	ITEM	Responsiveness	Eide Bailly	
			Y/N	Page numbers and Notes
RFQ Received by Deadline	**1**	March 22, 2024 12pm (noon)	**Y**	
Format	**2**	One (1) original hard copy	**Y**	
	3	Four (4) hard copies in separate binders with tabbed indexes	**Y**	
	4	One (1) copy on flash drive		
	5	Cost sheet SEALED in separate envelope		
Section 1 - Cover Letter		Cover Letter (Entire Proposal shall not be more than 25 pages)		
	1	Statement of Intent		
	2	Signature of authorized officer		
	3	Full contact information for individual designated as CCSF contact and a secondary contact		
	4	Acknowledgement receipt of all addenda issued		
	5	Statement that should Proposer's proposal be accepted, the Proposer agrees to enter into a contract under terms and conditions set forth within RFQ		
Section 2 - Exceptions and Confidential Material		No exceptions or deviations from the requirements/SOW of this RFP will be accepted. Proposers shall identify any proprietary or confidential materials contained in the proposal and provide justification for not making such material public		
Section 3.1 - Technical Proposal				
	i	Profile of firm including types of services offered		
		Year founded		
		form of organization (corporation, partnership, sole proprietorship)		
		number, size and location of offices, number of employees		
	ii	General description of firm's financial condition that may impede Proposers ability to complete project (i.e. bankruptcy, pending litigation, planned office closures, impending merger.)		
	iii	Describe firms experience in performing work of similar nature to that solicited.		
		Highlight participation in such work by key personnel proposed for assignment to this project		
		Describe experience in similar projects		
		Proposer shall state and identify its involvement with other clients for both past and present projects		

	iv	Identify subcontractors by NAME, ADDRESS, CONTACT PERSON, TELEPHONE NUMBER AND PROJECT FUNCTION		
	v	Briefly describe other projects currently in process and how they may affect company's current capacity and capacity during proposed project		
		Identify any capacity or availability issues for any major subcontractors proposed		
Section 3.2 - Proposed Staffing and Project				
	i	Table projecting labor-hour allocation to the project by individual task		
	ii	Name and role of the Proposers Project Manger and other key managerial and technical personnel to be assigned to the project. Include major areas of any subcontract work		
	iii	Statement certifying key personnel will be available for duration of project, and no "key personnel" shall be removed or replaced without prior written concurrence of CCSF		
	iv	Explain project organization and control measures including proposed quality assurance plan		
	v	Statement signed by authorized officer that all personnel offered in proposal are employed full time or contractually obligated to the firm and available for the duration of the project at the person-hour level shown		
Section 3.3 - Resumes		(not more than two pages for each resume)		
		Project Manager resume		
		Task and Discipline leader resumes		
		Key specialist Resumes		
		Each resume includes title, years of experience, education, professional registrations, specific prior assignments with name of client, specific project role and responsibilities, and start and end dates for each assignment.		
Section 3.4 - Detail Work Plan				
	i	Firm 1		
	ii	Outline sequentially the activities above and who would perform them		
	iii	Schedule for completing tasks in terms of elapsed weeks from project commencement		
		iv		
Section 4 - Cost Proposal		Sealed envelope		
		Price for each item in Cost Response Form		

		Hourly Rates		
RFQ Submittals (minimum/mandatory requirements and Forms)		Proposer Qualifications and Requirements		
		Acknowledgement of Critical Requirements		

	ITEM	Responsiveness	CWDL	
			Y/N	Page numbers and Notes
RFQ Received by Deadline	**1**	March 22, 2024 12pm (noon)	**Y**	
Format	**2**	One (1) original hard copy	**Y**	
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Section 1 - Cover Letter		Cover Letter (Entire Proposal shall not be more than 25 pages)		
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Section 3.1 - Technical Proposal				
	i	Profile of firm including types of services offered		
		Year founded		
		form of organization (corporation, partnership, sole proprietorship)		
		number, size and location of offices, number of employees		
	ii	General description of firm's financial condition that may impede Proposers ability to complete project (i.e. bankruptcy, pending litigation, planned office closures, impending merger.)		
	iii	Describe firms experience in performing work of similar nature to that solicited.		
		Highlight participation in such work by key personnel proposed for assignment to this project		
		Describe experience in similar projects		
		Proposer shall state and identify its involvement with other clients for both past and present projects		
	iv	Identify subcontractors by NAME, ADDRESS, CONTACT PERSON, TELEPHONE NUMBER AND PROJECT FUNCTION		
	v	Briefly describe other projects currently in process and how they may affect company's current capacity and capacity during proposed project		
		Identify any capacity or availability issues for any major subcontractors proposed		
Section 3.2 - Proposed Staffing and Project				
	i	Table projecting labor-hour allocation to the project by individual task		
	ii	Name and role of the Proposers Project Manger and other key managerial and technical personnel to be assigned to the project. Include major areas of any subcontract work		
	iii	Statement certifying key personnel will be available for duration of project, and no "key personnel" shall be removed or replaced without prior written concurrence of CCSF		
	iv	Explain project organization and control measures including proposed quality assurance plan		
	v	Statement signed by authorized officer that all personnel offered in proposal are employed full time or contractually obligated to the firm and available for the duration of the project at the person-hour level shown		
Section 3.3 - Resumes		(not more than two pages for each resume)		
		Project Manager resume		
		Task and Discipline leader resumes		
		Key specialist Resumes		
		Each resume includes title, years of experience, education, professional registrations, specific prior assignments with name of client, specific project role and responsibilities, and start and end dates for each assignment.		
Section 3.4 - Detail Work Plan				
	i	Describe approach for completing tasks in Technical Specifications		
	ii	Outline sequentially the activities above and who would perform them		
	iii	Schedule for completing tasks in terms of elapsed weeks from project commencement		
		iv		
Section 4 - Cost Proposal		Sealed envelope		
		Price for each item in Cost Response Form		

		Hourly Rates		
RFQ Submittals (minimum/mandatory requirements and Forms)		Proposer Qualifications and Requirements		
		Acknowledgement of Critical Requirements		

RFQ 2024-050 Audit Services

Proposer Name:

Date: 4/17/2024

	Evaluation criteria	Available Points		Total		Adil		Susan		Nicki		Vaishali		Garth	
				Eide Bailly	CWDL	Eide Bailly	CWDL	Eide Bailly	CWDL	Eide Bailly	CWDL	Eide Bailly	CWDL	Eide Bailly	CWDL
	Questions:	**Score**		Score	Score										
1	Ability to mobilize/ respond in a timely manner or required timeframe	**20**		12.4	17.6	10	18	10	18	15	16	12	16	15	20
2	Experience providing Audit Services for a California Community College, that operates in a Banner environment	**30**		29	27	30	30	30	30	25	25	30	25	30	25
3	Narrative description of approach to providing such services	**20**		12.8	17.2	15	20	12	19	12	12	10	15	15	20
4	Specialized experience and technical competence of the firm/ individual considering the type of service required, record of performance. Experience of proposed personnel	**30**		22.2	26	22	28	12	25	25	25	25	25	27	27
	Sub-Total:			**76.4**	**87.8**										
5	Extra Points for Any SLBE Participation	**10**		0	0	0	0	0	0	0	0	0	0	0	0
	Total	**110**		**76.4**	**87.8**										

Comments:

Eide Baily was not very interactive with particpating goverance, Accounting Department and Finanace.
CWDL would interact with staff and committees and particpate by being representative of the findings.