



REQUEST FOR PROPOSAL

Purchasing Office
227 Sherman Hall
Macomb, IL 61455

309/298-1819 FAX 309/298-1927

Higher Education Procurement Bulletin www.procure.stateuniv.state.il.us

Company:	
Address:	

REQUEST FOR PROPOSAL (RFP) NO. **TR061101 - External Auditor Services**

PROPOSAL DUE DATE & TIME: **June 28, 2001; 2:40 pm local time**

LOCATION: Western Illinois University
Purchasing Office
Room 227 Sherman Hall
1 University Circle
Macomb, IL 61455

ATTENTION: *In accordance with the Higher Education Procurement Rules and Illinois Procurement Code only the names and addresses of those companies submitting proposals will be publicly read at the time of opening of the proposals. Nothing else related to individual proposals will be divulged at that time.*

NOTE: RESPONDENT SHOULD COMPLETE THE ENCLOSED "VENDOR'S DISCLOSURE OF FINANCIAL INTERESTS" FORM. FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR OFFER MAY RESULT IN YOUR OFFER BEING CONSIDERED AS "NON-RESPONSIVE" TO THIS SOLICITATION.

Technical questions regarding proposal specifications should be directed as follows:

Ron Ward
WIU Business Office
309/298-1811

Questions regarding proposal procedures should be directed to:

Purchasing Office
Theresa Roegge, C.P.M.
Sherman Hall 227
#1 University Circle
Macomb, IL 61455
309/298-1819, fax 309/298-1927

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1. INTRODUCTION

1.1 DESCRIPTION OF PROPOSAL

The Board of Trustees of Western Illinois University ("the University") is seeking Proposals from qualified firms ("Proposers") to provide auditing services.

1.2 OVERVIEW

The Board of Trustees of Western Illinois University is accepting proposals for the provision of professional auditing services to conduct the annual audits of various grants for Western Illinois University.

1.3 CONTRACTUAL TERMS AND CONDITIONS

All terms and conditions of the Contract(s) resulting from this Request for Proposal (RFP) are provided in Appendix III.

2. PRE-PROPOSAL CONFERENCE

2.1 PRE-PROPOSAL CONFERENCE/SITE VISIT

A pre-proposal conference will not be held for this proposal.

3. INSTRUCTIONS TO PROPOSERS

3.1 PROPOSAL PACKAGE

To facilitate evaluation, submit the Proposal in two (2) parts as described below. The parts may be submitted in the same package provided the parts are clearly separated and identified as outlined in Sections 3.1.1 and 3.1.2 below.

3.1.1 Technical Proposal

Submit one (1) original (clearly marked as "Original") and one (1) copy of the Technical Proposal in a sealed package clearly marked with the RFP number and "Technical Proposal". The following documents comprise the Technical Proposal.

- Response to the Technical Requirements (Appendix I). This must include the appropriate signature in Appendix I. A point-by-point response is required. Within the response, indicate the section number.
- Completed and signed Forms A and B of the Vendor Disclosure of Financial Interests (Appendix IV).
- Completed and signed Bidders Application Form (Appendix V) {not applicable if already submitted}.

3.1.2 Pricing Proposal

Submit one (1) original (clearly marked as "Original") and one (1) copy of the completed and signed Pricing Proposal (Appendix II) in a separate and sealed envelope that is clearly marked with the RFP number and "Pricing Proposal". The response to Appendix II should include any supplemental or renewal option period pricing schedules (Appendix II, Section 2).

3.1.3. Contract

Submit two (2) originals of the completed and signed Contract (Appendix III). Each Contract submitted must bear an original signature and date. Clearly identify any exceptions to the terms and conditions of the Contract(s) by referencing the pertinent Article in a letter submitted with the signed Contracts. Such exceptions will be considered when evaluating the Proposer's response to this RFP.

3.2 DELIVERY OF PROPOSAL PACKAGE

The Technical Proposal, including the signed Contract, and the Pricing Proposal, may be either delivered by hand or sent to the WIU Purchasing Office through U.S. Mail or other available courier services to the address shown on the cover sheet of this RFP. Include the RFP number on any package delivered or sent to the University Purchasing Office and on any correspondence related to the Proposal. The Proposer remains responsible for ensuring that its Proposal is received at the time, date, place, and office specified. The University assumes no responsibility

for any Proposal not so received, regardless of whether the delay is caused by the U.S. Postal Service, the University Postal Delivery System, or some other act or circumstance. **Proposals received after the time specified in the RFP will not be considered. All Proposals received after the specified time will be returned unopened.**

If using an express delivery service, the University recommends that the package be delivered to the designated building and office and not to the University Postal Delivery System or Central Receiving facilities. Packages delivered by express mail services to other locations might not be re-delivered in time to be considered.

In addition, the University will accept bids transmitted by telegram, telex or by FAX (309/298-1927) machine.

3.3 UNIFORMITY

To provide uniformity and to facilitate comparison of Proposals, all information submitted must clearly refer to the page number, section, or other identifying reference in this RFP. All information submitted must be noted in the same sequence as its appearance in this RFP. The University reserves the right to waive minor variances or irregularities.

3.4 PROPOSAL MATERIALS

The Proposal material submitted in response to the RFP becomes the property of the University upon delivery to the Purchasing Office and is to be appended to any formal document which would further define or expand the contractual relationship between the University and the Proposer. All of the material will be considered as part of this RFP.

3.5 ADDENDUM

Any addendum issued to Proposers prior to the Proposal opening date shall include an addendum acknowledgment section. Since all addenda become a part of the Proposal, all addenda must be signed by an authorized Proposer representative and returned with the Proposal on or before the Proposal opening date. Failure to sign and return any and all addendum acknowledgments may be grounds for rejection of the Proposal response.

3.6 PROPOSAL MODIFICATION

Proposals submitted prior to the Proposal opening date may be modified or withdrawn only by written notice to the University. Such notice must be received by the Purchasing Office prior to the time designated for opening of the Proposal. Proposer may change or withdraw the Proposal at any time prior to Proposal opening; however, no oral modifications will be allowed. Only letters or other formal written requests for modifications or corrections of a previously submitted Proposal that are addressed in the same manner as the Proposal and that are received prior to the scheduled Proposal opening time will be accepted. The Proposal, when opened, will then be corrected in accordance with such written requests, provided that the written request is contained in a sealed envelope that is clearly marked with the RFP number and inscribed with "Modification of Proposal". No modifications of the Proposal will be accepted at any time after the Proposal opening date and time.

A withdrawn Proposal may be resubmitted up to the time designated for the receipt of Proposal provided that it is then fully in conformance with the requirements of the RFP.

3.7 PERIOD OF FIRM PROPOSAL

Prices for the proposed service must be kept firm for at least 60 days after the last time specified for submission of Proposals. Firm Proposals for periods of less than this number of days may be considered non-responsive. The Proposer may specify a longer period of firm price than indicated here. If no period is indicated by the Proposer in the Proposal, the price will be firm until written notice to the contrary is received from the Proposer, unless otherwise specified in this RFP. After acceptance, prices are to remain firm unless otherwise specified in proposal.

3.8 PROPOSER'S RESPONSIBILITY TO READ RFP

The Proposer must thoroughly examine and will be held to have thoroughly examined and read the entire RFP document. Failure of Proposers to acquaint themselves fully with existing conditions or the amount of work involved will not be a basis for requesting extra compensation

after the award of a Contract.

3.9 ERRORS AND OMISSIONS

The Proposer is expected to comply with the true intent of this RFP taken as a whole and shall not avail itself of any errors or omissions to the detriment of the services. Should the Proposer suspect any error, omission, or discrepancy in the specifications or instructions, the Proposer shall immediately notify the University, in writing, and the University shall issue written instructions to be followed. The Proposer is responsible for the contents of its Proposal and for satisfying the requirements set forth in the RFP.

3.10 RFP INTERPRETATION

Interpretation of the wording of this document shall be the responsibility of the University and that interpretation shall be final.

3.11 CONFIDENTIALITY

From the date of issuance of the RFP until the opening date, the Proposer must not make available or discuss its Proposal, or any part thereof, with any employee or agent of the University. The Proposer is hereby warned that any part of its Proposal or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Illinois Statutes.

3.12 USE OF SUBCONTRACTORS

If the Proposer intends to use Subcontractors to perform any portion of the work described in this RFP, the Proposal must clearly state so. The Proposer's response must include a description of which portion(s) of the work will be Subcontracted, the names and addresses of potential Subcontractors and the expected amount of money each will receive under the Contract.

3.13 PROPOSER'S RESPONSIBILITY FOR SERVICES PROPOSED

It is understood and the Proposer hereby agrees that it shall be solely responsible for all services they propose, notwithstanding the detail present in the RFP.

3.14 ILLINOIS DEPARTMENT OF HUMAN RIGHTS NUMBER

All responses require an Illinois Department of Human Rights (IDHR) number or a statement by the Proposer that a PC-1 Employer Report Form has been submitted to the Department. Include the IDHR number in the signature section of the proposal.

