

REQUEST FOR PROPOSAL

The Workforce Investment Board of the Southwest Region, Inc. (WIB) requests proposals for independent auditing of the Workforce Investment Opportunity Act , and other state and federally funded programs of the Southwest Region for the fiscal year ending June 30, 2019 with an option to renew for two additional one-year periods.

INTRODUCTION

The Workforce Investment Opportunity Act (WIOA) was signed into Public Law (PL114-18) on July 22, 2014. The objective of this legislation is to consolidate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs in the United States. The primary objective of the WIB is to enhance the employability and self-sufficiency of those who participate and to focus on customer service to employers. All services are provided through contracted program operators. While the target population includes those who are economically disadvantaged, who have barriers to employment, or who are recognized as dislocated workers through a mass layoff, or plant closure, the general public may also receive program services. The structure of the Act emphasizes the importance of partnership between the private and public sectors, Federal and State governments, Workforce Development Boards, Local Elected Officials, and numerous partners in the community who have an interest in seeing that those at a disadvantage in the labor market are prepared for and placed in jobs that will provide them with economic independence.

Funding for WIOA programs is identified as Title I Adult, Title I Youth, Title I Dislocated Worker, and other special targeted or discretionary program funding.

The Workforce Investment Board of the Southwest Region, Inc. has been designated the Grant Recipient by the Local Elected Officials and serves as the administrative entity for WIOA, and other state and federally funded programs in the Southwest Region. This involves providing the administrative direction for seven (7) counties in the state of Missouri, including Barton, Dade, Jasper, Lawrence, Newton, McDonald, and Barry counties.

During Fiscal Year 2019, the Workforce Investment Board of the Southwest Region, Inc. had approximately \$1.2 million in Federal funds to develop regional economic transformation and to administer training and employment programs. The WIB contracts with service providers to coordinate or provide the programs for participants.

In accordance with 2CFR Part 200, of the Workforce Investment Opportunity Act rules and regulations, administrative entities must have an annual, independent audit. The audit shall be conducted in accordance with applicable auditing standards set forth in the financial and compliance element of the "Standards of Audit and Governmental Organizations, Programs, Activities, and Functions," issued by the Comptroller General of the United States. In addition to the requirements of a single audit, the auditor must prepare supplemental pages which will tie year-to-date revenues and expenses by contract and funding source into the final progress reports submitted (monthly) to the Missouri Division of Workforce Development.

The Workforce Investment Board of the Southwest Region, Inc. conducts an annual financial and compliance audit in accordance with the requirements of 2 CFR Part 200, Subpart F and the Single Audit Act (SAA) of 1996, Public Law 98-502, Public Law 104-156, the related Office of Management and Budget (OMB) Circular A-133, and the Compliance Supplement for Single Audits of State and Local Governments. An annual independent audit, performed under The

Single Audit Act of 1996, is also contractually required of all sub recipients that expend \$750,000 or more in federal awards from the Region.

Under Section 501(c) (3) of the Internal Revenue Code, the Workforce Investment Board of the Southwest Region, Inc. is required to file the Federal Return Form 990 with a Schedule A attachment. As outlined in the code, the form 990 must be filed by the fifteenth day of the fifth month after the fiscal year ends (filing date November 15, 2020). The Contractor will be required to prepare and assist with the filing of the Federal Form 990 with Schedule A attachment and any extensions requested of the IRS related to the filing.

Criteria and Submission of Proposal

In order for the Committee to adequately evaluate proposals uniformly and objectively, all proposals will be submitted in accordance with the below format. The proposal should be prepared simply and economically, providing straight-forward and concise information as requested. The proposal should be submitted on 8 ½ x 11 inch paper unbound with one original and two (2) copies.

To ensure a fair and open process for all interested bidders, the following time table will be used with this RFP process:

RFP Issued	February 11, 2019
Proposals Due	March 12, 2019
Proposal Review Completed	March 19, 2019
Workforce Investment Board Approval	March 19, 2016
Records available for field work	July 30, 2019

Questions regarding this RFP may be submitted in writing to:

Workforce Investment Board of the Southwest Region, Inc.
Attention: Rob Copher, Fiscal Manager
PO Box 1706
Joplin, MO 64802

Or by e-mail to rfp@sectorready.org.

All questions and responses will be addressed on the Workforce Investment Board's website at <http://www.workforcezone.net/rfp-wioa-2019/> as well as the Workforce Investment Board of the Southwest Region, Inc., 420 Grand Ave, Joplin, MO 64801.

Responses to questions will be posted on the website by March 8, 2019.

SEALED proposals must be marked **PROPOSAL ENCLOSED #SA-19** and received by the Workforce Investment Board of the Southwest Region no later than 1:00 p.m., March 12, 2019. No proposal will be accepted after this date and time. One original plus two (2) copies must be submitted.

Proposals may be hand delivered or mailed to the following address:

Workforce Investment Board of the Southwest Region, Inc.
PO Box 1706,
420 Grand Ave.
Joplin, MO 64802

Proposals delivered by facsimile will not be considered. Please note that proposals must be **received** by the WIB by the deadline – **not postmarked**.

Records will be made available for field work as of July 30, 2019. The exit conference regarding the audit report should be scheduled by mid-November, 2019 with the final audit report and data collection form completed December, 2019. Six bound copies and an electronic PDF of the final report will be required. The successful respondent may be asked to present the audit, in person, to the joint Executive Committee of the Workforce Investment Board of the Southwest Region, Inc. in December, 2019.

