

**April 19, 2012**

**MEMO TO: BOARD OF EDUCATION**

**FROM: Darrell Moon, Business Manager**

**RE: Acceptance of RFP for Auditor Services**

The District published in a newspaper with circulation within its boundaries for Auditing Services using a Request For Proposal format. The submissions were accepted and opened at 1:30 p.m. April 5, 2012. We received four responses from well-established auditing firms in the Chicago vicinity. We looked at the qualifications of the teams being proposed and the various other items of importance to the District. Each company was ranked according to a chart that was in the RFP documents. The company with the highest ranking and the company being recommended is Miller Cooper & Co, Ltd.

**SUGGESTED MOTION: I move that the Board of Education authorize the administration to sign a five-year contract with Miller Cooper & Co., Ltd., for the District's Auditing Services.**