Note: If a Proposer received an IDHR number prior to July 1, 1998, the Proposer may be required to apply for a new number.

For more information, contact the IDHR, Public Contracts Unit, Suite 5-100, 100 West Randolph Street, Chicago, Illinois 60601, (312) 814-2431, or see the following web sites:

<http://www.state.il.us/dhr/index> or <http://www.state.il.us/cms>.

3.15 TAXPAYER IDENTIFICATION NUMBER

The Proposer is required to provide its Taxpayer Identification Number (TIN) in the Contract (Appendix III). The following instructions pertain to the TIN.

- Enter the Proposer's taxpayer identification number in the appropriate space in the Contract (Appendix III). **For individuals and sole proprietors, this is the individual's social security number.** For other entities, it is the employer identification number. Federal Employer Identification Numbers (FEINs) must not be used for sole proprietorships.
- If the Proposer does not have a TIN, apply for one immediately. Individuals must complete Form SS-5, Application for a Social Security Number, which can be obtained from a local office of the Social Security Administration. All other entities must complete Form SS-4, Application for Employer Identification Number, which can be obtained from a local office of the Internal Revenue Service.

3.16 UNIVERSITY'S GOALS FOR CONTRACTING WITH MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES

In support of the Business Enterprise for Business Enterprise Program (BEP; 30 ILCS 575 et seq., as amended) the University has established the goal of 19% of its contracts to be awarded to

minority (5%), female (12%), and disabled (2%) businesses. The University encourages minority, female and disabled business enterprises to compete for and participate in University contracts. The goals can be met by means of contracts let directly to minority, female and disabled business firms by the University, or indirectly by the Proposer's ordering goods or services from minority, female and disabled firms when suppliers or subcontractors are needed to fulfill the Contract.

Information about the Proposer's BEP status should be included in the Bidders Application Form (Appendix V) as part of the submission. The Proposer, if awarded a Contract, agrees to notify the University of all changes to the Proposer's status as a minority, female or disabled business enterprise within fifteen (15) business days of the occurrence of such a change.

The Proposer agrees to identify minority, female and disabled business firms providing the Proposer with goods or services in the fulfillment of the Contract requirements, and further agrees to report, upon request by the University, the dollar value of purchases made with these firms. Upon request, the University will provide a list of certified minority, female and disabled business firms that may be contacted to fulfill the requirements of this Contract.

4. PROPOSAL EVALUATION PROCEDURE AND CRITERIA

4.1 ACCEPTANCE OF PROPOSALS

The University reserves the right to reject any or all Proposals or any part thereof, to waive informalities, and to accept the Proposal deemed most favorable to the University.

4.2 PROPOSER QUALIFICATIONS

The Proposer must demonstrate that it has the management and operational experience, financial resources and personnel necessary to successfully perform the services specified in this RFP. A Proposer must be financially solvent. See Appendix I.

4.3 PROPOSER PRESENTATIONS

The University reserves the right to, but is not obligated to, request and require that each Proposer provide a formal presentation of its Proposal at a date and time to be determined. No Proposer will be entitled to be present during, or otherwise receive any information regarding, any presentation of any other Proposer.

4.4 RIGHT TO INSPECT

The University reserves right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualifications of the Proposer and any proposed Subcontractors and to reject any Proposal irrespective of price if it shall be administratively determined that the Proposer is deficient in any of the essentials necessary to assure acceptable standards of performance. The University reserves the right to continue this inspection procedure throughout the life of the Contract that may arise from this RFP.

4.5 PAYMENT TERMS

Payment terms of less than thirty (30) days will not be considered in making the Contract award. However, any applicable discount offer will be taken if payment is processed within the stated time.

4.6 EVALUATION OF PROPOSALS

All Proposals will be evaluated by an evaluation team. Based on this evaluation the University will determine the award of the Contract.

The University will award the Contract to the responsible offeror whose Proposal is determined to be the most advantageous to the University, taking into consideration price and the evaluation factors set forth in this RFP.

Appendix I contains the evaluation factors.

5. AWARD OF CONTRACT

The University will award the Contract to the Proposer(s) who has, in the opinion of the University, best demonstrated competence and qualification for the type of Professional and Artistic Services

required at fair and reasonable prices/compensation and whose Proposal is deemed to be in the best interest of the University.

6. POST-PERFORMANCE REVIEW

After all services are rendered by the successful Proposer, the University will perform a review of the services. The University will use the criteria indicated in Appendix I of this proposal and compare this to the services that were actually received from the successful Proposer.

APPENDIX I

TECHNICAL REQUIREMENTS

APPENDIX I, APPENDIX II AND PROPOSER'S RESPONSE TO THEM WILL BE INCORPORATED INTO THE FINAL CONTRACT.

1. SCOPE OF SERVICES

1.1 NEED FOR SERVICES

The University has determined a need to contract for the professional services of an auditor or audit firm to conduct the annual audits for the Illinois Board of Higher Education (IBHE) grants (includes Hispanic Program for Educational Advancement, Expanding Diversity in the Curriculum & Classroom, Transforming Teaching and Learning through Technology 2001, Graduation Incentive Program 2001, University Day Care Grant, State Matching Grant 2000), WIUM-FM/WIUW-FM Radio Grant funded by the Corporation for Public Broadcasting, and, the NCAA (athletics).

1.2 OBJECTIVE/GOAL TO BE ACHIEVED

The University seeks professional assistance to conduct the required audits and assist in the preparation of WIU's financial statements for those specified areas.

1.3 SERVICES TO BE PERFORMED

AREA TO BE AUDITED	SERVICES	TERM
IBHE: Includes Hispanic Program for Educational Advancement, Expanding Diversity in the Curriculum and Classroom and Transforming Teaching and Learning through Technology 2001	<p>Audit the schedule of expenditures for the year ended August 31, 2001. Audit to be performed in accordance with generally accepted standards and the requirements of the IBHE. To include tests of WIU's accounting records and other procedures.</p> <p>Assist in the preparation of WIU's financial statements</p> <p>REPORT REQUIREMENT: Audit Report</p> <p>Grant Budget: \$10,250.00</p>	<p>September 15 - October 19, 2001</p> <p>Report due October 31, 2001</p>
IBHE: Graduation Incentive Program 2001	<p>Audit to be performed in accordance with generally accepted standards and the requirements of the IBHE which include: Verify the institution received the grant funds indicated, the stated number of students were enrolled and had valid graduation contract agreements with the institution at the time specified and the University has complied with all requirements with respect to the grant.</p> <p>REPORT REQUIREMENT: Audit Report</p> <p>Grant Budget: \$1,000.00</p>	<p>September 15 - October 10, 2001</p> <p>Report due October 12, 2001</p>

AREA TO BE AUDITED	SERVICES	TERM
IBHE: University Day Care Grant	<p>Audit the schedule of expenditures for the period ended August 31, 2001. Audit to be performed in accordance with generally accepted standards and the requirements of the IBHE. To include tests of WIU's accounting records and other procedures. Assist in the preparation of WIU's financial statements.</p> <p>REPORT REQUIREMENT: Audit Report</p> <p>Grant Budget: \$500.00</p>	<p>September 15 - November 21, 2001</p> <p>Report due December 21, 2001</p>
IBHE: State Matching Grant 2000	<p>Audit the schedule of expenditures for the period ending June 30, 2001. Audit to be performed in accordance with Government Accounting Standards and the requirements of the IBHE. To include tests of WIU's accounting records and other procedures. Assist in the preparation of WIU's financial statements.</p> <p>REPORT REQUIREMENT: Audit Report</p> <p>Grant Budget: \$3,000.00</p>	<p>September 15 - November 21, 2001</p> <p>Report due November 30, 2001</p>
WIUM-FM/WIUW-FM	<p>Audit the balance sheet of WIUM-FM/WIUW-FM Radio grant for the year ending June 30, 2001, and the related statements of financial activity and cash flows for the year then ended. Assist WIU with the preparation of its financial statements and assist with the preparation of the annual financial report to the Corporation for Public Broadcasting.</p> <p>REPORT REQUIREMENT: Audit Report</p> <p>Previous Year's Cost: \$5,250.00</p>	<p>October 15 - November 19, 2001</p> <p>Report due November 30, 2001</p>
ALTERNATE: Illinois Department of Human Services: Provider Connections: Credentialing and Systems Training 2001	<p>This audit may be waived by the grantor in which case this alternate will not be taken.</p> <p>Audit to be performed in accordance with standards established by the AICPA and the requirements of the Illinois Department of Human Services which include: determine whether DHS instructions were followed in the classification of direct expenses, verify the method of allocation used for Management and General Costs, review detailed list of Unallowable Costs, and mathematically check all rows and columns on the grant report.</p> <p>REPORT REQUIREMENT: Audit Report</p> <p>Grant Budget: \$6,000.00</p>	<p>September 15 - October 19, 2001</p> <p>Report due October 28, 2001</p>

