contribution Percentage testing

	insurance and retirement. Also requires submittal of form 8955 SSA	July 31 – deadline for submittal to DOL (unless extension 5558 filed) September 30 – Summary Annual Report due to participants if 5500 filed by July 31 October 15 – deadline for submittal to DOL (if extension filed which we do every year) December 15 – Summary Annual Report due to participants if 5500 filed by October 15
403(b) Audit Report	US Department of Labor, Title I and Title IV of ERISA and under the Internal Revenue Code – audit report required as part of filing the 5500 report regarding retirement.	Interim Work (where applicable) April/May – primarily a collaboration with Valic Compliance Fieldwork late July/early August Statements issued by September 15th – October 15th to Athletics and Valic for submittal with 5500 report

2. Auditor may be required to present to each CU's Board of Directors at a regularly scheduled meeting.

3. Working Paper Retention and Access to Working Papers

   The Public Accounting Firm's programs and work papers will be available for routine review by the CU upon request. The Firm will retain work papers related to the CU's audit and other related services for 7 years after final issuance of the reports and make such work papers available to the Firm's successor in the event of a contract termination without additional charge to the CU or successor auditor.

UCF CU's RESPONSIBILITIES

1. Preparation of financial statements in accordance with accounting principles generally accepted in the United States of America.
2. Design, implementation and maintenance of internal controls.
3. Provide access to all information that is relevant to the preparation and fair presentation of financial statements.
4. Provide additional information that may be requested for the purpose of the audit.
5. Unrestricted access to the person(s) within the entity to obtain audit evidence.
6. Include auditor's report in any document containing basic financial statements.
7. Identify and ensure CU complies with laws and regulations applicable to its activities.
8. Adjust financial statements to correct material misstatements and confirm to auditor the effects of an uncorrected misstatements aggregated by the auditor during the engagement and

pertaining to the current year's audit are immaterial, both individually and in the aggregate to the financial statements as a whole.

9. Provide management representation letter confirming understanding of component unit responsibilities
10. Maintain adequate records, selecting and applying accounting principles, and safeguarding assets.

PROPOSAL FORMAT – SELECTION CRITERIA

Proposals will be evaluated using the criteria in the table below:

Evaluation Factors	Max Points
1. EXPERIENCE, QUALIFICATIONS, RESOURCES, AND SCOPE OF SERVICES OF PROPOSER TO MEET CURRENT AND FUTURE NEEDS	20
2. PROJECT STAFF QUALIFICATIONS/INDUSTRY EXPERIENCE AND ABILITY TO DEDICATE REQUESTED PERSONNEL TO ENGAGEMENTS	20
3. OVERALL RESPONSIVENESS OF PROPOSAL TO SATISFY SCOPE/PROJECT APPROACH AND MEET REQUIRED PROJECT DEADLINES	25
4. OVERALL PRICING APPROACH (BOTH TOTAL BUNDLED COSTS AND SUGGESTED A LA CARTE PRICING)	25
5. CONFORMANCE TO ITN'S CONDITIONS AND REQUIREMENTS	10
Total Points:	100

In order to assist the CU's in reviewing the responses, each proposal should include the following information.

A. EXPERIENCE, QUALIFICATIONS, RESOURCES AND SCOPE OF SERVICES OF PROPOSER TO MEET CURRENT AND FUTURE NEEDS
   1. Provide an overview and history of your company, and experience in providing the various services similar in scope to those requested in this ITN.
      a. Provide a chart of the company's organization and a description of its corporate structure. Also provide the company's chain of ownership up its ultimate parent corporation, and all subsidiaries.
      b. Include organization size, whether it's local, regional, national or international.
      c. Location of the office from which the work is to be done and number of professional staff, by staff level, employed at that office.
      d. Number of years' experience in providing services.
   2. Provide a list of current or very recent similar-type client accounts, if any, which are located in the United States. Client account information shall include contact name, address, phone number, length of service.
   3. Provide a list of client accounts lost through early termination or non-renewal over the past five (5) years. Include contact name and phone number, length of service at each account, and reason

for loss.

4. A positive statement that the following mandatory criteria are satisfied:
   a. Auditor is properly licensed for practice as a Certified Public Accountant in the State of Florida.
   b. Auditor meets the independence requirements of AICPA and the Government Auditing Standards.
   c. Firm meets the continuing education and external control review requirements contained in the Government Auditing Standards.
5. State whether the firm has received a peer review and whether in the most recent review an unqualified report was issued. Please provide a copy of the firm's peer review report, the related letter of comments, and the firm's response to the letter of comment.
6. Provide the name of the external quality control review organization of which the proposer is a member and the length of membership. Also state the review organizations planned frequency of peer reviews.

