



Greenville Technical College

Request for Proposal

Amendment 1 – Questions & Answers

Solicitation Number: GTC-26-02-319RFP-Audit Services
Date Issued: 3/03/26
Procurement Officer: Kristal Doherty
Phone: (864) 250-8417
E-Mail Address: Kristal.doherty@gvltec.edu
Mailing Address: PO Box 5616 Greenville, SC 29606

DESCRIPTION: **Auditing Services of Financials**

USING GOVERNMENTAL UNIT: Greenville Technical College – Finance Department

The Term "Offer" Means Your "Bid" or "Proposal". Your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Offer" provision.

SUBMIT YOUR OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS: Greenville Technical College
Purchasing – MS 1236
PO Box 5616
Greenville, SC 29606-5616

PHYSICAL ADDRESS: Greenville Technical College
Bldg 123 Room 213
506 S. Pleasantburg Dr.
Greenville, SC 29607

SUBMIT PROPOSAL BY (Opening Date/Time): 3/11/2026 at 3:00 PM (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: 2/27/2026 (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: One (1) original hard copy & five (5) hard copies marked COPY. If submitting a redacted copy - See Section IV. Submitting Redacted Offers for instructions. Must also submit 1 copy of proposal and cost proposal on a USB flash drive.

Initial here if NO redacted copy is necessary _____

CONFERENCE TYPE:	DATE & TIME:	LOCATION:
N/A		N/A

(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)

AWARD & AMENDMENTS

Award is scheduled to be posted on **4/1/2026**. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <https://www.gvltec.edu/purchasing/>

You must submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.
(See "Signing Your Offer" and "Electronic Signature" provisions.)

NAME OF OFFEROR (full legal name of business submitting the offer)

Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

AUTHORIZED SIGNATURE

(Person must be authorized to submit binding offer to contract on behalf of Offeror.)

TITLE

(business title of person signing above)

PRINTED NAME

(printed name of person signing above)

DATE SIGNED

STATE VENDOR NO.

(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)

STATE OF INCORPORATION

(If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one)

(See "Signing Your Offer" provision.)

☐ Sole Proprietorship

☐ Partnership

☐ Other _____

☐ Corporate entity (not tax-exempt)

☐ Corporation (tax-exempt)

☐ Government entity (federal, state, or local)

PAGE TWO

(Return Pages One and Two with Your Offer)

HOME OFFICE ADDRESS

(Address for offeror's home office /principal place of business)

NOTICE ADDRESS

(Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)

Area Code - Number - Extension: _____

Facsimile: _____

E-mail Address: _____

PAYMENT ADDRESS

(Address to which payments will be sent.)

ORDER ADDRESS

(Address to which purchase orders will be sent) (See "Payment" clause)
(See "Purchase Orders and "Contract Documents" clauses)

(check only one)

- ☐ Payment Address same as Home Office Address
☐ Payment Address same as Notice Address

(check only one)

- ☐ Order Address same as Home Office Address
☐ Order Address same as Notice Address

ACKNOWLEDGMENT OF AMENDMENTS

Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)

10 Calendar Days (%)

20 Calendar Days (%)

30 Calendar Days (%)

_____ Calendar Days (%)

PREFERENCES – A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES. [11-35-1524(E)(4)&(6)]

PREFERENCES DO NOT APPLY 11-35-1524 (E)(5)

PREFERENCES – ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).

PREFERENCES DO NOT APPLY 11-35-1524 (E)(5)

_____ In-State Office Address same as Home Office Address

_____ In-State Office Address same as Notice Address (check only one)

AMENDMENTS TO SOLICITATION (JAN 2004)

All actual and prospective Offerors should monitor the following web site for the issuance of Amendments:

www.gvltec.edu/purchasing/

- (a) The Solicitation may be amended at any time prior to opening.*
- (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment.*
- (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. [02-2A005-1]*

Following are the Questions received and Answers:

1. In an effort to understand the level of effort currently exerted by the current auditing firm, please provide (a) hours billed (b) prior year fees and (c) schedule of auditors in the field? For example, 2 people 2 weeks in November and 4 people 3 weeks in April. **Our contract is awarded as a fixed price annual fee, there are no hours billed. The awarded contract fee schedule is: Fiscal Year 2023 \$45,000; Fiscal Year 2024 \$47,250; Fiscal Year 2025 \$49,500; Fee includes one major program for single audit with additional fees of \$7500 for each additional major program. GTC does not have a set schedule for auditors to be on-site/remote, but auditors need to plan to be on-site for Bookstore inventory and to present to the Audit Committee.**
2. Did auditors perform the work remotely, on-site or hybrid and how many days on-site are preferred? **Most work was performed remotely, which is preferred. Auditors must be on-site for Bookstore inventory and to present to the Audit Committee.**
3. Is the incumbent allowed to bid? **Yes**
4. Are there any improvements you would like to see in the audit process? **We welcome any improvements which would reduce the administrative burden and disruption to the daily operations of the College.**
5. Can you provide the fees charged for the audit, single audit and State Lottery Tuition Assistance Program testing over the past 3 years? **See answer to Question #1**
6. Are there any significant changes in operations in the current year vs. the prior year including changes in policies and procedures, personnel, or the reporting entity? **GTC has a new President as of 7/1/25 and new executive officers as of February 2026.**
7. Why is the College requesting a proposal? (i.e., rotation cycle, fresh perspective desired, governing board request, cost) **Our audit contracts are awarded with a maximum term of 5 fiscal years (1 year with 4 optional 1 year renewals) and the current contract term has ended.**
8. Please comment and/or provide journal entries proposed by the auditors in the prior year? **Entry to move AP expense from one fiscal year to another.**
9. Was a management letter issued in the prior year, and if so, can a copy be provided? **A management letter was not issued.**
10. What computer systems are used for general ledger operations and student information systems? Which systems manually interface with the general ledger? Which systems automatically interface with the general ledger? **Ellucian Colleague**
11. How many years have the current auditors being serving the College? **3 fiscal years**

12. Has there been any disagreement with the current auditor firm? If yes, please provide some background on the issue. **No**
13. What are the two most significant issues facing the College in the next two years? **Greenville Technical College's two most significant current issues are navigating major leadership changes and maintaining strong enrollment growth by aligning programs with evolving workforce needs.**
14. Are there any improvements you would like to see in the audit process? **See answer to question 4**
15. In the previous three fiscal years, have there been any additional billings/change orders related to the audits in excess of the fixed base fees? If so, to what extent and for what reason(s)? **There have been some additional single audits that we requested. Those were done at the approved fixed fee of \$7500.**
16. Who prepares the financial statements (auditors or management)? **Management currently prepares the financial statements, but we would like the option of having the auditors prepare them. If this would be an additional cost to your fixed fee, you should clearly indicate that cost separately in your cost proposal.**
17. Does the College anticipate needing assistance with implementation of GASB 103 and 104? **This is unknown at this time.**
18. What is the reason for going out to bid? **See answer to Question 7**
19. What do you like most about your current accounting firm and what are the key attributes? Or what could your current accounting firm have done differently to improve service and provide more value? **We appreciate their ability to work remotely.**
20. What were the estimated hours your current accounting firm incurred to perform the fiscal year 2025 work? What was the fixed price billed for the fiscal year 2025 work? **We do not have the estimated hours incurred to perform the work. The fixed price for FY25 was \$49,500.**
21. Do you prepare your own financial statements? **See answer to Question 16**