AREA TO BE AUDITED	SERVICES	TERM
NCAA	<p>Obtain a statement of revenue and expenditures related to the intercollegiate athletic program at WIU for the year ending June 30, 2001 (as prepared by WIU). Recalculate the addition of the amounts on the statement, trace the amounts on the statement to the University's supporting worksheets, and agree the amounts on the University's supporting worksheets to the detail accounts in the University's accounting system.</p> <p>Trace student activity fee revenue shown in the statement into the detail accounting system of the University. Review the reasonableness of the amount of the student activity fees based upon the University enrollment and the fee per student for the year ended June 30, 2001.</p> <p>Trace amounts reported as received from State appropriations in the statement for the year ending June 30, 2001, into the University's accounting system.</p> <p>Reconcile gift revenues reported in the statement to total reflected by contribution records of WIU Foundation for the year ending June 30, 2001.</p> <p>Review the reasonableness of ticket revenues for men's football and basketball shown in the statement.</p> <p>Trace in the University cash receipt system the University's share of monies, as shown in the statement, as a result of conference participation in post-season tournaments.</p> <p>Discuss with management the systems of internal accounting that are unique to the intercollegiate athletic program. The review will include making certain inquiries of management regarding control consciousness, competency of personnel, and protection of records and equipment.</p> <p>Select five deposits for ticket sales from men's basketball and football for the year ending June 30, 2001. Trace these five deposits through the accounting system.</p> <p>Inquire as to the University's procedures for monitoring booster group activities and review any available documentation on these procedures. Obtain the related financial activity of the booster organizations for the</p>	October 15 - December 20, 2001

AREA TO BE AUDITED	SERVICES	TERM
	<p>year ending June 30, 2001, from the University. Obtain representation from the University that all such organizations are included on the list, and confirm directly with their officers, the financial activities, if any, of the booster organizations for the year ending June 30, 2001.</p> <p>Obtain a listing of all expenditures made directly by outside organizations for the benefit of intercollegiate athletics at WIU during the year ending June 30, 2001.</p> <p>Determine if there are any individual contributions received through the Foundation that exceed 10% of the total contributions.</p> <p>Perform an analytical review of the amounts shown on the statement by comparing current year amounts to 2000 amounts and investigate significant changes.</p> <p>REPORT REQUIREMENT: Report listing the procedures performed and the results of those procedures.</p> <p>Previous Year's Cost: \$2,750.00</p>	
<p>If the University has additional audit needs in the renewal period, the successful bidder and the University shall negotiate the audit costs. Additional needs may arise due to audit requirements in future grants.</p>		

2. PROGRAM PLAN

The Proposer must provide a Program Plan to support its Proposal. This Program Plan should describe the programs, assumptions, commitments, and expectations of the Proposer in providing the services required by the University. The Program Plan should also include reporting commitments and specific suggestions regarding communication, planning, and performance review.

3. PROPOSER'S QUALIFICATIONS

3.1 Certified Public Accountant

3.2 Licensed by the Illinois Department of Professional Regulation

3.3 Experience in auditing grants and special programs at institutions of higher education, preference for experience with Illinois public universities.

4. OTHER REQUIRED INFORMATION

4.1 The name, address, telephone and fax numbers and e:mail address of the primary contact person who will be representing your firm in serving the University.

Name:	
Address:	
Telephone:	
Fax:	

E:Mail	
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- 4.2 Resumes and/or background information and experience of key management and operational staff who will be assigned to provide the services outlined in the proposal.
- 4.3 An organizational staffing plan for the personnel who will perform the services outlined in this proposal.
- 4.4 Company background, including years in business, volume of clients, number of employees, areas of expertise, and a list of relevant services the company provides.
- 4.5 A list of university clients for whom the company is performing the services specified in the proposal. The University is particularly interested in public higher education clients in Illinois. NOTE: Respondent certifies that it is authorized to use the names provided and agrees that they may be contacted by the University.
- 4.6 Other information the Respondent deems pertinent to demonstrate its qualifications to perform the services being requested.

5. EVALUATION CRITERIA

Provide a complete narrative response to each of the following:

- 5.1 Compliance with the Proposal specifications.
- 5.2 Respondent's previous experience, preference will be given to those with experience with public higher education, especially Illinois institutions.
- 5.3 Proposed fees.
- 5.4 Demonstrated ability to provide services specified.
 - 5.4.1 Technical training and education
 - 5.4.2 Qualifications and abilities of personnel proposed to be assigned to perform the services.
- 5.5 Favorable recommendation from referenced clients where similar or like services are performed
 - References:
 - 5.5.1 Provide a list of not less than three (3) references of current clients, including company name, address, telephone number, fax number, primary contact, type of service the firm is providing, nature and duration of relationship.
 - 5.5.2 Provide a list of three (3) recent references for contracts that were not renewed or were cancelled, if applicable, including company name, address, telephone number, fax number, primary contact, and type of services the company was performing at the time of non-renewal or cancellation.
- NOTE: The Proposer certifies that it is authorized to use the names of references it provides and agrees that the University may contact these references.
- 5.6 Ability to provide and quality of written reports made available to the University.
- 5.7 Quality and completeness of response.
- 5.8 Credentials and experience of the firm in providing services outlined in this proposal.

6. FINANCIAL SOLVENCY:

The firm will provide, if requested by the University, the firm's most recent Annual Report and its financial statements for the past three (3) fiscal years, including Balance Sheets and Statements of Revenue and Expenses, or other documentation that demonstrates financial solvency.

7. SIGNATURE

By signing this Proposal, the Proposer signifies agreement with and acceptance of all the terms, conditions and specifications shown in this RFP . Any exceptions to terms, conditions and specifications must be clearly identified in a cover letter referencing the pertinent section from this RFP. The person signing below represents and warrants that he/she has authority to bind his/her company.

Please complete all the information requested below:

Company Name: _____

Address: _____

Telephone Number: _____
Fax Number: _____
E:Mail _____
Signature: V _____
Printed Name: _____
Title: _____
Date: _____
IHRC #: _____

ADDENDUMS: Indicate receipt of any addendums that may have been issued for this Proposal.

APPENDIX II PRICING PROPOSAL

This Appendix II and Proposer's response to it will be incorporated into the final Contract.

1. METHOD AND RATE OF PAYMENT

Please list your proposed fees

1.1	IBHE: Includes Hispanic Program for Educational Advancement, Expanding Diversity in the Curriculum and Classroom and Transforming Teaching and Learning through Technology 2001	\$
1.2	IBHE: Graduation Incentive Program 2001	\$
1.3	IBHE: University Day Care Grant	\$
1.4	IBHE: State Matching Grant 2000	\$
1.5	WIUM-FM/WIUW-FM	\$
1.6	IL DHS: Provider Connections: Credentialing and Systems Training 2001	
1.7	NCAA	\$
TOTAL		\$

2. RENEWAL OPTIONS

The University reserves the right to renew the contract for an additional four (4) years, contingent upon continuing need and availability of funds. Please indicate renewal offers below:

2.1. RENEWAL OPTIONS

The University desires an option to renew this contract on a year-to-year basis at the sole option of the University. Please indicate offers below:

For the July 1, 2001 through June 30, 2002 audit period			
	Prices will remain firm for the option period		
	Prices will increase up to	%	for the option period
	Prices will decrease up to	%	for the option period
	We do not offer an option		

For the July 1, 2002 through June 30, 2003 audit period			
	Prices will remain firm for the option period		
	Prices will increase up to	%	for the option period
	Prices will decrease up to	%	for the option period
	We do not offer an option		

For the July 1, 2003 through June 30, 2004 audit period			
	Prices will remain firm for the option period		
	Prices will increase up to	%	for the option period
	Prices will decrease up to	%	for the option period

	We do not offer an option
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For the July 1, 2004 through June 30, 2005 audit period			
	Prices will remain firm for the option period		
	Prices will increase up to	%	for the option period
	Prices will decrease up to	%	for the option period
	We do not offer an option		

3. OTHER EXPENSES

Indicate any other expenses.

SIGNATURE

By signing this Proposal, the Proposer signifies agreement with and acceptance of all the terms, conditions and specifications shown in this RFP and also signifies that price are firm for providing the requested services, and agrees to hold the prices firm as required in the proposal. The person signing below represents and warrants that he/she has authority to bind his/her company.

Please complete all the information requested below:

Company Name:

Address:

Telephone Number:

Fax Number:

E:MAIL

Signature:

V

Printed Name:

Title:

Date:

APPENDIX III CONTRACT

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, by and between the Board of Trustees of Western Illinois University, hereinafter referred to as the "University" and _____, hereinafter referred to as the "Contractor" agree as follows:

A. SERVICES:

The Contractor shall provide professional auditing services as outlined in the Request for Proposal. Services are to be as outlined in the Request for Proposal. The Request for Proposal, including all appendices, are incorporated into this agreement.

B. TERM: The services will be performed as outlined in the Request for Proposal.

C. TERMINATION FOR CONVENIENCE: The University reserves the right to terminate this contract upon thirty days written notice.