B. PROJECT STAFF QUALIFICATIONS/INDUSTRY EXPERIENCE AND ABILITY TO DEDICATE REQUESTED PERSONNEL TO ENGAGEMENTS

1. List the total number of employees, include job titles and experience of individual(s) who will direct the overall audit and related services throughout the duration of the engagements as well as those staff member who will be responsible for planning, directly, and conducting substantial portions of the fieldwork or reporting on the various services listed herein. Include the educational background of all staff members and professional licenses held (resumes are acceptable).
2. Clearly identify the skill sets your staff is capable of providing, and clearly indicate if subcontractors or sub-consultants will be used.
3. Provide the names and qualifications of any needed outside specialists and consultants that will assist the proposer's staff members.
4. Describe rotation plans for audit team members if this is to be a multiyear contract.
5. Describe the level of assistance that will be required from UCF CU personnel, include internal audit staff

C. OVERALL RESPONSIVENESS OF PROPOSAL TO SATISFY SCOPE/PROJECT APPROACH

1. Demonstrate an understanding of the services the university requires under this contract.
2. Explain the methodology the proposer will employ to fulfill the requirements requested in this ITN.
3. Specify budgeted hours, timelines and sequence for audit procedures, and names of staff to be assigned.
4. Describe the technology used to facilitate the audit and other related services.
5. Describe procedures used to transmit audit adjustments and the reasons for them along with management recommendations to the responsible personnel with the CU.
6. Provide a detailed audit plan.

D. OVERALL PRICING

1. The proposal submitted in response to this ITN should enumerate a **fixed fee** for **each** CU the firm is proposing for and for **each** fiscal year 2018, 2019, 2020, 2021, 2022 In the case where audit, tax or other services are required, please provide a price for each service.
2. Provide a fee schedule for additional services that may be required beyond the scope of the audit engagement and related services.

3. The proposal must list any other categories of ancillary expenses that may be billed.

MISCELLANEOUS

1. The UCF Component Units reserve the right, in its sole discretion, to accept or reject any and all proposals, to waive any irregularities or informalities in any proposal or in the proposal process, and to accept or reject any items or combination of items. If the UCF Component Units determine to move forward with the award(s), the award(s) will be to the firm(s) whose proposal best complies with the requirements set forth in this ITN and whose proposal, in the opinion of the Component Units is best, taking into consideration all aspects of the offeror's response.

2. Changes to this ITN may be made by and at the sole discretion of the Component Units. Changes will be accomplished via an addendum that will be forwarded to all perspective proposers. Perspective proposers must acknowledge any addendum by signing and returning the addendum with their proposal.

3. The Component Units will not be liable for any expenses incurred in connection with the preparation of a response to this ITN.

4. Additional information may be provided upon request by the proposer, and is NOT in any way intended to relieve the proposer of its responsibility to investigate all relevant or material facts in reaching a decision with respect to the award. Any communications, questions and/or inquiries from the Respondent concerning this ITN in any way must be submitted in writing / or by email to the individual identified on or before **October 16, 2017 at 5:00 p.m.** Written inquiries must be legible and concise and must clearly identify the Respondent who is submitting the inquiry. All responses to questions will be by posted addendum(s). **All requests for clarification or additional information should be sent via email to:**

   Nellie Nido
   Procurement Services Department
   12479 Research Parkway
   Orlando, FL 32826-3248
   nellie.nido@ucf.edu
   PH: 407-823-2661
   Fax: 407-823-5551

5. Federal, State, and local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the Financial Institution will in no way be a cause for relief from responsibility.

6. No successful proposer may assign any portion of the contractual agreement between the parties without prior written authorization by the University and the Component Units listed herein.

7. Warranties – The proposer, in submission of its proposal, warrants to the University and the Component Units that it will comply with all applicable federal, state and local laws, regulations and orders in providing the services under the proposed documents.

8. Direct Support Organization (DSO) External Auditor Selection Policy
   http://policies.ucf.edu/documents/2-208DSOExternalAuditorSelectionPolicy.pdf

TENTATIVE SCHEDULE

Listed below are the dates and times by which stated actions should be taken or completed. If UCF Component Units determine, in its sole discretion, that it is necessary to change any of these dates and times, it may issue an Addendum to this ITN. All listed times are local time in Orlando, Florida.

