



Request for Proposal:
Financial Preparation Engagement Services

Request for Proposal Number:
#CC625-26

Question Deadline:
October 29, 2026 – 2:00 P.M. Mountain Time

Zoom Call:
October 27, 2026 – 2:00 P.M. Mountain Time

PROPOSAL DUE DATE AND TIME:
November 5, 2026 – 2:00 P.M. Mountain Time

Request for Proposal Opening:
November 5, 2026 – 2:00 P.M. Mountain Time

PROCUREMENT REPRESENTATIVE:
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SECTION 1: Definitions and Terminology

Wherever used in this bid these or other related procurement documents, the following terms have meanings indicated which apply to both the singular and plural thereof. The terms can be used interchangeably.

- **Addendum:** Written or graphic instruments issued prior to the opening of bids that clarify, correct, or change the bid documents or the related procurement documents.
- **Bid / Bid Form:** The price and/or form that is submitted to the college to fulfill the request for proposal.
- **Bidder / Firm:** The firm that is submitting a bid.
- **Contract:** An agreement between Casper College and the bidder that will include a written contract, RFP, addendums (if any), purchase order(s), purchase order terms and conditions, and the bidder's response to the RFP.
- **Contractor:** The firm awarded a contract or PO for this bid.
- **Evaluation Committee / Stakeholders:** Casper College hired contractors or employees that have an interest in the project.
- **Purchase Order / PO:** A contractual agreement with a firm for goods or services that specifies payment terms, delivery dates, item identification, quantities, freight terms, and other obligations and conditions.
- **Request for Proposal (RFP) / Proposal:** This formal publicly released document outlines a need and invites businesses to submit bids to fulfill our request.
- **Schedule of Values:** A start to finish list of work items on a project including the cost associated with those work items that the bidders will want to be paid on throughout the project.
- **Specifications / Scope of Work:** Those portions of this proposal consisting of written or graphic technical descriptions of materials, equipment, construction systems, standards, workmanship, goods, services, and administrative details applicable.
- **Casper College:** Refers to Casper College and Casper College Foundation

SECTION 2: Instructions to Bidders and Bid Requirements

1. General Conditions:
 - 1.1. The Procurement Department will receive proposals for providing Casper College professional financial preparation engagement services. Proposals are due no later than **11/5/26, 2:00 P.M. Mountain Time.**
 - 1.2. Casper College reserves the right to waive irregularities and informalities, even those that are shown as mandatory requirements, as long as it doesn't give an advantage to the bidder submitting the proposal or disadvantage any competing bidders.
 - 1.3. Casper College may also accept or reject any and all proposals. Casper College does not bind itself to the lowest proposal, but rather to the proposal that is felt to be in the best interest of the institution. Although pricing is important, it will not be the only factor considered when evaluating proposals
 - 1.4. The bidder warrants that no kickbacks, gratuities, or contingency fees have been paid in connection with this request for proposal, and none have been promised. The bidder warrants that no one being paid pursuant to the proposal is engaged in any activities that would constitute a conflict of interest with respect to the purposes of the proposal.

- 1.5. Casper College will ensure that minority business enterprises are afforded full opportunity to submit proposals. Casper College will not discriminate based on age, race, color, sex, creed, religion, national origin, or disability status. The successful bidder shall comply with the Americans with Disabilities Act and the Wyoming Fair Employment Practices Act.
- 1.6. The bidder hereby certifies that all persons employed by their firm, their affiliates, subsidiaries, holding companies, or subcontractors are treated equally by their firm without regard to or because of age, race, color, sex, creed, religion, national origin, or disability as required by federal and state anti-discrimination laws. Violation of this certification may constitute a material breach of contract upon which the owner may determine to cancel, terminate, or suspend the contract.
- 1.7. All proposals in response to this request become public record and subject to public inspection. Any proprietary or confidential information must be clearly identified and can only be treated as such to the extent of the Open Records Act. Proprietary or confidential information is defined to be any information that is not generally known to competitors and which may provide a competitive advantage (pricing is not considered proprietary or confidential). Proposals in their entirety cannot be specified as proprietary or confidential.
2. Pre-Proposal Meeting and Job Walk
 - 2.1. A non-mandatory pre-proposal Zoom meeting will be held on 10/27/26 at 2:00 pm mtn time. The meeting will be held via Zoom. Contact Shane Pulliam at shane.pulliam@caspercollege.edu to request access to the zoom meeting.
 - 2.2. This meeting is non-mandatory but strongly recommended that bidders attend.
 - 2.3. Casper College stakeholders will be present at the pre-proposal meeting to answer any questions with respect to the interpretation or clarification of this proposal. If these interpretations or clarifications are deemed essential / material, an addendum will be issued to all websites the RFP is posted.
3. Preparation of Proposals
 - 3.1. Bidders are encouraged to examine all documents, specifications, scope of work, and addendum(s) associated with the request for proposal. Failure to do so will be at the bidder's risk. The RFP and all referenced documents must be used in the preparation of each proposal. Casper College assumes no responsibility for errors, misinterpretations, and/or verbal communication resulting from the use of incomplete proposal documents.
 - 3.2. The bidder shall furnish the information required by the RFP. The bid form and all requested documents (*see SECTION FIVE*) shall be completed, signed, and returned by the respective firm's authorized agent. All required bid documents must be returned with the bidder's sealed bid.
 - 3.3. A proposal may be rejected if it modifies any of the provisions, specifications, or minimum requirements of the request for proposal.
 - 3.4. Proposal prices must include all material, labor, travel, document preparation, bonds, insurance, profit, and delivery (FOB) Casper College, Casper WY.

- 3.5. Expenses incurred in proposal preparation, pre-bid meetings, site visits, submission, presentations, demonstrations, etc. are the responsibility of the bidder and will not be reimbursed by Casper College.
- 3.6. All Bid Documents will be available free of charge at:
www.caspercollege.edu/offices-services/purchasing and www.rockymountainbidsystem.com
4. Submission / Modifications / Withdrawals / Late Bids
- 4.1. Sealed proposals should be accompanied by the attached Casper College – Bid Form and signed by the proper official of the firm. All sealed proposals must be in the possession of the Casper College Procurement Department representative by the due date and time. Any proposal that is not sealed or in possession of the representative by the due date and time will be rejected.
- 4.2. On the Bid Form, the Total Not to Exceed Lump Sum Price will need to include all costs to complete the item outlined on the Bid Form and in the proposal. This includes but is not limited to all labor, materials, operations, inspections, permits, bonds, insurance, profit, accessories, incidentals, rentals, hotels, per diem, tax, and shipping.
- 4.3. Sealed Proposals must be mailed or hand-delivered to:
Attention: Procurement Department GW #311
Casper College
125 College Drive
Casper, WY 82601
- 4.4. Clearly mark on the outside of your sealed proposal “Financial Preparation Engagement Services #CC625-26”.
- 4.5. Three copies of sealed proposals are required.
- 4.6. In order to be considered for award, each proposal must include the following items:
- A cover sheet indicating an interest in proposing annual financial preparation engagement services to Casper College, reflecting the proposer’s intent to comply with all terms, conditions, and specifications set forth in the solicitation, signed by an authorized officer of the proposing firm.
 - A list of references for similar financial services provided for similar clients. References should include any College governments provided services in the last three years.
 - A copy of any standard financial Services contract used by the firm.
- 4.7. A proposal that is in the possession of the Procurement Office may be modified or withdrawn by an email, fax, or letter bearing the signature or name of the person authorized for bidding, provided that it is received prior to the date and time set for the proposal opening.
- 4.8. Modifications must be initialed by the person signing the proposal.
- 4.9. If the pricing portion of your proposal needs to be altered, you must resubmit the revised pricing in a sealed envelope and it must be received by our Procurement department prior to proposal opening.
- 4.10. Telephone or verbal alterations or withdrawals of a proposal will not be accepted.

4.11. If a proposal is accepted and the bidder then fails to furnish the service agreed to in the proposal, that bidder may be eliminated from future consideration.

4.12. Telephone, fax, or electronic submittals will not be accepted.

5. Questions About the RFP / Addendums

5.1. All questions, inquiries, matters, issues, comments, and/or clarifications pertaining to the request for proposal should be directed to the following individual.

- Shane Pulliam, Director of Procurement
- 125 College Drive
- Casper, WY 2601
- Phone: (307) 268-2633
- Fax: (307) 268-2880
- Email: shane.pulliam@caspercollege.edu

5.2. All questions, inquiries, matters, issues, comments, and/or clarifications pertaining to the request for proposal should be submitted no later than 10/29/26 2:00 pm mountain time. Any questions received after the deadline will not be accepted or considered. Casper College will try and post any addendums within 2 business days from the above date and time.

5.3. All changes or interpretations of the request for proposal will be made by written addendum. These will be made only by the Casper College Procurement Department. No oral or telephone interpretations of this bid proposal shall be binding upon Casper College. The addendum(s) will be posted on www.rockymountainbidsystem.com and www.caspercollege.edu/offices-services/purchasing.

5.4. Bidders are responsible for checking these sites before submitting their proposals. All issued addendums should be acknowledged on the bid form.

6. Bid Opening

6.1. A public bid opening of each bid received will be conducted on date 11/5/26 at 2:00 pm mountain time. The location will be room 312 in the Gateway Building on the Casper College campus. The Bid opening is a public meeting, open to anyone interested in attending.

6.2. Each firm submitting a bid agrees that their bid shall remain valid for a minimum of forty-five (45) calendar days from the date of closing of this bid.

6.3. It is anticipated that the selection of a firm will be completed within forty-five (45) days. Following the notification of the selected firm, it is expected that an engagement letter will be executed between both parties within 10 days of approval.

6.4. The financial contract may commence immediately upon execution of the proposed agreement.

7. Award and Contract Information:

- 7.1. Formal contracts will be issued by Casper College for these projects. The contracts between Casper College and the successful bidder will include the wording contained in the formal written contracts, the request for proposal, addendums (if any), attachments, purchase order(s), purchase order terms and conditions, as well as the bidder's response to the request for proposal. If bidders have a standard contract, please include a copy in your bid packet.
- 7.2. The bidder expressly warrants to Casper College that it has the ability, expertise, and required legal credentials to perform the contracts if awarded. In doing so, it shall use the highest standards of professional workmanship.
- 7.3. Awarded bidder is prohibited from subcontracting, assigning, or transferring, the contracts' rights, title, or interest therein, or its power to execute such a contract to any other firm without the prior written consent of Casper College.
- 7.4. If that the successful bidder decides not to accept the contract, Casper College reserves the right to grant the contract to the second successful bidder, reissue the request for proposal, or cancel the request for proposal.
- 7.5. It is the intent of Casper College to negotiate a three (3) year contract with the second and third-year contingent upon successful completion of the first year of the contract as determined by the College
- 7.6. If the contract is satisfactorily carried through for three (3) years, the engagement may be renewed for another two (2) years at the option of Casper College.

8. Required Documentation for Awarded Proposal

- 8.1. The bidder who is awarded this proposal shall provide a certificate of insurance showing their general liability and professional liability with Casper College as a named additional insured. This will need to be on file with the procurement department before work can begin.
- 8.2. Current State of Wyoming Unemployment Insurance Certificate of Good Standing and Workers' Compensation Certificate of Good Standing will need to be on file with the procurement department before work can begin.
- 8.3. Approval of the insurance by Casper College shall not relieve or decrease the liability of the bidder. All bidder's policies shall be primary and not contributory.
- 8.4. If the successful firm shall fail to maintain and keep in force Insurance, and Workers' Compensation Coverage Casper College shall have the right to cancel and terminate the contracts forthwith and without notice.

9. Qualifications of Bidder

- 9.1. The bidder may be required to submit three (3) letters of reference. The worked completed for these references should have similar work completed as described by the specification of the request for proposal. These projects will need to be completed within the last three (3) years. The procurement department will need the names, phone numbers, and addresses of these references.

- 9.2. The bidder shall secure and pay for all federal, state, and local licenses and/or permits required for the work that is outlined in the request for proposal. The successful bidder shall pay for any and all taxes, fees, and assessments attributable to the performance of the contract work and/or services.

10. Laws and Regulations

- 10.1. The successful firm shall comply with all laws, ordinances, and regulations of any applicable federal, state, county, or city government applicable to the performance of the services described herein. In addition, the successful bidder shall also comply with all Casper College policies.

10.2. Applicable Wyoming State Statutes

- Casper College shall apply the following State of Wyoming Statutes to this proposal.
 - ◆ W.S. 16-6-101 through 121 titled “Public Property – Public Works and Contracts”
 - ◆ W.S. 16-6-201 through 206 titled “Preference for State Laborers”

- 10.3. The bidder has the sole responsibility of compliance with all applicable State Statutes. Casper College reserves the right to request written verification of compliance.

11. Environment, Health, and Safety

- 11.1. The successful bidder shall take reasonable and proper care of Casper College property, facilities and equipment under its care, custody, and control in a manner that shall not cause any violations, abuse, or misuse of said property, facilities, and/or equipment.

SECTION 3: Schedule of Activities

Activity	Date	Time (our clock)
<i>Issue / Post RFP</i>	10/12/2026	N/A
Last Date for clarification inquiries	10/29/26	2:00 pm
Proposal submission deadline/Proposal opening	11/5/26	2:00 pm
Award of presentations (if needed)	Week of 11/16/26	
Presentation Week	Week of 11/30/26	
Project Award	Week of 1/4/27 (estimated)	N/A

SECTION 4: SPECIFICATIONS AND SCOPE OF WORK

Casper College is requesting proposals from qualified Certified Public Accounting firms for professional financial preparation engagement services. These services will provide preparation of the financial statements for Casper College and assist in identifying concerns or weaknesses that can be addressed through journal entries or adjustments to current procedures. Afterwards, the College will provide financial statements and all other required documents to an audit firm to conduct the financial and compliance audit (under a separately issued RFP for Casper College).

The proposal shall be for a three-year period beginning with the audit of the year ending June 30, 2027, through the audit of the year ending June 30, 2029. Proposals must address all items listed in this request for proposals. Firm selected would be expected to start work in the final quarter of Fiscal Year 2026-2027 to assist with the financial preparation services.

1. GENERAL INFORMATION

- 1.1. Casper College is a political subdivision within the State of Wyoming. Casper College is overseen by a 7-member Board of Trustees.
- 1.2. Operating Fund Revenues for fiscal year 2025-26 are approximately \$45,162,657. Expenditures totaled \$47,017,265.
- 1.3. Copies of prior annual audits (Financial and Compliance Reports) from 2018 through 2025 may be found on the Casper College website:
caspercollege.edu/audits-budgets/

2. GENERAL REQUIREMENTS

- 2.1. The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to provide financial preparation services for Casper College in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an financial approach that will meet the request for proposals requirements.
- 2.2. The technical proposal should address all the points outlined in the request for proposals. The proposals should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements. While additional items may be presented, the following subjects must be included. They represent the criteria against which the proposal will be evaluated.
- 2.3. License to Practice in Wyoming
 - An affirmative statement should be included indicating that the firm and its CPAs are qualified to practice in Wyoming.
- 2.4. Firm Qualifications and Experience
 - The proposal should state the size of the firm, the location of the office from which the work on this engagement is to be performed and the number and nature of the staff to be so employed on a part-time basis.

- The firm shall also provide information on the results of the firm's latest AICPA peer reviews. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

2.5. Supervisory and Staff Qualifications and Experience

- The firm should identify the principal supervisory and management staff, including specialists, who would be assigned to the engagement and indicate whether such person is licensed to practice as a certified public accountant in Wyoming. The firm also should indicate how the quality of staff over the term of the agreement will be assured.
- Engagement supervisory staff may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of Casper College. However, in either case, Casper College retains the right to approve or reject replacements.
- Consultants and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of Casper College, which retains the right to approve or reject replacements.
- Other financial personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

2.6. Similar Engagements with Other Government Entities

- For the firm's office that will be assigned responsibility for the financials, list the most significant engagements (maximum of 3) performed in the last three (3) years that are similar to the engagement described in this request for proposals. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement personnel, total hours, and the name and telephone number of the principal client contact. Submit two samples of management reports that you have helped prepare for an audit, preferably of a Wyoming Governmental entity, which have similar services and comparative size of Casper College.

2.7. Approach

- The proposal should set forth a work plan, including an explanation of the financial methodology to be followed, to perform the services required in this request for proposal. In developing the work plan, reference should be made to such sources of information as the College's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

2.8. Identification of Anticipated Potential Financial / Audit Problems

- The proposal should identify and describe any anticipated potential financial / audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from Casper College.

3. STANDARDS

- 3.1. The financial firm shall conduct preparation engagement services in order for staff to provide financial statements to the main auditors. All financial preparation work of the financial records and tests for internal control and compliance must be made in accordance with:
- Government Auditing Standards, by the Comptroller General of the United States, most recent revision.
 - AICPA's Audits of State and Local Government Units.

- Generally accepted government auditing standards required by US Office of Management and Budget OMB Circular.
- All applicable GASB and/or FASB pronouncements
- Compliance Supplement for Single Audits of State and Local Governments.

4. SCOPE

- 4.1. The certified public accounting firm shall be engaged to assist Casper College staff in preparation of the final financial statements, accounts, records, and data being turned over to an audit firm. Assistance with Federal Single Audit documents will also be required. Indicate in your proposal if you agree to meet or exceed the following financial / audit specifications. Explain exceptions you may have regarding any specification.
- 4.2. The firm shall perform work to assist staff with the preparation of financial statements for the annual audit. This includes a review of all general government accounts, federal awards, and internal controls.
- 4.3. The financial preparation engagement services shall be conducted to satisfy the requirements of the State of Wyoming Department of Audit and applicable state and federal laws and regulations.
- 4.4. In connection with the examination of the records and financial statements, the firm shall review the system of internal control, operating procedures and compliance with budgetary and legal requirements by Casper College. This review of internal control must include early assistance to staff to help identify concerns or weaknesses that can be addressed through journal entries or adjustments to current processes.

5. ASSISTANCE BY CASPER COLLEGE

- 5.1. Casper College shall render all feasible assistance to the financials preparation firm and shall respond promptly to requests for information, provide all necessary books and records, and provide physical facilities required by the firm for the expeditious conduct of the engagement.

Casper College plans on issuing a separate RFP for Professional Financial and Compliance Audit Services by a CPA firm. That firm will conduct the formal annual audit of the financial statements for Casper College. Casper College will be expected to work closely with the Financial Preparation Engagement team to provide final documents to the main auditors:

- A year-to-date general ledger detailing all transactions for each fund. Also, a working trial balance will be provided digitally at the request of the financial preparation engagement firm.
- Reconciliations for all bank and investment accounts of the College that are subject to this financial preparation.
- Detailed reconciling record or list of: Investment, interest income, payroll, accounts payable and receivable and inter-fund liabilities.
- The College will provide the individual fund statements of revenues and expenditures.
- The College will provide all other necessary documents and data as required by the financial preparation firm and in the format/templates provided by the auditors.

6. COLLEGE FUND TYPES:

- 6.1. Operating Fund: Accounts for the College's primary daily educational and administrative operations, financed primarily through tuition, state aid, and local property taxes.
- 6.2. One Mill Fund: Holds Natrona County property tax revenue generated specifically by an additional one-mill tax levy.
- 6.3. Auxiliary Fund: Includes self-supporting, revenue-generating campus operations (food service, student housing, bookstore, etc.) where fees cover operational expenses.
- 6.4. Grant Fund: Accounts for federal, state, and private grant monies that are spent strictly in accordance by grant agency.
- 6.5. Civic Loan Fund: Originally utilized to provide and track short-term loans to students, community, or civic-related initiatives it is now primarily utilized to track travel advances.
- 6.6. Endowment Fund: Accounts for our investment held by the Foundation as well as any miscellaneous donated assets that are used to support scholarships.
- 6.7. Agency Fund: Custodial accounts for our clubs and community groups.
- 6.8. Plant Fund: Financial resources for acquisition, construction, remodel/renovation, and major maintenance. This is also where the College tracks capital assets and debt service payments.
- 6.9. The College maintains general ledgers for the General Fund, One-Mill Fund, Auxiliary Fund, Grant Fund, Civil Loan Fund, Endowment Fund, Agency, and Plant Fund. The College presently maintains its financial records on a computerized accounting system entitled Colleague by Ellucian. Component Units utilize other software systems including Quickbooks and engage Clockwork Accounting for all accounting tasks. Payroll, cash receipting, accounts receivable, accounts payable, and general ledger are maintained as part of a comprehensive budgetary accounting system.

7. FINANCIAL AND REPORT SCHEDULES

- 7.1. Indicate in your proposal if you agree to meet the following financial preparation and report schedules. Explain exceptions you may have regarding any of the requirements.
 - The firm shall conduct the financial preparation engagement services covering operations of the Casper College, and of federally assisted programs (if any) during the following periods:
 - July 1, 2026 through June 30, 2027
 - July 1, 2027 through June 30, 2028
 - July 1, 2028 through June 30, 2029
 - The firm shall submit suggested changes, journal entries, and other recommendations to College staff prior to the start of the official annual audit.

- Casper College reserves the right to request additional financial preparation engagement services to be performed prior to and in conjunction with the work described in this RFP. If such services are requested by the College and agreed to by the firm, the firm shall provide a written quotation on the additional cost of said services, if any. During the course of performing such additional service, the firm agrees that it will notify the College, in writing, if unanticipated work arises which would cause an increase in service fees. If additional costs are incurred by the firm and the College has not agreed to such additional costs, the College shall have no obligation to pay the additional costs.

8. QUALIFYING REQUIREMENTS

- 8.1. Firms submitting proposals must be qualified to perform independent financial preparation of governmental entities within the State of Wyoming. The firm must have an office located within the State of Wyoming, and resident staff must be able to offer the full range of financial preparation services required by this request for proposals.
- 8.2. Supervisory members of the financial preparation team, including the “in-charge” field member, should be Certified Public Accountants and have a minimum of two (2) years of governmental audit experience. Casper College intends to strongly consider experience conducting governmental audits and certification credentials when evaluating the proposer’s team.

9. COMPENSATION

- 9.1. The firm’s proposal must indicate the maximum total your firm will charge the College for each year of this proposal.
- 9.2. Progress payments may be submitted with the final payment for any financial preparation engagement services becoming due only after submission of all financial statements turned over to the main auditors.
- 9.3. Should the firm encounter circumstances requiring an increase in the extent of detailed investigation, or should the College require an increase in the scope of the financial preparation, written notice to that effect must be given to the other party. The engagement can then be modified by mutual agreement as to additional work and compensation.

SECTION 5: EVALUATION METHODOLOGY

1. Overview:

- 1.1. Casper College shall evaluate the financial preparation engagement services proposals on the basis of the qualifications and relevant experience of the bidders, as well as the staffing and estimated cost of the engagement. Casper College may wish to conduct oral interviews with the firms considered most qualified in order to help the College in the selection process.

2. Minimum Qualification of the Financial Preparation Firm

- 2.1. The overall financial preparation approach of the firm. Is the approach sufficiently thorough and sufficiently comprehensive to reflect a clear understanding of the College’s financial preparation needs? Are the time estimates to perform each section clearly identified?

- 2.2. Qualification of supervisory staff assigned to the financial preparation including the on-site supervisor. Information provided for each staff person should summarize educational background, position held in firm, years of experience in governmental financial preparation, and public accounting certification.
- 2.3. Prior governmental financial preparation experience of the firm. Casper College reserves the right to request information from the Secretary of State and/or the State Board of Certified Public Accountants relating to proposers.
- 2.4. Quality of references furnished by the proposer.
- 2.5. How does your firm handle situations where an external financial preparation finding results directly from an oversight, calculation error, or improper recommendation provided by your team during audit preparation?
- 2.6. Does your firm agree to a fee offset provision or no-cost remediation for findings that fall within the defined scope of work? Please provide your standard terms regarding performance remedies.
- 2.7. Cost, although a significant factor, will not be the sole factor upon which the award is based. Cost may become important in the event other evaluation criteria appear to indicate that potential proposers are ranked relatively equal.

Shane Pulliam



Casper College
Director of Procurement

SECTION 6: BID FORM

Casper College - Bid Form			
FINANCIAL PREPARATION ENGAGEMENT SERVICES RFP #CC625-26			
Qty	UOM	Description	Price
1	LT	2027 Casper College Yearly Financial Preparation (Not to exceed price)	
1	LT	2028 Casper College Yearly Financial Preparation (Not to exceed price)	
1	LT	2029 Casper College Yearly Financial Preparation (Not to exceed price)	
		<u>GRAND TOTAL=</u>	-
Received Addendum # 1 _____ Addendum # 2 _____ Addendum # 3 _____ (initial only if addendums were issued)			
Bidder Information:		Comments:	
Bidder Name:		Mailing Address:	
City:	State:	Zip:	
Phone Number:		Fax:	
Bidders Name (print):		Title:	
Signature:		Email Address:	
* Signing this form indicates you agree with all the conditions shown in this RFP, addendums (if any) and attachments.			