D. TERMINATION FOR NON-APPROPRIATION: This contract is subject to termination and cancellation without any penalty, accelerated payment, or other recoupment mechanism as provided herein, in any fiscal year for which the Illinois General Assembly fails to make an appropriation to make payments under the terms of this contract. In the event of termination for lack of appropriation, the contractor shall be paid for services performed under this contract up to the effective date of termination.

E. PAYMENT: The University agrees to pay the Contractor for services performed as specified in Appendix II of the Request for Proposal.

F. GOVERNING LAW: This contract shall be governed and construed in accordance with the laws of the State of Illinois.

G. CERTIFICATIONS :

EMPLOYMENT STATUS: The Contractor certifies that if any of its personnel are an employee of the State of Illinois, they have permission from their employer to perform the service.

ANTI-BRIBERY: The Contractor certifies it is not barred under 30 Illinois Compiled Statutes 500/50-5(a)-(d) from contracting as a result of a conviction for or admission of bribery or attempted bribery of an officer or employee of the State of Illinois or any other state.

LOAN DEFAULT: If the Contractor is an individual, the Contractor certifies that he/she is not in default for a period of six months or more in an amount of \$600 or more on the repayment of any educational loan guaranteed by the Illinois State Scholarship Commission made by an Illinois institution of higher education or any other loan made from public funds for the purpose of financing higher education (5 ILCS 385/3).

FELONY CERTIFICATION: The Contractor certifies that it is not barred pursuant to 30 Illinois Compiled Statutes 500/50-10 from conducting business with the State of Illinois or any agency as a result of being convicted of a felony.

BARRED FROM CONTRACTING: The Contractor certifies that it has not been barred from contracting as a result of a conviction for bid-rigging or bid rotating under 720 Illinois Compiled Statutes 5/33E or a similar law of another state.

DRUG FREE WORKPLACE: The Contractor certifies that it is in compliance with the Drug Free Workplace Act (30 Illinois Compiled Statutes 580) as of the effective date of this contract. The Drug Free Workplace Act requires, in part, that Contractors with 25 or more employees certify and agree to take steps to ensure a drug free workplace by informing employees of the dangers of drug abuse, of the availability of any treatment or assistance program, of prohibited activities and of sanctions that will be imposed for violations; and that individuals with contracts certify that they will not engage in the manufacture, distribution, dispensation, possession, or use of an controlled substance in the performance of the contract.

NON-DISCRIMINATION, CERTIFICATION, AND EQUAL EMPLOYMENT OPPORTUNITY: The Contractor agrees to comply with applicable provisions of the Illinois Human Rights Act (775 Illinois Compiled Statutes 5), the U.S. Civil Rights

Act, the Americans with Disabilities Act, Section 504 of the U.S. Rehabilitation Act and the rules applicable to each. The equal opportunity clause of Section 750.10 of the Illinois Department of Human Rights Rules is specifically incorporated herein.

The Contractor shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented by U.S. Department of Labor regulations (41 C.F.R. Chapter 60).

The Contractor agrees to incorporate this clause into all subcontracts under this Contract.

INTERNATIONAL BOYCOTT: The Contractor certifies that neither it nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act (30 ILCS 582).

RECORD RETENTION AND AUDITS: 30 Illinois Compiled Statutes 500/20-65 requires the Contractor (and any subcontractors) to maintain, for a period of 3 years after the later of the date of completion of this Contract or the date of final payment under the Contract, all books and records relating to the performance of the Contract and necessary to support amounts charged to the University under the Contract. The Contract and all books and records related to the Contract shall be available for review and audit by the University and the Illinois Auditor General. If this Contract is funded from contract/grant funds provided by the U.S. Government, the Contract, books, and records shall be available for review and audit by the Comptroller General of the U.S. and/or the Inspector General of the federal sponsoring agency. The Contractor agrees to cooperate fully with any audit and to provide full access to all relevant materials. Failure to maintain the required books and records shall establish a presumption in favor of the University for the recovery of any funds paid by the University under this Contract for which adequate books and records are not available.

UNITED STATES RESIDENT CERTIFICATION: (This certification must be included in all contracts involving personal services by non-resident aliens and foreign entities in accordance with requirements imposed by the Internal Revenue Service for withholding and reporting federal income taxes.) The contractor certifies that he/she is a:

 " United State Citizen " Resident Alien " Non-Resident Alien

The Internal Revenue Service requires that taxes be withheld on payments made to non resident aliens for the performance of personal services at the rate of 30%.

TAX PAYER CERTIFICATION: Under penalties of perjury, the Contractor certifies that its Federal Tax Payer Identification Number or Social Security Number is _____ and is doing business as a (check one):

- | | |
|-----------------------|--|
| " Individual | " Real Estate Agent |
| " Sole Proprietorship | " Government Entity |
| " Partnership | " Tax Exempt Organization (IRC 501(a) only) |
| " Corporation | " Not for Profit Corporation |
| " Trust or Estate | " Medical and Health Care Service Provider Corporation |

- H. NON-LIABILITY:** In no event shall the University be liable for any claims or liabilities arising out of the use of any libelous or other unlawful matter contained in data furnished by the Contractor under this contract.
- I. INDEMNIFICATION:** The Contractor shall indemnify and hold the University, its officers and employees, and each of them harmless from and against any and all claims arising out of the work performed by the Contractor under this agreement.
- J. WAIVER:** The failure of either party at any time or times to enforce any provision of this contract shall in no way be construed to be a waiver of such provisions or to affect the validity of this contract or any part hereof, or the right of either party thereafter to enforce each and every provision in accordance with the terms of this contract.
- K. ENTIRE AGREEMENT:** This agreement, attachments, and incorporated references shall constitute the entire agreement between the parties with respect to the subject matter herein and supercedes all prior communications and writings with respect to the contents of said contract. No modifications, renewals, extensions or waiver of this contract or of any of the provisions of this contract, shall be binding upon either the contractor or the University unless reduced to writing and duly executed by the Vice President for

**THE BOARD OF TRUSTEES OF
WESTERN ILLINOIS UNIVERSITY**

CONTRACTOR

By: _____
Title: _____
Date: _____

By: _____
Title: _____
Date: _____

THE FOLLOWING CENTRAL MANAGEMENT SERVICES FORM SHOULD BE COMPLETED IF CONTRACTOR IS AN INDIVIDUAL AND IS A MINORITY, FEMALE OR A PERSON WITH A DISABILITY. ALL OTHERS MAY DISREGARD THIS FORM.

**ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
BUSINESS ENTERPRISE PROGRAM FOR MINORITIES,
FEMALES AND PERSONS WITH DISABILITIES**

REGISTRATION FORM FOR CONTRACTUAL HIRES

Beginning Service Date _____
Ending Service Date _____

1. Social Security Number _____
2. Applicant's Name _____
3. Address _____
4. City _____ State _____ Zip _____
5. Area Code and Telephone _____
6. Agency Or University Contracting With _____ Western Illinois University (628) _____
7. () Male () Female
8. Check All That Apply:
 - () African American
 - () Alaskan American
 - () Asian American
 - () Hispanic
 - () Caucasian
 - () Native American

 - () Person with Disability

Signature _____

**APPENDIX IV
FINANCIAL INTERESTS**

**DISCLOSURES
FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS**

(Disclosure Form A)

Public Act 90-572 (Section 50-35 a-b) requires that vendors desiring to enter into certain contracts with the State of Illinois must disclose the financial and potential conflict of interest information as specified below.

Vendor shall disclose the financial interest and potential conflict of interest information identified in Sections 1 and 2 below as a condition of receiving an award or contract. Submit this information along with your bid, proposal, or offer.

This requirement applies to contracts with an annual value exceeding \$10,000.

A publicly traded entity may submit its 10K disclosure in satisfaction of the disclosure requirements set forth in both Sections 1 and 2 below. A privately held entity with more than 400 shareholders may satisfy the disclosure requirements of both Sections by (1) submitting the information that would be included in a 10K disclosure and (2) listing the names of all persons or entities holding an ownership interest in excess of 5%.

Section 1 - Disclosure of Financial Interest in the Vendor

a. If any individuals have one of the following financial interest in the vendor (or its parent), please check all that apply and show their name and address:

- Ownership exceeding 5%
- Ownership value exceeding \$86,937.60
- Distributive Income Share exceeding 5%
- Distributive Income Share exceeding \$86,937.60
- No individuals have any of the above financial interests

(If none, go to Disclosure Form B)

Name: _____

Address: _____

b. For each individual named above, show the type of ownership/distributable income share:
sole proprietorship ___ stock ___ partnership ___ other (explain) _____

c. For each individual named above, show the dollar value or proportionate share of the ownership interest in the vendor (or its parent) as follows:

If the proportionate share of the named individual(s) in the ownership of the vendor (or its parent) is 5% or less, and if the value of the ownership interest of the named individual(s) is \$86,937.60 or less, check here .