Date/Time	Action
October 6, 2017	Invitation To Negotiate advertised and released
October 16, 2017	Last day to submit communications and/or inquiries in writing only; preferably by mail to Nellie Nido; nellie.nido@ucf.edu
October 20, 2017	Responses to inquiries and Addenda, if any, mailed to Respondents
October 31, 2017	Deadline for Offer submission at 2:00 p.m. EST (ITN opening)

ITN INSTRUCTIONS

Proposals will be received and opened on October 31, 2017 at 2:00 PM EST via UCF's Bonfire Web Portal. For additional information, please refer to **Exhibit 2 - Submission Instructions for Suppliers**. UCF Component Units shall in no way be responsible for or accept any proposals not uploaded prior to the closing date and time. Telephone, including facsimile and electronic mail, and telegraphic negotiations and/or amendments to offers shall not be accepted.

Your submission must be uploaded, submitted, and finalized prior to the closing time on October 31, 2017 @ 2:00 PM. We strongly recommend that you give yourself sufficient time and at least ONE (1) day before the Closing Time to begin the uploading process and to finalize your submission. See Exhibit2 for submittal instructions.

Exhibit 1 -- UCF Component Units

Component Units	**Information regarding CU**	**Services Needed (ie, financial audit, compliance audit, tax services, etc.)**
Central Florida Clinical Practice Organization	Description: An affiliated organization of the University. Purpose: Provides administrative services for the UCF College of Medicine's clinical mission, including the billing and collecting of professional fees and direct payment of non-salary operating expenses. Budget: FY 18 - $9 million	Financial Audit 990 Tax Form
UCF Finance Corporation	Description: A blended component unit of the University, established 2007. Purpose: To assist in financing the construction of facilities located on the Health Sciences Campus at Lake Nona and other projects on behalf of the University. Facilities constructed through the Corporation are owned and operating by the University. Budget: FY 18 - $4.7 million Website: https://admfin.ucf.edu/wp-content/uploads/sites/6/DSO-Statements-of-Purpose.pdf	Financial Audit Note: Exempt from 990 tax filing
UCF Stadium Corporation	Description: A discrete component unit of the University, established 2005. Purpose: To finance, construct and operate a stadium on behalf of the University and the UCF Athletics Association, Inc. Budget: FY 18 - $4.2 million Website: https://admfin.ucf.edu/wp-	Financial Audit Note: Exempt from 990 tax filing

	content/uploads/sites/6/DSO-Statements-of-Purpose.pdf	
UCF Convocation Corporation	Description: A discrete component unit of the University, established 2005. Purpose: To finance, construct and operate residential halls, a convocation center, and surrounding retail spaces on behalf of the University. Budget: FY 18 - $32.7 million Website: https://admfin.ucf.edu/wp-content/uploads/sites/6/DSO-Statements-of-Purpose.pdf	Financial Audit Note: Exempt from 990 tax filing
Limbitless Solutions, Inc.	Description: A discrete component unit of the University, established December 2016. Purpose: To research, design, create, and deliver mechanical and electronic advancements in disability technology; infuse engineering with artistic design, promote access and engagement in STEM/STEAM education; and to enter into arrangements with third parties to facilitate research and innovations in relate areas. Budget: FY 18 -$147,800 Website www.limbitless-solutions.org https://admfin.ucf.edu/wp-content/uploads/sites/6/DSO-Statements-of-Purpose.pdf	Financial Audit 990 Tax Return
UCF Athletics Association, Inc.	Description: A discrete component unit of the University. Purpose: To manage the NCAA Division 1 (Football Bowl Subdivision) intercollegiate athletics programs on behalf of the University of Central Florida.	Financial Audit NCAA Agreed Upon Procedures IRS Form 990 5500 Report (health insurance)

	Employees: Approx. 250 (175 FT) Website: https://admfin.ucf.edu/wp-content/uploads/sites/6/DSO-Statements-of-Purpose.pdf www.ucfknights.com	403(b) audit for retirement
UCF Research Foundation, Inc.	Description: A discrete component unit of the University. Purpose: To promote, encourage and provide assistance to the research activities of University faculty, staff and students. UCFRF accepts and administers contracts, grants, and other sponsored activities as well as appropriate donations, the majority coming from private funds. In addition, UCFRF provides the mechanism for making UCF discoveries, inventions, processes and work products available to the public. The UCFRF also assists with the economic development initiatives of the University. Website: http://www.research.ucf.edu/foundation.html https://admfin.ucf.edu/wp-content/uploads/sites/6/DSO-Statements-of-Purpose.pdf	Financial Audit 990 Tax Return

