

**KANSAS STATE UNIVERSITY
PURCHASING OFFICE
21 ANDERSON HALL
MANHATTAN, KS 66506
PHONE 785-532-6214 FAX 785-532-5577**

CONTRACT SIGNATURE SHEET

Date: 6/26/2012
CONTRACT NO.: 40302
Replaces Contract No.: NA

Procurement Officer: Chris Dekat, CPPB
Phone: 785-532-6214
E-Mail: cidekat@k-state.edu

Item: Accounting Services for preparing 990-T forms
Primary Using Department: Kansas State University & Regent's Institutions
Period of Contract: 7/1/2012 through 6/30/2015 with 2 one year renewal options

Contractor Information: Varney & Associates, CPAs, LLC
120 N. Juliette Ave.
Manhattan, KS 66502
CONTACT: Michelle Crow
Phone: 785-537-2202; FAX: 785-537-1877; e-mail: admin@varney.com

Prices: as bid on IFB/RFP 40302, to include Addendum # 1 & 2, and
Request for Clarification
Payment Terms: N30
Shipping Information: Dest, Ppd & Allowed

The parties agree as follows:

1. Subject to the terms and conditions of this contract and companion bid documents, Kansas State University hereby accepts the offer of Contractor as expressed by Contractor's bid submitted to K-State Purchasing in response to above referenced contract/quote number.
2. It is understood and agreed by the parties that pursuant to the bid, Contractor agrees to furnish products or services for the period noted above on orders of the Department(s) at the price or prices contained in the bid. Department(s) agrees to pay on delivery of the item(s) the amount(s) billed by Contractor in accordance with the bid as shown on delivery invoice(s) of the Contractor to the Department(s). Payment will be made as soon after receipt of the invoice(s) as possible in accordance with state law.
3. Failure of Contractor to furnish the item(s) in accordance with the bid specifications incorporated into this contract by reference, or failure of Contractor to deliver the item(s) in accordance with any time schedules prescribed in this contract or any documents incorporated by reference into this contract shall result in forfeiture of any performance bond of Contractor and/or in termination of this contract at the option of the University.
4. It is understood and agreed that the provisions set out in the K-State Purchasing Office bid document for this contract are incorporated and made a part of this contract by reference as though fully set forth herein. Contractor agrees and understands that these documents are controlling over Contractor's bid, invoice, department order forms or any other documents of the Contractor.
5. The provisions found in Contractual Provisions Attachment, is incorporated and made a part of this contract by reference.
6. In the event of any disputes regarding the terms and conditions of this Contract or payments alleged to be due and owing, Contractor's sole remedy shall be with the Department that placed the order.

Contractor: Varney & Associates, CPAs, LLC

By: Michelle R. Crow, CPA

Printed Name: Michelle R. Crow, CPA

Title: Owner

KANSAS STATE UNIVERSITY

By: Carla K Bishop
CARLA BISHOP
DIRECTOR OF PURCHASING

**PROPOSAL FOR THE ACCOUNTING SERVICES FOR PREPARING FORM 990-T
FOR THE STATE OF KANSAS UNIVERSITIES
BID SHEET
May 31, 2012**

We propose the accounting fees for the preparation of the State of Kansas Universities Forms 990 T as follows:

Accounting Services for the Fiscal Year Ended 2012 990 T \$ 4,000

	<u>Hours</u>	<u>Hourly Rate</u>
Partner	6	\$ 225
Sr. Staff Accountant	23	115

Accounting Services for the Fiscal Year Ended 2013 990 T \$ 4,000

	<u>Hours</u>	<u>Hourly Rate</u>
Partner	6	\$ 225
Sr. Staff Accountant	23	115

Accounting Services for the Fiscal Year Ended 2014 990 T \$ 4,000

	<u>Hours</u>	<u>Hourly Rate</u>
Partner	6	\$ 225
Sr. Staff Accountant	23	115

We prepare our contracts on a "not to exceed" basis. Since we are based in Manhattan and plan to receive the information electronically, travel time or out-of-pocket costs will not be incurred.