If the proportionate share of ownership exceeds 5%, or the value of the ownership interest exceeds \$86,937.60, show either:

the percent of ownership _____ %

or

the value of the ownership interest \$ _____

Section 2 - Disclosure of Potential Conflicts of Interest

For each of the individuals having the level of financial interest identified in Section 1 above, check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes," please describe (use space under applicable section-attach additional pages as necessary).

a. State employment, currently or in the previous 3 years, including contractual employment of services.	Yes	No
b. State employment of spouse, father, mother, son, or daughter, including contractual employment for services in the previous 2 years.	Yes	No
c. Elective status; the holding of elective office of the State of Illinois, the government of the United States any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois currently or in the previous 3 years.	Yes	No
d. Relationship to anyone holding elective office currently or in the previous 2 years; spouse, father, mother, son, or daughter.	Yes	No
e. Appointive office; the holding of any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that office currently or in the previous 3 years.	Yes	No
f. Relationship to anyone holding appointive office currently or in the previous 2 years; spouse, father, mother, son, or daughter.	Yes	No
g. Employment, currently or in the previous 3 years, as or by any registered lobbyist of the State government.	Yes	No
h. Relationship to anyone who is or was a registered lobbyist in the previous 2 years; spouse, father, mother, son, or daughter.	Yes	No
i. Compensated employment, currently or in the previous 3 years, by any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections.	Yes	No
j. Relationship to anyone; spouse, father, mother, son, or daughter; who is or was a compensated employee in the last 2 years of any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections.	Yes	No

**DISCLOSURES
OTHER CONTRACT AND PROCUREMENT RELATED INFORMATION**

(Disclosure Form B)

Public Act 90-572 (Section 50-35 h) requires that vendors desiring to enter into certain contracts with the State of Illinois must disclose the information as specified below.

Vendor shall disclose the information identified below as a condition of receiving an award or contract.

This requirement is applicable to only those contracts with an annual value exceeding \$10,000.

You must submit this information along with your bid, proposal, or offer.

- a. Vendor shall identify whether it has current contracts (including leases) with other units of State of Illinois government by checking "Yes" _____ or "No" _____
- b. If "yes" is checked, identify each contract by showing agency name and other descriptive information such as purchase order or contract reference number (attach additional pages as necessary).
- c. Vendor shall identify whether it has pending contracts (including leases), bids, proposal, or other ongoing procurement relationships with other units of State of Illinois government by checking "Yes" ___ or "No" ____.

If "yes" is checked, identify each such relationship by showing agency name and other descriptive information such as bid or project number (attach additional pages as necessary).

This disclosure for Form A and B are submitted on behalf of

Official authorized to sign on behalf of vendor:

Name (Printed) _____ Title _____

Signature _____ Date _____

"NOTE: RESPONDENT MUST COMPLETE THE ABOVE "VENDOR'S DISCLOSURE OF FINANCIAL INTERESTS" FORM. FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR OFFER MAY RESULT IN YOUR OFFER BEING CONSIDERED AS "NON-RESPONSIVE" TO THIS SOLICITATION."

**APPENDIX V
BIDDERS' APPLICATION**

Bidder Application Form

Illinois Public Higher Education (IPHE)

This requested information is required to accomplish the statutory purpose of the Illinois Procurement Code [30 ILCS 500].

Instructions: Please type or print. You must respond to all questions, sign the form, and submit it to the appropriate university. If your answer is "same", "not applicable", or "none", please write this to indicate no questions have been overlooked. It is your responsibility to notify the issuing university if the information in this application changes.

Today's date _____ This application is: Initial application Revision of previously submitted application

Submit this completed form to the university closest to you or the university with whom you intend to do the most business. Check that university below: (Note: each university maintains its own bid list - if you wish to be included on the bid list for other universities, copy this form and submit it to the other universities.)

- | | | |
|---|--|---|
| <input type="checkbox"/> Chicago State University
Director of Purchases
9501 King Drive
Chicago, IL 60628-1598 | <input type="checkbox"/> Northern Illinois University
Manager of Procurement Services
B-113 Gilbert Hall
DeKalb, IL 60115-2870 | <input type="checkbox"/> University of Illinois at Chicago
Director of Purchases
Room 312 - M.A..B. (MC-560)
806 South Marshfield Avenue
Chicago, IL 60612-7203 |
| <input type="checkbox"/> Eastern Illinois University
Director of Purchases
Room 113 Old Main
Charleston, IL 61920-3099 | <input type="checkbox"/> Southern Illinois University at Carbondale
Director of Purchases
Bldg 108 - Miles Hall
Carbondale, IL 62901-6813 | <input type="checkbox"/> University of Illinois at Springfield
Business Manager
Purchasing B106
Springfield, IL 62794-9243 |
| <input type="checkbox"/> Governors State University
Purchasing Office
University Park, IL 60466-0975 | <input type="checkbox"/> Southern Illinois University at Edwardsville
Box 1012
Edwardsville, IL 62026-1012 | <input type="checkbox"/> University of Illinois at Urbana - Champaign
Director of Purchases
Room 207, 506 S. Wright St.
Urbana, IL 61801-3684 |
| <input type="checkbox"/> Illinois State University
Director of Purchases
1220 Illinois State University
Normal, IL 61790-1220 | <input type="checkbox"/> Southern Illinois University Medical School
Director of Procurement Services
P.O. Box 19605
Springfield, IL 62794-9605 | <input type="checkbox"/> Western Illinois University
Director of Purchases
Sherman Hall 227
1 University Circle
Macomb, IL 61455-1390 |
| <input type="checkbox"/> Northeastern Illinois University
Purchasing Department
5500 North St. Louis Avenue
Chicago, IL 60625-4699 | | |

1. Legal name/address to which solicitations are to be mailed: _____ 2. Address to which purchase orders are to be mailed, if different: _____

3. Address to which payment is to be mailed, if different: _____ 4. Contact person:
Phone number: _____
800 number: _____
FAX number: _____
E-mail: _____

5. If a division of a corporation, show name and address of parent company: _____
State of incorporation _____ 6. Years in business _____
U.S. owned business: Yes No

7. Legal and tax status - I certify, under penalty of perjury, that I/we do business as a (check one only):
 Individual Real Estate Agent
 Sole Proprietorship Government Entity
 Partnership Tax Exempt Organization (IRC 501 (a) only)
 Corporation Trust or Estate
 Not-for-Profit Corporation Limited Liability Corporation
 Medical Health Care Services Provider Corp.

8. Enter your Taxpayer Identification Number (user Social Security Number if individual or sole proprietorship):
 FEIN _____ SSN _____

9. **Enter your Illinois Department of Human Rights (IDHR) number.** Failure to do so will delay the processing of your application. If your IDHR number is 89999-00-9 or lower, you must re-register with the Illinois Department of Human Rights.

IDHR Contractor Registration Number _____

IDHR requires all persons wishing to bid on State of Illinois contracts to file an Employers Report Form - Form PC-1 before bid opening. You may obtain PC-1 form through IDHR at (312) 814-2431, TDD (312) 263-1579 or <http://www.state.il.us/cms/purchase>.

10. Is your firm authorized to do business in the State of Illinois, as well as locally, with all necessary business licences?
 Yes No If no, please explain

11. Net worth of business:

12. Bank reference - name and address:

13. Total sales and receipts (include amounts for all affiliated businesses) for most recent fiscal year:

4. **Special Programs - Complete all of 14 (A-D).**

The public higher education institutions of Illinois have various special programs that may be available to your company. Please check each category which applies, and complete the requested information. You may be requested to complete a more detailed form and provide additional documentation in order to ensure eligibility.

- (A) Small business.** See 30 ILCS 500/45-45. To participate as a small business you must qualify under the following definition and criteria:
 "Small business" means a business that is independently owned and operated and is not dominant in its field of operation (that is, it does not exercise a controlling or major influence in a kind of activity in which a number of business concerns are primarily engaged). To compute your size status, include your (and your affiliates') annual sales and receipts, subject to the following limitations:

Wholesale business – annual sales for the most recently completed fiscal year cannot exceed \$7,500,000
 Submit a copy of the latest year's Federal and State income tax return page(s) showing total annual gross sales for the company and an Illinois address. If both a wholesaler and retailer, the combined wholesale and retail annual sales for the latest year of tax filing shall not exceed \$9 million. The retail component shall not exceed \$1.5 million and the wholesale component shall not exceed \$7.5 million. Businesses desiring to qualify under the combined status must also submit a notarized statement delineating the retail and wholesale dollar components.

Retail business or business selling services – annual sales and receipts cannot exceed \$1,500,000
 Submit a copy of the latest year's Federal and State income tax return page(s) showing total annual gross sales for the company and an Illinois address. If both a wholesaler and retailer, the combined wholesale and retail annual sales for the latest year of tax filing shall not exceed \$9 million. The retail component shall not exceed \$1.5 million and the wholesale component shall not exceed \$7.5 million. Businesses desiring to qualify under the combined status must also submit a notarized statement delineating the retail and wholesale dollar components.