Exhibit 2 – Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
Proposal	File Type: PDF (.pdf)	Multiple	Required

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 100 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

2. Upload your submission at:

https://ucfprocurement.bonfirehub.com/opportunities/5223

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Oct 31, 2017 2:00 PM EDT.** We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

University of Central Florida Procurement Services uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at https://bonfirehub.zendesk.com/hc

University of Central Florida

Procurement Services

ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATE ADDENDUM

ITN NUMBER: 1702NCSA OPENING DATE & TIME: OCTOBER 31, 2017 @ 2:00 PM

ITN TITLE: PUBLIC ACCOUNTING SERVICES FOR UNIVERSITY OF CENTRAL FLORIDA COMPONENT UNITS

ADDENDUM NUMBER: 1 ADDENDUM DATE: OCTOBER 23, 2017

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND RETURN IT WITH YOUR BID. FAILURE TO SIGN AND RETURN WITH YOUR BID COULD RESULT IN REJECTION OF YOUR BID.

_____ _____

PROPOSERS SIGNATURE PRINT OR TYPE PROPOSER'S NAME

_____ _____

COMPANY NAME EMAIL ADDRESS

12479 Research Parkway• Orlando, FL 32826-3248 • (407) 823-2661 • FAX (407) 823-5551
Orlando Tech Center

An Equal Opportunity and Affirmative Action Institution

1. I was wondering how much being serviced out of Florida will weigh into the selection process versus being serviced out of Atlanta or Charlotte?

   It depends on the impact of the fees being charged. However, consideration would be given for firms that have specific relevant experience. The firm and associates should be licensed in the State of Florida.

2. Can we receive a copy of the prior year audited financial statements for each of the University of Central Florida Component Units?

   Audited Financial Statements have been posted on the website http://procurement.ucf.edu/solicitations/

   Limbitless is NA since first audit will be for period ending June 30, 2018.

3. Can we receive a copy of the prior year management letter (if applicable) for each of the University of Central Florida Component Units?

   None of the component units received management letters.

4. Can we receive a copy of the NCAA Agreed Upon Procedures report issued in the prior year?

   Yes, posted on the website http://procurement.ucf.edu/solicitations/

5. Can we receive a copy of the prior year Form 5500?

   Yes, posted on the website http://procurement.ucf.edu/solicitations/

6. Can we receive a copy of the Form 990 for the year ending June 30, 2016 for UCF Athletics Association, Inc.?

   Yes, posted on the website http://procurement.ucf.edu/solicitations/

7. Can we receive a copy of the Form 990-EZ for the year ending December 31, 2016 for Limbitless Solutions, Inc.?

   Yes, posted on the website http://procurement.ucf.edu/solicitations/

8. Can we receive a copy of the prior year 403(b) financial statement audit?

   Yes, posted on the website http://procurement.ucf.edu/solicitations/

9. Can we receive a listing of any adjusting journal entries made as part of the prior year audit for each of the University of Central Florida Component Units?

   None made.

10. Is it acceptable to submit one single proposal for each of the Component Units or do we need to submit one proposal per Component Unit?

One single proposal for each component unit is acceptable. Also, one proposal for all CU's could be considered as well, but a bundled proposal would still need to delineate the fee for each component unit.

11. Are any of the incumbent firms precluded from re-proposing due to timing out per your policy No. 2-208? If yes, which firms and which services are subject to mandatory provider rotation.

No. The policy will become effective after this round of selected vendor(s).

12. Were there disagreements with the incumbent firm(s) over accounting or auditing matters. If yes, please provide details. –

None for all component units.

13. Are you able to make the most recent audited financial statements for each component unit available for our review? How can they be obtained?

All have been posted to the website www.procurement.ucf.edu/solicitations

14. Are there any component units being subject to a financial statement audit for the first time?

Yes, Limbitless Solutions Inc. will need an audit for the 18 month period ending June 30, 2018.

15. The ITN indicates that UCF Finance Corporation is exempt from 990 tax filing. However, we noted that the most recent 990 filed by it did not indicate that it was a final return. Please confirm that a 990 is no longer required.

See attached exemption letter.