Bidders must be in compliance with “Standards for Audit for Governmental Organizations, Programs, Activities, and Functions” issued by the Comptroller General of the United States, and must have had a quality review within the last three years. Auditors working on the engagement must have complied with the professional continuing education requirements contained in Chapter 3, General Standards.

The response should include an assurance that a peer review has been conducted within the last three years, a copy of the latest peer review letter issued, a statement of compliance with professional continuing education requirements, and an assurance that the auditor/firm/agency has not been debarred from doing business in the state of Missouri.

The response should also include information regarding an option to renew services for each of two additional one-year periods. Include in this information any cost increase for each of the optional one-year periods.

Submitted responses will be evaluated by the following criteria; cost, quality of the proposal, and previous experience performing governmental audits. A list of references of previous audits of similar natures (CETA/JTPA/WIA, WIOA, HUD, etc.) should be included.

The Workforce Investment Board of the Southwest Region, Inc. reserves the right to reject any or all proposals if it is in the best interest of the Workforce Investment Opportunity Act, or other funded programs.

Reviewer's Initials: _____

Total Points: _____

Review Date: _____

**EVALUATION OF RESPONSE TO
REQUEST FOR PROPOSAL**

FINANCIAL AND COMPLIANCE AUDIT

CPA/AGENCY SUBMITTING PROPOSAL: _____

CONTACT PERSON: _____

Cost to conduct audit as outlined in the proposal
for the current Program Year _____

Cost for optional renewal of first of two years _____

Cost for optional renewal of second of two years _____

OUTCOME

Financial and Compliance Audit Request for Proposal Fiscal YE 6/30/19

Section	Points Available	Points Awarded
Quality of Proposal	25	_____
Experience	50	_____
Cost	25	_____
GRAND TOTAL	==== 100	

REMARKS:

QUALITY OF PROPOSAL (Maximum 25 points)

- _____ (5) _____ Response is in depth, with a detailed scope of work; overall description of procedures to be performed and/or audit report to be provided.

- _____ (10) _____ Reference to preparation of financial and compliance audit in accordance with:
 - _____ Single Audit Act of 1984
 - _____ Office of Management and Budget (OMB) Circular A-133
 - _____ Compliance Supplement for Single Audits of State and Local Governments
 - _____ “Standards for Audit Governmental Organizations, Programs, Activities, and Functions” issued by the Comptroller General of the United States

- _____ (5) _____ Preparation of Federal Form 990 with Schedule A attachment outlined

- _____ (5) _____ Exit conference schedules on or before date outlined in RFP

- _____ (5) _____ Final audit report completion date scheduled on or before outlined date in RFP
- _____ (5) _____ Six copies to be provided of the completed report to the Board

PREVIOUS EXPERIENCE (Maximum 50 points)

- _____ (50) _____ Previous background experience, numbers of audits in governmental accounting systems, number of single audits performed.
 - _____ (0-10) Previous experience conducting audits of a similar nature (CETA, JTPA, WIA, WIOA, HUD, etc.)
 - _____ (0-10) Previous experience conducting audits for governmental agencies
 - _____ (0-10) List of references of previous audits
 - _____ (0-10) Quality review within the last three years
 - _____ (0-10) Auditors working on the engagement must have complied with the professional continuing education requirements contained in the “Standards of Audit for Governmental Organizations, Programs, Activities, and Functions”, Chapter 3

COST (Maximum 25 points)

- _____ (20) _____ Reasonableness of cost and cost justification

- _____ (5) _____ Includes option to renew services for an additional two years, with costs associated for each of the one year periods

**NOTICE
REQUEST FOR PROPOSAL**

Independent Single Audit

The Workforce Investment Board of the Southwest Region, Inc., serving seven (7) counties in the Southwest Region of Missouri, is now issuing notice for a Request for Proposal (RFP) from a qualified individual or firm to provide an independent financial and compliance audit for the Workforce Investment Act (Title I Adult, Youth, & Dislocated Worker), and other state and federally funded grant activities of the region for the fiscal year ended June 30, 2019. The Southwest Region of Missouri includes the following counties: Barton, Dade, Jasper, Lawrence, Newton, McDonald, and Barry.

The audit shall be conducted in accordance with the requirements of 2 CFR Part 200, Subpart F and the Single Audit Act (SAA) of 1996, Public law 98-504, Public Law 104-156 and the related Office of Management and Budget (OMB) circular A-133.

RFP packets will be available for pick-up on February 11, 2019 at the Workforce Investment Board of the Southwest Region, Inc., 420 Grand Ave., Joplin, MO 64801, Monday-Friday, 8:30 a.m. to 3:30 p.m., except holidays. It is also available for download from our website at: <http://www.workforcezone.net/rfp-wioa-2019/>.

Sealed responses must be returned to the address noted above no later than 1:00 p.m. on March 12, 2019. Sealed responses must be marked **PROPOSAL ENCLOSED #SA-19.**

The Workforce Investment Board of the Southwest Region, Inc. reserves the right to reject any or all proposals if it is in the best interest of the Workforce Investment Act, Career Assistance Program, or other funded programs.

Notice of Award will be made March 19, 2019.

Any questions concerning this public notification should be directed to:

Rob Copher, Fiscal Manager
rcopher@sectorready.org
Telephone (417) 206-1717 Ext. 2103
FAX (417) 206-0022