Manufacturing business – cannot employ more than 250 persons
 Submit a copy of the latest year's Federal or State income tax return page(s) showing an Illinois address and the latest year's form IL-W-3 (Illinois Annual Withholding Income Tax Return) showing the number of Forms W-2, W-2G, and 1099-R issued (denotes number of employees at the company). If a manufacturing business has been in existence for less than a full fiscal year, its average employment shall be calculated for the period through one month prior to the bid or proposal due date. In such cases, a notarized statement to that effect and proof of when the business came into existence shall be submitted.

Construction business – annual sales and receipts cannot exceed \$3,000,000
 Submit a copy of the latest year's Federal and State income tax return page(s) showing total annual gross sales for the company and an Illinois address.

(B) Minority, Female, Person with Disability. See 30 ILCS 575. To participate in this you must qualify under the following criteria and be certified by one of the following:

- DCMS (Department of Central Management Services) CMBDC (Chicago Minority Business Development Council)
- IDOT (Illinois Department of Transportation) WBDC (Women's Business Development Center)

The business must be at least 51% owned and controlled by one or more individuals who are minority, female, or a person with disabilities. A business owned and controlled at least 51% by any combination of minorities, females, and persons with disabilities should be checked as a business owned and controlled by the eligible group that has the largest percentage of ownership. If this block is checked, also check each of the following which are applicable:

- African American
- Hispanic
- Person with disability (must be severe mental or physical disabilities which substantially limit major life activities)
- Female
- Native American/Alaskan
- Asian American

(C) Not-for-profit, U.S. tax exempt agency for the disabled. You must qualify under Section 501 of the Internal Revenue Code. See 30 ILCS 575/2A4.1.

(D) State use – Not-for-profit agency for the severely handicapped. Must meet requirements of U.S. Department of Labor and the Illinois Department of Rehabilitation Services. See 30 ILCS 500/45-35.

15. In compliance with the Illinois Procurement Code, state the name of each person or company have a beneficial interest of more than 7 ½ % in the bidding enterprise and each person or company, who, together with spouse or minor children, has a beneficial interest of more than 15% in the bidding enterprise (attach additional sheets if necessary):

Name and Address	Percent Owned	Voting Percentage

If applicant is a corporation, please complete both columns:

Names of Corporate Officers	Names of Corporate Directors

16. List equipment, supplies, and/or services you can provide. Include brand and manufacturer names or other information that will help buyers to categorize your capabilities. (Additional items may be submitted on an attached sheet.) If the issuing university

**Fill out this section to pre-qualify as a provider of
Professional and Artistic Services**

If you do not offer such services, or do not wish to pre-qualify, proceed to Item #24.

Completing this section does not guarantee that you will be pre-qualified. Being pre-qualified does not guarantee that you will be awarded a contract. You do not need to be pre-qualified to respond to a solicitation (Illinois Procurement Code [30 ILCS 500/35-15]). Consult the universities solicitation to determine specific qualification requirements for individual solicitations.

Automatic notification - Once you have been pre-qualified you will be entitled to receive an automatic notification of Procurement Bulletin solicitations for service for which you have pre-qualified. If you have listed a FAX number and/or e-mail address as requested in Item #4.

Do not use this section to pre-qualify for construction or construction-related professional services. Contact the university with whom you wish to do business for information regarding specific requirements for these categories.

17. Please check the professional and artistic services for which you are requesting pre-qualification. For each service you check, provide the information requested in Items #17-23 of this application.

<p>Accounting</p> <input type="checkbox"/> Accountant <input type="checkbox"/> Auditor <input type="checkbox"/> Billing Services	<p>Dentistry</p> <input type="checkbox"/> Dentist <input type="checkbox"/> Orthodontist <input type="checkbox"/> Periodontist	<p>Management/ Administrative Services</p> <input type="checkbox"/> Actuary <input type="checkbox"/> Banking Services <input type="checkbox"/> Consultant <input type="checkbox"/> Economist <input type="checkbox"/> Executive Search Services <input type="checkbox"/> Investment Services <input type="checkbox"/> Training and Development	<p>Medicine</p> <input type="checkbox"/> Audiologist <input type="checkbox"/> Chiropractor <input type="checkbox"/> Dietician <input type="checkbox"/> Medical Transcriber <input type="checkbox"/> Nurse <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Optometrist <input type="checkbox"/> Orthopedist <input type="checkbox"/> Pathologist <input type="checkbox"/> Pharmacist <input type="checkbox"/> Physical Therapist <input type="checkbox"/> Physician <input type="checkbox"/> Podiatrist <input type="checkbox"/> Radiologist <input type="checkbox"/> Surgeon <input type="checkbox"/> Temporary Medical Staffing <input type="checkbox"/> Veterinarian
<p>Artistic</p> <input type="checkbox"/> Artist <input type="checkbox"/> Entertainer <input type="checkbox"/> Musician <input type="checkbox"/> Sculptor	<p>Environmental/Land</p> <input type="checkbox"/> Cartographer <input type="checkbox"/> Environmental Analyst <input type="checkbox"/> Geologist <input type="checkbox"/> Hydrologist <input type="checkbox"/> Land Appraiser <input type="checkbox"/> Land Use Planner <input type="checkbox"/> Meteorologist <input type="checkbox"/> Naturalist	<p>Marketing and Media Services</p> <input type="checkbox"/> Audio and Video Production <input type="checkbox"/> Commercial Photographer <input type="checkbox"/> Editor <input type="checkbox"/> Graphic Designer <input type="checkbox"/> Media Consultant <input type="checkbox"/> Public Relations	<p>Science/Research</p> <input type="checkbox"/> Archaeologist <input type="checkbox"/> Biologist <input type="checkbox"/> Botanist <input type="checkbox"/> Chemist <input type="checkbox"/> Educator <input type="checkbox"/> Entomologist <input type="checkbox"/> Historian <input type="checkbox"/> Other
<p>Clinical Psychology</p> <input type="checkbox"/> Psychotherapist <input type="checkbox"/> Psychiatrist	<p>Law</p> <input type="checkbox"/> Administrative Law Judge <input type="checkbox"/> Arbitrator <input type="checkbox"/> Attorney <input type="checkbox"/> Court Reporting <input type="checkbox"/> Hearing Officer <input type="checkbox"/> Law Clerk <input type="checkbox"/> Legal Services		
<p>Data Processing</p> <input type="checkbox"/> Consultant <input type="checkbox"/> Network Design <input type="checkbox"/> Programmer <input type="checkbox"/> Systems Analyst			

18. Licenses and/or professional registration - List names of each key person of the firm. If a requested service requires a license/registered practitioner, you may be required to provide a copy of such license/registration to the university before an award can be made or work begun.

Name	Capacity (Owner, Partner, Etc.)	Current Licenses/Registrations (Include Certificate # if Applicable)	License/Registration Exp. Date

19. Work experience - List contracts for similar services that have been completed within the last five years:

Project	Location	Type of Service	Total Amount of Contract	Start/Completion Dates	Name/Phone # of Owner or Other Reference

20. Resume of key personnel - provide the requested information for key personnel who would be assigned to work on contracts award or who would, at a minimum, supervise such work.

Name and Title	Primary Responsibilities	Years Experience (This Firm/Other Firms)	Education (Institutions, Years, Degrees, Certificates)	Other Relevant Experience and/or Qualifications

21. Judgments and claims - are there any judgments, claims or suits pending or outstanding against you or your organization that could affect the ability to complete any contract awarded?
 Yes No If yes, please explain:

23. Statutory qualifications - Are you or your organization disqualified, ineligible, suspended, or otherwise barred from receiving solicitations and/or awards from any State of Illinois university or agency or any agency of the Federal Government?
 Yes No if yes, please provide details:

24. I understand that:

Information provided in this application may be audited by any State university or verified by other means.

Provisions of information in this applications does not relieve me from providing the same or additional information as required in a response to a solicitation.

Submittal of this application does not guarantee pre-qualification. Pre-qualification will be given only if I meet all statutory or regulatory requirements, including any that may not be listed in this application.

I must update significant information changes within a reasonable amount of time. Significant changes include, but are not limited to: change of legal status, TIN, ownership, name, address, as well as loss of licensure or registration, filing of bankruptcy, or suspension or debarment by any federal, state or local governmental agency.

Failure to provide accurate and reliable information required by this form may, in accordance with any and all applicable laws, result in penalties including, but not limited to, suspension or debarment from doing business with any university and termination of contracts, and loss of profits in appropriate cases.

Under penalty of perjury, I swear or affirm that:

The information provided in this application is true and correct as of the time of signing.

I have not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961.

I, along with other officers and employees, have not been convicted of bribery or attempted bribery of an officer or employee of the State of Illinois, nor have made an admission of guilt of such conduct that is a matter of record.

I am an equal opportunity employer and in compliance with the equal opportunity requirements of applicable state and federal laws.