16. What type of services and how many hours annually does Internal Audit typically provide to the external auditors?

Internal Audit does not provide hours for these engagements. The department does meet with the external auditors as requested and internal audit reports relating to the CU's are made available to the external auditors.

17. Have there been any significant changes in internal controls since the prior audit?

None for all component units.

18. Has there been any significant turnover in management or key Finance staff since the prior audit?

None for all component units.

19. Has there been any significant change in the amount of federal or state financial assistance expended? –

None for all component units.

20. What is the reasoning for the audit ITN?

To gain some synergy's among our component units as well as with the firm providing like services to all of these component units.

21. Is the prior auditor allowed to bid on this ITN?

Yes

22. Do each of the component units have separate accounting teams and primary contact individuals?

Several of the component units have the same accounting teams. The Finance Corp, Stadium Corp, Convocation Center and Limbitless's accounting and financial reporting are all handled by the university finance and accounting staff. The other component units have their own accounting staff.

23. How is each component unit currently providing the 990 information to the paid preparer?

Any requested information would be provided by the respective CU's accounting team. The CU's receive a list of information from the auditors, then complete schedules and questionnaires to answer their request.

24. There is an organization shown as a related organization on the UCF Research Foundation form 990 (ICAMR) that is applying to be established as a 501(c)(6) organization. Will this organization need audit or tax services?

No – they handle that on their own.

25. Please confirm the University of Central Florida Foundation, Inc. is not included in this solicitation.

Correct, it is not included.

26. Please provide a copy of the most recent financial statement audit for each component unit.

All documents are posted on the website www.procurement.ucf.edu/solicitations.

27. Please provide us with a copy of your current contract(s) for the services requested in this ITN.

Engagement letters for all CU's are posted on the website www.procurement.ucf.edu/solicitations

28. How much did each of the component units pay for the services requested in this ITN for the most recent fiscal year?

See # 38 below.

Were there any additional services above and beyond this amount paid for ancillary work? **RF - No**

If so, what was the nature of the work and the fee? **N/A**

29. Are there any anticipated debt issuances and/or refundings for FY 18?

RF – No. CFCPO – No

If so, please provide a summary of the anticipated issuance (type, amount, date, etc.).

Finance Corp refunded its variable rate bonds in September 2017 and terminated the related SWAP derivative. None are currently planned for FY18; however, UCFAA is currently raising funds to build or renovate several facilities

30. Do the component units manage their own IT environment?

UCF Central IT manages the infrastructure/servers that houses the overall PeopleSoft application, including its various modules such as PS Financials which Finance, Stadium, Convocation and Limbitless all use. Central IT also handles security. See #31. RF _No. We do have some home grown systems for Contracts and Grants. CFCPO – Hybrid and managed internally. Yes, UCFAA manages its own IT environment.

31. Are all of the applications supported centrally, or does each component unit manage the applications through a decentralized process?

Finance, Stadium, Convocation and Limbitless all use PeopleSoft Financials which is managed by UCF's Finance and Accounting's Financial Support Service's (FSS) department. FSS may program changes, but UCF central IT implements those changes. UCF central IT oversees the PeopleSoft suite of modules utilized across campus and by some component units. RF – No; CFCPO – manages own applications and financial systems – NetSuite. UCFAA manages its own applications.

32. Please complete the table below with respect to applications used for financial reporting. Please feel free to add additional systems: **See last page.**

33. When comparing the Public Accounting Firm Responsibilities listed in #1 of the ITN to the Services needed in Exhibit 1, there are a few inconsistencies. Would you please clarify what is required as noted below:

1. 5500 report – Is the accounting firm to complete the Form 5500 for the Retirement Plan of the UCF Athletics Association, Inc. as well? **Yes**

2. Form 8955 – Is the accounting firm to complete this form for both the Retirement Plan and health insurance plan of the UCF Athletics Association, Inc. as well? **Yes**

3. Is the accounting firm to draft the Summary Annual Report for the Retirement Plan of the UCF Athletics Association, Inc.? **Yes**

34. In regards to the above noted ITN, I would like to request a copy of the most recently issued audit reports, tax returns and other reports for each of the noted entities below. We would like to get copies as soon as possible so that we can start our budgeting estimate process for each of them and determine if we have any additional questions prior to the October 16th question deadline.

