



20011004

Internal Audit & Business Advisory Services

Issue Date: 6/5/2020

Questions Deadline: 6/16/2020 12:00 PM (CT)

Response Deadline: 6/30/2020 02:00 PM (CT)

KU Purchasing Services

Contact Information

Contact: Carla Swoyer

Address: Procurement Services

Working from Home Office

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Event Information

Number: 20011004
Title: Internal Audit & Business Advisory Services
Type: Request for Proposal
Issue Date: 6/5/2020
Question Deadline: 6/16/2020 12:00 PM (CT)
Response Deadline: 6/30/2020 02:00 PM (CT)
Notes: The University of Kansas is issuing this multiple award RFP for Internal Audit & Business Advisory Services for bidders to review and respond to prior to June 30, 2020 at 2:00 pm Central Time, Sharp. To be given consideration for award of future business your firm must respond, even if you are currently doing business with the University.
----- We strongly recommend that when you open the RFP through our EBID PORTAL, you start on the far left side of the page and move to the right one Gray Tab at a time. If there is anything in any of the tabs to respond to, please do so.
NOTE..... Anything marked with a red asterisk, is REQUIRED. You must respond to these items before you will be able to electronically submit your proposal in the Gray Tab on the far right of your screen. If you have any questions about submitting your proposal, please contact Carla Swoyer using the contact information on the first page of the RFP located in the gray "ATTACHMENTS" Tab.

Bid Activities

Question Deadline

6/16/2020 12:00:00 PM (CT)

Questions must be submitted prior to June 16th at 12:00 pm Noon Central Time through the Questions Tab in the KU EBID Document. Answers will be provided per Addendum.

Proposal Disclosures

6/30/2020 2:00:00 PM (CT)

At the time of closing, only the names of those who submitted proposals shall be made public information. No price information will be released.

Bid Attachments

20011004-Internal Audit_Bus Advisory Svs RFP DOC.pdf

[Download](#)

This RFP Document provides bidders KU Contact information, RFP Question Deadline & Close Date, as well as Scope of Work, Instructions, and Terms. Please read carefully before submitting your proposal.

Requested Attachments

Technical Proposal

(Attachment required)

Upload your Technical Proposal Here

Current W-9

(Attachment required)

Upload your W-9 here. It must be on the most recent IRS Form and must be signed within the past 12 months.

Tax Clearance Certificate

(Attachment required)

Upload your State of KS KDOR Tax Clearance Certificate. Follow instructions in RFP to obtain this document.

Supporting Documentation

You may upload any additional supporting invitation here, that you wish to submit. It must be relevant and concise.

Bid Attributes

1 SUBMITTING REQUIRED DOCUMENTATION

Each Bidder must attach documents electronically in the - Response Attachments -Tab of the bid document. To be given consideration for award, your proposals MUST be submitted no later than the close date and time posted in the RFP documents. If you have any questions, please contact the buyer contact listed in the bid document.

2 State and Local Governmental Entities

State and Local Governmental Entities [including but not limited to, the Kansas Board of Regents and its member institutions; KU Med Center, Kansas State University, Fort Hayes State University, Emporia State, Pittsburg State, & Wichita State University, as well as Douglas County, City of Lawrence, local Unified School Districts (USDs)] other City and County etc... are permitted to utilize contracts administered by the University of Kansas. Conditions included in this contract shall be the same for State and Local Governmental Entities. The University has no responsibility for payments owed by State and Local Governmental Entities. The vendor must deal directly with the State and Local Governmental Entities. Bidders shall Select from available responses provided, to indicate whether they will offer pricing to the University of Kansas. "Refusal could be a consideration in award of this contract"

Yes, we will allow Entities same pricing. We will not allow pricing to other entities.

(Required: Check only one)

3 Procurement Card Payments

Contract users may use a procurement credit card (Visa, American Express, etc.) in lieu of a check to pay for certain purchases. No additional charges will be allowed for using the P-Card. Bidders shall indicate by selecting an available option provided - if they will accept the Procurement Card for payment. "Refusal could be a consideration in award of this contract"

Yes, We will allow Procurement Card payments. We will not allow Procurement Card Payments.

(Required: Check only one)

4 University of Kansas Payment Plus Program

The University of Kansas offers a payment program that will use a Visa-based payment card in lieu of a check or standard P-Card to pay for certain purchases when using the University's on-line procurement system. Supplier would be required to submit an invoice for the transaction. No additional charges will be allowed for using the Payment Plus Program. Bidders shall indicate below if they will participate in the Kansas Payment Plus Program in the space provided by selecting Yes or No from the drop down box. Refusal could be a consideration in award of this contract.

We will participate in the Payment Plus Program.

We will not participate in Payment Plus Program.

(Required: Check only one)

5 State of Kansas Tax Clearance Certificate

Tax Clearance: The University of Kansas strongly supports the State of Kansas Tax Clearance Process. Vendors submitting bids or proposals which exceed \$25,000 shall include a copy of a Tax Clearance Certification with their submittal. Failure to provide this information may be cause for rejection of vendor's bid or proposal. Tax Clearances may be obtained at the following website: <http://www.ksrevenue.org/taxclearance.html> A "Tax Clearance" is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s). INSTRUCTIONS: To obtain a Current Tax Clearance Certificate, you must: • Go to <http://ksrevenue.org/taxclearance.html> to request a Tax Clearance Certificate • Return to the website the following working day to see if KDOR will issue the certificate • If issued an official certificate, print it and attach it to your bid response • If denied a certificate, engage KDOR in a discussion about why a certificate wasn't issued Bidders (and their subcontractors) are expected to submit a current Tax Clearance Certificate with every bid response. You must submit this certificate with your bid in the "Response Attachments" TAB.

6 Current W-9

Please attach a copy of your W-9 signed & dated within the last 12 months. Form can be downloaded at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Bid Lines

1 Partner / Principal / Managing Direct or equivalent position - Fee Per Hour.

(Response required)

Fee Per Hour: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

2 Senior Manager / Associate Director or equivalent position Fee Per Hour

(Response required)

Fee Per Hour: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

3 Manager or equivalent position Fee Per Hour

(Response required)

Fee Per Hour: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

4 Senior Consultant or equivalent position Fee Per Hour

(Response required)

Fee Per Hour: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

5 Consultant or equivalent position Fee Per Hour

(Response required)

Fee Per Hour: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature