

CARROLL COMMUNITY COLLEGE
Board of Trustees

PUBLIC NOTICE OF SOLICITATION

For

RFP No.: CFY231022-01
FINANCIAL AUDIT SERVICES

NOTICE IS HEREBY GIVEN that The Board of Trustees of Carroll Community College ("Carroll") is requesting qualified Offerors to submit proposals for the services of a certified public accounting firm having higher education/non-profit auditing experience to audit its records and financial statements for the fiscal years ending June 30, 2023, 2024, 2025, 2026, and 2027. The final award will be for the annual audit of the financial statements for Carroll Community College and the Carroll Community College Foundation. Carroll requests that interested and qualified Offerors provide sealed competitive proposals in accordance with the schedule and specifications provided herein.

Copies of the REQUEST FOR PROPOSAL (RFP) documents may be requested by contacting Carroll's Procurement Office at <https://www.carrollcc.edu/About/Procurement/> or by email at cbednar@carrollcc.edu.

Complete, properly identified, and endorsed responses will be received and secured up to 2:00:00 pm local time on Thursday, December 8 2022 via Equity Hub's Bid Locker. Improperly packaged responses or those received after the date and time designated cannot be accepted. It is the responsibility of each offeror to ensure timely delivery of the response. Withdrawal of a response prior to the designated closing date and time is acceptable. After the designated date and time, all responses are final and may not be withdrawn or canceled within 90 days following the deadline.

Responses to this solicitation will be considered as offers and may be used to form a binding contract with Carroll. Responses will be evaluated, ranked, and scored by Carroll. All responses shall be in the format specified by Carroll in the solicitation document.

This solicitation is being conducted by:

Carroll Community College
Procurement Office A201A
1601 Washington Road
Westminster, MD 21157

Chuck Bednar
Coordinator of Procurement
410-386-8047
cbednar@carrollcc.edu

A Pre-Proposal Conference will be held for this solicitation. The virtual conference will be held via Microsoft Teams at 10:00 am local time on November 17, 2022.

Carroll Community College's Board of Trustees reserves the right to reject all responses and to waive any formalities, informalities, or technicalities as it deems necessary, appropriate, or in Carroll's best interest. Final award of contract is subject to availability of funding.

Carroll Community College is an Equal Opportunity Institution. Minority, small and woman-owned businesses are encouraged to submit proposals for this project.
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