Central Florida Clinical Practice Organization	Financial Audit report and 990 Tax Form
UCF Finance Corporation	Financial Audit report
UCF Stadium Corporation	Financial Audit report
UCF Convocation Corporation	Financial Audit report
Limbitless Solutions, Inc.	Financial Audit report and 990 Tax Form
UCF Athletics Association, Inc.	Financial Audit report, 990 Tax Form, 5500 report (health insurance), 403(b) audit report, and NCAA Agreed Upon Procedures report
UCF Research Foundation, Inc.	Financial Audit report and 990 Tax Form

See website **http://procurement.ucf.edu/solicitations/**

35. In the Proposal Format section, A.2 – The request for a listing of similar-type client accounts states that the list shall include contact name, address, phone number and length of service. We are a very large firm and have numerous clients that would be similar-type accounts, however including all of this client information for each client would become excessive. May we include the requested client account information for a select few clients that most closely match that within the ITN and only list the names of the other similar-type clients?

Yes

36. In the Proposal Format section, A.3 – The request for a listing of client accounts lost through early termination or non-renewal over the past five years is to include the contact name, phone number and length of service and reason for loss. As we are a large firm, we have numerous clients that go out for bid and rotation every year. Including all of this client information in a comprehensive listing would become excessive within the proposal. May we include only a sample listing of clients lost within the past 5 years that would be of similar-type to what is listed within the ITN?

Yes

37. Do all entities utilize and report under non-profit or Government Accounting Standards on their standalone basis?

Yes

38. What were the fees for each of the services provided over the past 3 years for each entity and service noted within the ITN?

Entity	**2015**	**2016**	**2017**
Stadium Corp*	$ 19,500.00	$ 17,400.00	$ 18,000.00
Convocation Corp*	$ 24,800.00	$ 22,000.00	$ 22,500.00
Finance Corp*	$ 16,900.00	$14,800.00	$ 15,000.00
Research Foundation	$14,200.00	$14,400.00	$15,000.00
CFCPO	Approx. $30k	Approx. $30k	Approx. $30k
UCFAA	$68,880.00	$70,300.00	$68,400.00

Note – The fee schedule above included audit and tax fees for FY15. FY16 and FY17 are fees for only audit services. Tax services stopped in FY15 due to the DSO's being exempt from filing 990's.

RF, CPCPO, and UCFAA includes all services listed in the ITN.

39. What is the software system used for accounting purposes for each of the entities noted in the ITN?

See # 31 and 32 RF – PeopleSoft; CFCPO NetSuite

40. Any new significant operational or financial changes for any of the entities noted within the ITN compared to the prior year?

RF - No See #29 regarding Finance Corp refunding in FY18
CFCPO, growing rapidly, no significant operational changes. None for UCFAA.

41. Would you like a single proposal that covers all organizations cited in your ITN? Or would you prefer a separate proposal for each organization?

See #10

42. If you prefer a single proposal, would you like a separate budget of hours for each organization within that proposal?

Yes. Please review the pricing section of the ITN for specific requirements.

43. On page 4 of your ITN, in Proposal Format section A3, you ask, “Provide a list of client accounts lost through early termination or non-renewal over the past five (5) years.” Are you requesting a list of clients from within your industry, or in our overall practice/spanning all industries and services?

In our industry is preferred, but it is up to respondent to list the accounts they feel are most representative and appropriate.

For Finance, Stadium, Convocation, Limbitless and Research Foundation.

CFCPO uses NetSuite for all system functions, a purchased application, which is managed in-house, has some customizations, and is web-based.

System #	System Function	Name of System	Managed-in House or Outsourced	Purchased Application or Developed in-house	Are customizations made to the application?	Operating System	Database	Data Center Location
1	General Ledger	PeopleSoft Financials	In house	Purchased	Some	Linux	Oracle	On premise
2	Accounts Payable	PeopleSoft Financials	In house	Purchased	Some	Linux	Oracle	On premise
3	Accounts Receivable	PeopleSoft Financials	In house	Purchased	Some	Linux	Oracle	On premise
4	Revenue	PeopleSoft Financials	In house	Purchased	Some	Linux	Oracle	On premise
5	Payroll	na	na	na	na	na	na	na

University of Central Florida
Component Units

UPDATED NOTICE OF AWARD

TITLE: Public Accounting Services for UCF CU's
NUMBER: ITN1702NCSA
AGENT/COORDINATOR: Nellie Nido
OPENING DATE: 10/31/17 TIME: 2:00 PM
DATE POSTED: 3/3/018
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Bidders/Proposers	CFCPO	UCF Finance Corp	UCF Stadium Corp	UCF Convocation Corp	Limbitless Solutions, Inc.	UCF Athletics Association, Inc.	UCF Research Foundation, Inc.
Carr, Riggs & Ingram, LLC							
Cherry Bekaert LLP							
CliftonLarsonAllen							
Crowe Horwath LLP		X	X	X	X	X	
Davis Group PA							
James Moore & Co							
Marcum LLP							
Moore Stephens Lovelace, PA							
Pershing Yoakley & Associates	X						X
RSM US LLP							

Suppliers circled in red indicate award of each component unit marked. This is to update award for CFCPO and UCF Athletics Association, Inc.