Signature _____

Date _____

Name (type or print) _____

Title _____

WESTERN ILLINOIS UNIVERSITY PRODUCTS AND SERVICES
Please place a checkmark (/) next to products or services which you provide

ADVERTISING

- 9 91571 Advertising, Newspaper
- 9 91574 Advertising, Radio
- 9 91578 Advertising, TV
- 9 03778 Promotional Materials
- 9 91571 Advertising, Magazines

AGRICULTURE AND FARM

- 9 02089 Farm Tractors
- 9 02258 Farm Implements
- 9 32552 Livestock Feed
- 9 32540 Hay & Straw
- 9 33058 Fencing
- 9 96216 Drilling
- 9 86320 Other Farm Equipment
- 9 67540 Ag Miscellaneous Supplies

APPLIANCES

- 9 50095 Washing Machines
- 9 04592 Dryers
- 9 74070 Refrigerators
- 9 16573 Ranges
- 9 84066 Televisions & VCR's
- 9 79570 Sewing Machines
- 9 04506 Kitchen, Small Appliances
- 9 93130 Parts, Appliance

ART

- 9 70028 Art Equipment
- 9 30553 Art Supplies
- 9 23320 & 05080 Art Clay
- 9 17572 Art, Metals
- 9 66571 Art, Plastics

ATHLETICS

- 9 80548 Football Equipment
- 9 80524 Baseball Equipment
- 9 80530 Basketball Equipment
- 9 80581 Track Equipment
- 9 80554 Golf Equipment
- 9 80578 Tennis Equipment
- 9 80566 Soccer Equipment
- 9 80590 Volleyball Equipment
- 9 80512 Athletic Footwear
- 9 83204 First Aid & Training Room
- 9 83204 Athletic Misc Supplies

AUDIO-VISUAL

- 9 88064 Projectors
- 9 84069 Videocamera/Recorder
- 9 85570 Sound Systems
- 9 93906 AV Parts & Supplies
- 9 28766 AV Electronic Components
- 9 84084 Closed Circuit TV
- 9 91506 Recorders, Audio
- 9 80375 Tape, Audio
- 9 84040 Tape, Video
- 9 72509 Broadcast Equipment

AUTOMOTIVE

- 9 07000 Cars & Trucks
- 9 86305 Automotive Tires
- 9 06074 Auto Parts
- 9 40539 Auto Supplies (Oil, Antifreeze, etc.)
- 9 07022 Vehicles, Off-Road

BEDDING

- 9 42068 Mattresses
- 9 85063 Pillows
- 9 85052 Mattress Covers & Pads
- 9 85064 Linen & Towels

BOOKSTORE RESALE ITEMS

- 9 20058 Bookstore Softgoods
- 9 65237 Bookstore Sundries, Deodorant
- 9 03752 Novelties & Gift Items
- 9 03752 Bookstore, Transfers

BUILDING MATERIALS

- 9 54023 Lumber
- 9 45022 Hardware
- 9 45055 Key Systems
- 9 77015 Roofing Materials
- 9 03155 Tools, Hand
- 9 44500 Tools, Electric-Small
- 9 54524 Tools, Electric-Large
- 9 92846 Glass
- 9 90937 Doors
- 9 45049 Ladders, Metal
- 9 45051 Ladders, Wood
- 9 28796 Wire, Iron, Steel Product
- 9 01078 Insulation

- 9 44077 Windows & Hardware

CAPS & GOWNS

- 9 20051 Caps & Gowns

CONTRACTORS

- 9 90638 Contractor, General
- 9 93464 Contractor, Plumbing
- 9 96405 Contractor, Heating-Air Conditioning
- 9 91438 Contractor, Electrical
- 9 91473 Contractor, Roofing
- 9 63006 Ext Waterproofing, Caulk
- 9 91430 Contractor, Concrete
- 9 92914 Contractor, Asphalt
- 9 91455 Contractor, Masonry-Tile
- 9 91038 Contractor, Asbestos
- 9 96469 Contractor, Painting

DATA PROCESSING

- 9 20600 Computer, Mainframe
- 9 20600 Peripherals, Mainframe
- 9 20400 Computer, Micro
- 9 20400 Peripherals, Micro
- 9 20700 Diskettes & Tapes
- 9 20644 DP Drives & Components
- 9 20800 Software
- 9 61056 DP Supplies

DIPLOMAS AND COVERS

- 9 96628 Diplomas & Covers

DRAPERIES

- 9 26520 Draperies
- 9 91012 Window Treatments

EDUCATIONAL MATERIALS

- 9 97737 Films, Slides, Tapes
- 9 96673 Ed Mat/Publications
- 9 78505 Ed Mat/Maps

ELECTRICAL

- 9 78016 Electrical Supply, Wiring
- 9 28586 Transformers
- 9 28554 Light Fixtures & Lighting
- 9 28550 Lamps, Incand/Fluorescent

FABRICS AND TEXTILES

- 9 85074 Fabrics & Textiles
- 9 34508 Clothing, Lab
- 9 20072 Uniform, Police

WESTERN ILLINOIS UNIVERSITY PRODUCTS AND SERVICES
Please place a checkmark (/) next to products or services which you provide

9 20072	Uniform, Food Service	9 79015	Seeds	9 36515	Floor Machines
9 80512	Uniform, Athletic	9 67540	Insecticides, Herbicides	9 48554	Floor Care Products
9 20072	Uniform, Band	9 59540	Nursery Stock	9 78557	Cleaners, Janitorial
9 80512	Miscellaneous Clothing	9 02066	Tractors, Grounds	9 48568	Mops, Brooms, Cloths, Etc.
9 35070	Flags & Banners	9 02066	Mowers	9 66524	Plastic Bags & Containers
FLOOR COVERINGS		9 65023	Greens Mowers	9 76056	Floor Matting
9 36010	Carpet	9 75077	Rock & Gravel	9 46550	Housekeeping Supplies, Motel
9 91025	Flooring, Vinyl	9 74567	Black Top Patch	LIBRARY	
9 13564	Flooring, Tile	9 77545	Salt, Rock	9 71510	Books & Periodicals
FLORISTS		9 21011	Concrete Bumper Blocks	9 90820	Bookbinding
9 96139	Florist Shop	9 80159	Signs & Signing Material	9 42048	Library Shelving
FOOD SERVICE EQUIPMENT		9 96888	Tree Removal	9 83244	Library Supplies
9 74045	Ice Machines	HEALTH CARE		MATERIAL HANDLING	
9 16520	Fryers, Ovens, Etc.	9 94872	Pharmaceuticals	9 92958	Material Handling
9 16529	Dish Machines	9 89835	X-Ray Film	MECHANICAL MAINTENANCE	
9 24063	Other Kitchen Equipment	9 41068	Miscellaneous Equipment	9 03103	Air Conditioners
9 24021	China & Glassware	9 41068	Miscellaneous Supplies	9 55043	Absorption Units
9 24084	Tableware	HEATING PLANT		9 02585	Mech Maint, Motors
9 91042	Fixtures	9 1401	Coal Handling Equip. & Supplies	9 03140	Mech Maint, Fans
9 95284	Misc. Food Service Supply	9 03145	Air Filters	9 11018	Elevator Parts
FORMS		9 67076	Valves	9 98157	Mech Maint, Pumps, Meters
9 96636	Forms, Business	9 1404	Parts & Supplies	9 03126	Temperature Controls
9 96616	Forms, Continuous Compute	ID EQUIPMENT AND SUPPLIES		9 74017	Compressors
FUELS		9 65578	Photo ID Systems	9 74017	Mech Maint, Refrigeration
9 40506	Coal	9 08010	ID Cards & Supplies	9 1760	Miscellaneous Supplies (Mech. Maint.)
9 40509	Fuel Oil #2	INDUSTRIAL TECHNOLOGY		MUSIC	
9 40512	Fuel Oil #6	9 70028	Graphic Arts	9 58060	Pianos & Organs
9 40515	Gasoline	9 30528	Drafting Equipment	9 58010	Percussion
9 40513	Natural Gas	9 30530	Drafting Supplies	9 58010	Music, Horns
9 40503	Propane	9 70056	Duplicating Equipment & Supplies	9 58080	Music, Strings
FURNITURE		9 1505	Electronics	9 58010	Music, Wind
9 42084	Furniture, Classroom	9 07501	Shop Tools & Parts	9 58035	Sheet Music
9 42517	Furniture, Computer	9 1507	Fluid Power	9 58045	Music Supplies
9 42016	Furniture, Dormitory	9 54023	Woods	OFFICE EQUIPMENT AND SUPPLIES	
9 41555	Furniture, Laboratory	9 57054	Metals	9 60015	Calculators
9 42056	Furniture, Library	9 1510	Plastics	9 98526	Copiers
9 42062	Furniture, Lounge	9 70072	Phototypesetting	9 60030	Cash Register & Coin Handling
9 42558	Furniture, Office	9 70056	Printing Press & Equipment	9 60052	Dictation Equipment
9 93845	Furniture, Health Care	INSURANCE		9 19568	Time Stamps
9 41539	Casework	9 96247	Insurance	9 60086	Typewriters
GROUND AND GOLF COURSE		JANITORIAL EQUIPMENT AND SUPPLIES		9 57549	Microfilm & Microfiche
9 33506	Fertilizer				

WESTERN ILLINOIS UNIVERSITY PRODUCTS AND SERVICES
Please place a checkmark (/) next to products or services which you provide

