



# JOLIET JUNIOR COLLEGE

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JOLIET JUNIOR COLLEGE  
REQUEST FOR QUOTATION  
**FINANCIAL AID ASSESSMENT**

You are invited to submit a quote for **FINANCIAL AID ASSESSMENT** Please include delivery charges in your pricing. The College is exempt from all sales tax. Quotes are due by **2:00 pm on December 14, 2018.**

Joliet Junior College reserves the right to award all items to one vendor or to multiple vendors depending on what is considered to be in the best interest of the College.

When applicable, please state in your quote whether or not your equipment is an Energy Star qualified product.

Vendors must submit their quote on the attached pricing sheet.

Joliet Junior College will make every effort to use local business firms and contract with small, minority-owned, and/or women-owned businesses in the procurement process. This solicitation may contain a goal to include businesses owned and controlled by minorities, females, and persons with disabilities in the College's procurement and contracting processes in accordance with the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575). State of Illinois CMS Business Enterprise Program certified vendors are encouraged to mark the quote form accordingly and provide supporting documentation along with the bid form.

**BLACKOUT PERIOD:**

After the College has advertised for quotes, no pre-quote vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of quote specifications, clarification of quote submission requirements or any information pertaining to pre-quote conferences. Such bidder or sub-bidder making such request shall be made in writing at least seven (7) days prior to the date for receipt of quotes. No vendor shall visit or contact any College officers or employees until after the quotes are awarded, except in those instances when site inspection is a prerequisite for the submission of a quote. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response.

You may fax your quote to: (815) 280-6631  
Attention: Roxanne Venegas

Or mail to: Roxanne Venegas  
Purchasing Manager  
Joliet Junior College  
1215 Houbolt Road Room A3103  
Joliet IL 60431

Email to: Purchasing@jjc.edu

Further information may be obtained by contacting Roxanne Venegas at (815) 280-6678.

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**QUOTE SPECIFICATIONS:**

Joliet Junior College is seeking a firm to provide the following services:

- Perform an audit to ensure that the college’s processes are compliant related to:
  - Financial Aid (Grants and loans) processing, packaging and aid disbursement
  - Verification
  - Federal work study
  - Illinois-specific programs (MAP, IVG for example)
  - SAP Policy
  - Maximum Timeframe policy
  
- Review and provide feedback on the college’s most recent reports:
  - ISAC
  - A133
  - FISAP
  - PPA
  
- Review current staffing structure and make observations and recommendations

ITEM	DESCRIPTION	QNTY	TOTAL COST
1.	COMPLIANCE ASSESSMENT AS DESCRIBED ABOVE INCLUDING ALL TRAVEL/ OTHER EXPENSES	1	\$ _____
2.	BUSINESS PROCESS REVIEW AS DESCRIBED ABOVE INCLUDING ALL TRAVEL/ OTHER EXPENSES	1	\$ _____
3.	STAFFING ASSESSMENT AS DESCRIBED ABOVE INCLUDING ALL TRAVEL/ OTHER EXPENSES	1	\$ _____
<b>TOTAL</b>			\$ _____

PLEASE INCLUDE DESCRIPTIVE LITERATURE WITH YOUR BID

FIRM	SIGNATURE
ADDRESS	PRINTED NAME
CITY            STATE            ZIP	DATE
E-MAIL ADDRESS	FAX NO.                      PHONE NO.

**Our company is certified by the State of Illinois CMS Business Enterprise Program (BEP). Supporting documentation is attached.**

Results from this quote may be viewed at <http://www.jjc.edu/community/vendors>