D. Overall Pricing

1. The proposal submitted in response to this ITN should enumerate a fixed fee for each CU the firm is proposing for and for each fiscal year 2018, 2019, 2020, 2021, 2022 In the case where audit, tax or other services are required, please provide a price for each service.

Our goal in setting fees is simple: provide long-term, cost-effective pricing for our clients. It is our firm's philosophy that communication throughout the year with management in order to reach a consensus on large or unusual transactions and implementation of new audit standards and tax law is integral to the engagement's success. We do not bill for a reasonable amount of such advice and counsel during the year.

Our fee structure is designed to ensure that our clients are not reluctant to call us when questions arise. Routine telephone calls are considered part of the basic services and do not involve additional fees. If a question results in significant research or additional work or if we are requested to perform a consulting project, such effort is billed separately. We will, of course, provide you with an estimate of fees for such services and obtain management approval before proceeding. We will not surprise you with additional billings that have not been agreed to by all parties in advance.

Professional Services	2018	2019	2020	2021	2022
Central Florida Clinical Practice Organization					
• Financial Audit	$25,000	$25,800	$26,600	$27,400	$28,200
• Assistance with preparation, review and signing of Form 990	$2,750	$2,800	$2,900	$3,000	$3,100
UCF Finance Corporation					
• Financial Audit	$15,000	$15,500	$16,000	$16,500	$17,000
UCF Stadium Corporation					
• Financial Audit	$18,000	$18,500	$19,100	$19,700	$20,300
UCF Convocation Corporation					
• Financial Audit	$22,000	$22,700	$23,400	$24,100	$24,800
Limbitless Solutions, Inc.					
• Financial Audit	$12,000	$12,400	$12,800	$13,200	$13,600
• Assistance with preparation, review and signing of Form 990	$1,850	$1,900	$2,000	$2,100	$2,200
UCF Athletics Association, Inc.					
• Financial Audit	$30,000	$30,900	$31,800	$32,800	$33,800
• NCAA Agreed Upon Procedures	$7,000	$7,200	$7,400	$7,600	$7,800
• Assistance with preparation, review and signing of Form 990	$4,000	$4,100	$4,200	$4,300	$4,400
• 5500 Report	$2,465	$2,465	$2,500	$2,540	$2,580
• 403 (b) Audit for Retirement	$13,750	$14,000	$14,250	$14,500	$14,750
UCF Research Foundation, Inc.					
• Financial Audit	$15,000	$15,500	$16,000	$16,500	$17,000
• Assistance with preparation, review and signing of Form 990	$3,500	$3,600	$3,700	$3,800	$3,900

2. Provide a fee schedule for additional services that may be required beyond the scope of the audit engagement and related services.

Additional services beyond the scope of the quoted services above that may be required by the Component Units vary based on the service required and are as follows:

Level	Rate Per Hour
Partner	$360 - $500
Senior Manager	$240 - $360
Manager	$135 - $240
Senior Staff	$115 - $135
Staff	$80 - $115
Administrative/Other Personnel	$65

3. The proposal must list any other categories of ancillary expenses that may be billed.

There are no ancillary expenses anticipated to be billed for the quoted services above.

D. PYA'S FEES

1. PYA'S COMBINED AND Á LA CARTE FEES

Selecting PYA to perform all services listed in this proposal allows efficiencies to be gained and savings to be passed on to the CUs. The table below shows cost savings to be gained by the CUs if PYA is engaged as the auditor for all CUs.