9 60036	Check Protectors, Signers	9 94620	Auditor	9 98512	Audio and Video Production
9 60061	Office Eq-Miscellaneous	9 94610A	Billing Services	9 91572	Commercial Photographer
PAINT AND VARNISH		9 94633	Collection Services	9 91527	Editor
9 63057	Paint & Varnish	9 96104	Artist	9 90640	Graphic Designer
9 80154	Paint Supplies	9 96205	Entertainer	9 91876	Media Consultant
9 63093	Wall Coverings	9 96464	Musician	9 91503	Public Relations
PAPER AND PAPER PRODUCTS		9 05280	Sculptor	9 91878A	Audiologist
9 64539	Mimeo, Duplicating & Copier Paper	9 94876A	Psychotherapist	9 91878B	Chiropractor
9 64564	Offset Paper	9 94876	Psychiatrist	9 94832	Dietician
9 64551	Cover, Card, Index	9 91828	Data Processing Consultant	9 96172	Medical Transcriber
9 20772	Paper-Labels	9 92037	DP Network Design	9 96465	Nurse
9 31030	Envelopes	9 91829	DP Programmer	9 94886A	Occupational Therapist
9 64075	Toilet Tissue	9 91828A	DP Systems Analyst	9 94868	Optometrist
9 64075	Paper Towels	9 94874	Dentist	9 91878C	Orthopedist
9 64050	Napkins, Cups, Etc.	9 94874A	Orthodontist	9 91878D	Pathologist
PHOTOGRAPHIC		9 94874B	Periodontist	9 94872	Pharmacist
9 89841	Cameras	9 92545	Cartographer	9 94886	Physical Therapist
9 65567	Photographic Film	9 91843	Environmental Analyst	9 94874	Physician
9 65571	Photographic Paper	9 92535	Environmental Engineer	9 91878E	Podiatrist
9 65541	Photographic Chemicals	9 96155	Geologist	9 91878F	Radiologist
9 28545	Lamps, Photo & Projection	9 96143	Hydrologist	9 91878G	Surgeon
9 65567	Photo Misc Equip & Supply	9 94615	Land Appraiser	9 91878H	Temporary Medical Staffing
PLUMBING		9 96194	Land Use Planner	9 96186	Veterinarian
9 63076	Plumbing Supplies	9 96188	Meteorologist	9 91816	Archaeologist
9 28524	Plumbing Fittings, Copper	9 91881	Naturalist	9 91838A	Biologist
9 67091	Water Heaters	9 96463A	Administrative Law Judge	9 91838B	Botanist
9 91036	Heating Equipment & Supplies	9 96105	Arbitrator	9 91838C	Chemist
9 94152	Heating Equipment & Supplies	9 96150	Attorney	9 96487	Educator
PRINTING AND PUBLISHING		9 96172	Court Reporting	9 91838D	Entomologist
9 96660	Printing, 4-Color	9 96463B	Hearing Officer	9 91838E	Historian
9 2102	Yearbook	9 96463C	Law Clerk	9 96484	Lecturer
9 2103	Catalog	9 96150	Legal Services	9 91841	Energy Management
9 96673	Printing, Newspaper	9 94612	Actuary	9 91852	Food Service Consultants
9 2105	Academic Journal	9 94625	Banking Services	PROFESSIONAL SERVICES - CONSTRUCTION (pre-qualified by the Illinois Capital Development Board ? 9 Yes 9 No)	
9 2106	Specialty	9 91875	Management Consultant	9 90607	Architect
9 96657	Printing, Small Job	9 96129	Economist	9 92531	Electrical Engineer
9 96690	Printing, Tickets	9 91885	Executive Search Services	9 92588	Structural Engineer
9 2109	Color Separations	9 94656	Investment Services		
9 2110	Publishing	9 92435	Training and Development		
PROFESSIONAL SERVICES					
9 94610	Accountant				

WESTERN ILLINOIS UNIVERSITY PRODUCTS AND SERVICES
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9 92547	Civil Engineer	9 95420	Dry Cleaning	9 85570	Sound Equipment
9 92567	Mechanical Engineer	9 91013	Elevator Maintenance	9 85580	Stage Rigging
9 91038	Asbestos Service	9 91059	Exterminator	9 85581	Stages
PUBLIC SAFETY EQUIPMENT AND SUPPLIES		9 96286	Freight Company	9 85515	Costumes
9 96622	Parking Permits & Decals	9 92966	Refuse Removal	9 85522	Curtains, Stage
9 96690	Parking Tickets	9 92960	Motor Repair	9 85028	Fabric, Muslin, Etc.
9 68004	Ammunition & Weapons	9 93862	Scientific Instrument Repair	9 85577	Miscellaneous Supplies (Theatre)
9 68002	Security Systems & Supply	9 93158	Musical Instrument Repair	TRAVEL	
9 55081	Traffic Control Materials	9 93921	Microcomputer Repair	9 90514	Travel, Air
RECREATION EQUIPMENT AND SUPPLIES		9 91010	Chimney Repair & Restoration	9 96178	Travel, Bus
9 80539	Bowling Equip & Supplies	9 93906	Audio/Visual Repair	9 97514	Travel, Car Rental
9 80530	Rec Equip-Outdoor Product	9 95405	Laundry	9 96178	Travel Agencies
9 65038	Rec Equip-Other (Playground)	9 99046	Security Service	TROPHIES AND AWARDS	
SAFETY EQUIPMENT		9 91009	Carpet Installers	9 80515	Trophies & Awards, Athletic
9 34028	Fire Extinguishers	9 98852	Landscaping, Grading, Etc.	9 08078	Trophies & Awards, Other
9 34016	Fire Alarm & Detection Systems	9 96221	Exhaust Fan Cleaning	UPHOLSTERY AND REPAIR	
9 97937	Miscellaneous Supplies (Safety Equip.)	9 91572	Photo Services	9 96290	Upholstery & Repair
SCIENTIFIC		9 2422	Air Balancing & Controls	WATER TREATMENT	
9 49520	Biology Equip & Supplies	9 96256	Moving & Storage	9 88570	Water Treatment Chemicals
9 49544	Geology Equip & Supplies	9 96148	Testing Labs Services	WELDING	
9 20654	Geography Equipment & Supplies	9 94654	Leasing Services	9 89550	Welding Equipment
9 93863	Chemistry Equipment & Supplies	STADIUM AND GYMNASIUM		9 89570	Welding Supplies
9 49074	Physics Equip & Supplies	9 80597	Exercise Equip	9 43092	Welding Gases
9 49058	Microscopes	9 80594	Weight Equipment		
9 49512	Lab Animals & Specimens	9 42553	Lockers		
9 49373	Scientific Instrumentation	9 42004	Seating		
9 17513	Chemicals	9 80557	Acrobatic Equipment		
9 17542	Apparatus, Glassware, Tub	9 80563	Scoreboards		
9 43030	Radiation Materials	9 19560	Timers		
9 17503	Scientific Misc Supplies	9 88540	Pool Supplies		
SERVICES		TELECOMMUNICATIONS			
9 96115	Vending Services	9 72574	Radios		
9 91039	Janitorial Service	9 72545	Pagers		
9 96224	Courier	9 72513	Batteries, Radio, & Pagers		
		9 20620	Modems & Couplers		
		9 20400A	Switches/Routers		
		THEATRE			
		9 85568	Scenery Materials		
		9 85544	Lights, Stage		

**ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
BUSINESS ENTERPRISE PROGRAM FOR MINORITIES,
FEMALES, AND PERSONS WITH DISABILITIES**

REQUEST FOR CERTIFICATION FORM

If you are a minority, female or person with a disability who owns a business, you are encouraged to participate in the Illinois Business Enterprise Program for Minorities, Females and Persons with Disabilities.

If you are interested in receiving an application to become a BEP certified vendor, please complete the request form below and send or fax it to:

RETURN TO:

**Staff Assistant, Certification
Illinois Department of Central Management Services
Business Enterprise Bureau for Minority, Females and
Persons with Disabilities
100 West Randolph Street, Suite 4-400
Chicago, IL 60601

FAX (312) 814-6664**

NAME		
TITLE		
AFFILIATION		
ADDRESS		
CITY	STATE	ZIP

Certification application requests should be made by the above method. For other information, please call (800) 526-0844 (Illinois Relay Line for Hearing-Impaired).

Sample Envelope

When submitting your response, please return in an envelope substantially similar to this sample. This will allow Purchasing staff to match up with Request/Bid. This bid a sealed formal bid.

Return Address

Western Illinois University
Purchasing Office - SH 227
1 University Circle
Macomb, IL 61455-1390



TR061101- External Auditor Services: To be opened in the Office of the Director of Purchases, Sherman Hall 227, Western Illinois University on June 28, 2001; 2:40 p.m. local time.

CHECK HERE IF SUBMITTING A NO BID _____

TECHNICAL PROPOSAL

Return Address

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Purchasing Office - SH 227
1 University Circle
Macomb, IL 61455-1390



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PRICING PROPOSAL