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|  | **Job Order Request Form (JOR)**  Contract Description: STC for Municipality Auditing Services  Solicitation Number: 5400022327 |
| Using Governmental Unit: |  |
| Contractor: |  |
| Contract Number: |  |
| Total Price: |  |
| UGU Purchase Order Number: |  |

This JOR Order is issued against the Contract identified by number above. Definitions provided in the Contract apply to this JOR Order. You agree to comply with all terms of the Contract identified above, the terms of which supersede any terms in this JOR Order. The solicitation's Default clause and Termination for Convenience clause shall apply to each JOR Order as if it were a separate contract. The terms of this JOR Order supersede the terms of any exhibit attached to this document.

Exhibit 1 – JOR, including attachments

**Certification**

With regard to this JOR Order, you hereby certify that you have complied with Regulation 19-445.2165 (no gifts to agencies) and with the following clauses: “Certification Regarding Debarment and Other Responsibility Matters (Jan 2004),” “Disclosure of Conflicts of Interest or Unfair Competitive Advantage” (Feb 2015),” and “Ethics Certificate (May 2008)”. For purposes of applying these clauses for this certification, your JOR Order Quote is an offer, this JOR Order is an award of a contract, and the date of this JOR Order will be deemed to be the date for the “posting of a final statement of award” and “the Opening Date.”

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| SIGNATURE OF PERSON AUTHORIZED TO ENTER A CONTRACT ON BEHALF OF JOB ORDER CONTRACTOR:  By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (authorized signature)  (printed name of person signing above)  Its: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (title of person signing above)  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | SIGNATURE OF PERSON AUTHORIZED TO EXECUTE JOB ORDER ON BEHALF OF UGU:  By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (authorized signature)  (printed name of person signing above)  Its: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (title of person signing above)  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Municipality Auditing Services Job Order Request Form**

**INSTRUCTIONS:**

1. Using the “Auditing Services Job Order Request Form (JOR),” the UGU must interview at least two Contractors concerning their ability to satisfactorily complete the audit.
2. The UGU must complete all entries on the JOR and a separate JOR must be prepared for each Contractor interviewed. If a Contractor refuses to provide a response to the request, the UGU must make a request from another Contractor. A JOR indicating a Contractor refused to provide information, a “blank JOR,” will not be acceptable.
3. Using the completed JOR, the UGU, ***at their sole discretion*,** will determine which Contractor is the best value for the UGU.

Using Governmental Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Detail Scope of Audit(s) required. Example: Financial Audit, Single Audit etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Financial Records Outsourced? \_\_\_Yes \_\_\_ No Financial System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Auditors have access. \_\_\_ Yes \_\_\_\_No

Last Fiscal Year Completed Audit? \_\_\_\_\_\_\_\_\_ Copies Available \_\_\_\_ Yes \_\_\_\_ No

Provide the Most recent Audit Financial Statements \_\_\_Yes \_\_\_ No

Do you a have the Purchasing Card (P-Card) Yes \_\_\_ No\_\_\_\_

How many “Fund” accounts do you have? Example: General, Library, Sheriff’s, Airport, Fire etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received Federal Grants: Yes \_\_\_ No \_\_\_

How Much Federal Fund Received by Fiscal Year? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Documentation to be retrieved and copied by: Auditor \_\_\_\_\_\_\_ UGU’s Staff\_\_\_\_\_\_\_\_\_

Auditor to prepare required Financial Statements. Yes \_\_\_ No \_\_\_\_\_\_\_

**Contractors, given the information reference above:**

How many staff member are required? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What level of partnership and how many hours for each staff member: \_\_\_\_\_ Staff Auditor,

\_\_\_\_\_\_Senior Auditor, \_\_\_\_\_\_\_Manager, \_\_\_\_\_\_\_\_\_\_Senior Manager, \_\_\_\_\_\_\_Partner

Estimate how much time will it take to complete this order? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start and completion date? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_