DESCRIPTION OF SERVICES COMBINED	ESTIMATE OF COMBINED FEES				
	2018	2019	2020	2021	2022
Central Florida Clinical Practice Organization					
Financial Audit	$ 20,400	$ 20,600	$ 20,700	$ 20,900	$ 21,100
Tax Form 990	2,400	2,400	2,400	2,500	2,500
UCF Finance Corporation					
Financial Audit	10,200	10,300	10,400	10,500	10,500
UCF Stadium Corporation					
Financial Audit	12,800	12,900	13,000	13,100	13,300
UCF Convocation Corporation					
Financial Audit	16,200	16,300	16,500	16,700	16,800
Limbitless Solutions, Inc.					
Financial Audit	6,800	6,900	7,000	7,100	7,100
Tax Form 990	1,000	1,000	1,100	1,100	1,100
UCF Athletics Association, Inc.					
Financial Audit	31,500	31,700	32,000	32,200	32,500
NCAA Agreed-Upon Procedures	6,800	6,800	6,900	6,900	7,000
Tax Form 990	3,300	3,400	3,400	3,400	3,500
5500 Report	2,000	2,100	2,100	2,100	2,100
403(b) Audit for Retirement	6,400	6,400	6,500	6,500	6,500
UCF Research Foundation, Inc.					
Financial Audit	9,400	9,400	9,500	9,600	9,700
Tax Form 990	2,500	2,500	2,500	2,600	2,600
Annual GASB Educational Update (customized for all CUs)	0	0	0	0	0
Total Annual Combined Fee Estimate	$131,700	$132,700	$134,000	$135,200	$136,300

The below table shows pricing for each project listed by CU for selection on an á la carte basis, should the CUs decide to request PYA to perform only a portion of the services described in this proposal.

DESCRIPTION OF SERVICES BY COMPONENT UNIT	ESTIMATE OF Á LA CARTE FEES				
	2018	2019	2020	2021	2022
Central Florida Clinical Practice Organization					
Financial Audit	$ 24,000	$ 24,200	$ 24,400	$ 24,600	$ 24,800
Tax Form 990	2,800	2,840	2,880	2,920	2,940
UCF Finance Corporation					
Financial Audit	12,000	12,100	12,200	12,300	12,400
UCF Stadium Corporation					
Financial Audit	15,000	15,150	15,300	15,450	15,600
UCF Convocation Corporation					
Financial Audit	19,000	19,200	19,400	19,600	19,800
Limbitless Solutions, Inc.					
Financial Audit	8,000	8,100	8,200	8,300	8,400
Tax Form 990	1,200	1,220	1,240	1,260	1,280
UCF Athletics Association, Inc.					
Financial Audit	37,000	37,300	37,600	37,900	38,200
NCAA Agreed-Upon Procedures	8,000	8,050	8,100	8,150	8,200
Tax Form 990	3,900	3,950	4,000	4,050	4,100
5500 Report	2,400	2,430	2,460	2,490	2,520
403(b) Audit for Retirement	7,500	7,550	7,600	7,650	7,700
UCF Research Foundation, Inc.					
Financial Audit	11,000	11,100	11,200	11,300	11,400
Tax Form 990	2,900	2,940	2,980	3,020	3,060
Annual GASB Educational Update (customized for all CUs)	0	0	0	0	0
Total Annual Á La Carte Fee Estimate	$154,700	$156,130	$157,560	$158,990	$160,400

ANNUAL GASB EDUCATIONAL UPDATE

While not requested by the CUs, PYA is offering to provide a four-hour annual GASB Update to the CUs at no charge. PYA will issue certificates to all attendees at the end of the session to qualify for continuing education for CPAs in the State of Florida.

These fees assume normal assistance from accounting personnel on preparing schedules and analyses of accounts. Specifically, we would provide appropriate CU personnel with a workpaper package detailing the schedules and analyses needed. We would discuss any unexpected issues which would require significant analysis or research with you and reach a mutually acceptable fee arrangement in advance. **Fees are not charged for addressing routine tax or accounting questions which do not require significant additional time.**

2. PYA'S STANDARD RATES

If the CUs determine that additional services are needed during the year, we will accommodate any reasonable requests. Our hourly billing rates for additional services requested beyond the scope of this ITN is as follows:

PERSONNEL	2017 STANDARD HOURLY BILLING RATES
Staff and Senior	$125-145
Manager and Senior Manager	200-290
Principal and Managing Principal	310-405

3. PYA'S EXPENSE COMMITMENT

PYA understands that expenses on engagements such as this one can add up fast. These extra costs may cause unnecessary financial burden, or billing surprises. PYA values our relationship with the University of Central Florida and commits to capping out-of-pocket expenses at $975 annually, in total, for all services requested. These expenses include only travel-related costs and you will not be billed for postage, report printing, and other administrative expenses.