

REQUEST FOR BID

The South Central Workforce Investment Board (SCWIB) requests bids for independent auditing of the Workforce Investment Opportunity Act , and other state and federally funded programs of the South Central Region for the fiscal year ending June 30, 2017 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 SCWIB 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 SCWIB has been designated fiscal agent by the Local Elected Officials and serves as the administrative entity for WIOA, and other state and federally funded programs in the South Central Region. This involves providing the administrative direction for twelve (12) counties in the state of Missouri, including Butler, Carter, Douglas, Howell, Oregon, Ozark, Reynolds, Ripley, Shannon, Texas, Wayne and Wright counties.

During Fiscal Year 2017, the SCWIB had approximately \$2.9 million in Federal funds to develop regional economic transformation and to administer training and employment programs. The SCWIB 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 SCWIB conducts an annual financial and compliance audit in accordance with the 2 CFR 200 Subpart F.

Under Section 501(c) (3) of the Internal Revenue Code, the SCWIB 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 (fiscal year ends

June 30). 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 | April 3, 2017 |
| Proposals Due | June 1, 2017 |
| Proposal Review Completed | July 11, 2017 |
| Workforce Investment Board Approval | July 25, 2017 |
| Records available for field work | July 26, 2017 |

Questions regarding this RFP may be submitted by April 30, 2017 in writing to:
South Central Workforce Investment Board
Attention: Melissa Robbins, Executive Director
416 Washington Ave
West Plains, MO 65775

Or by e-mail to mrobbins@scwib.org

All questions and responses will be addressed on the Workforce Investment Board's website at www.scwib.org/notices.

Responses to questions will be posted on the website by May 15, 2017.

SEALED proposals must be marked **BID ENCLOSED** and received by the SCWIB no later than 1:00 p.m., June 1, 2017. 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:
South Central Workforce Investment Board
416 Washington Ave
West Plains, MO 65775

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

Records will be made available for field work as of July 26, 2017. The exit conference regarding the audit report should be scheduled by mid-December, 2017 with the final audit report and data collection form completed January, 2018 to present the audit, in person, to the Executive Committee of the SCWIB on January 9, 2018.

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 SCWIB reserves the right to reject any or all bids 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 BID
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 Bid Fiscal YE 6/30/17

| Section | Points Available | Points Awarded |
|--------------------|------------------|----------------|
| Quality of Bid | 25 | _____ |
| Experience | 50 | _____ |
| Cost | 25 | _____ |
| | ==== | |
| GRAND TOTAL | 100 | _____ |

REMARKS:

QUALITY OF BID (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

Final audit report completion date scheduled on or before outlined date in RFP

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 South Central Workforce Investment Board serving twelve (12) counties in the South Central 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 Innovation and Opportunity 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, 2016. The South Central Region of Missouri includes the following (12) counties in the state of Missouri: Butler, Carter, Douglas, Howell, Oregon, Ozark, Reynolds, Ripley, Shannon, Texas, Wayne and Wright.

The audit shall be conducted in accordance with 2 CFR 200 Subpart F.

RFP packets will be available for pick-up on April 3, 2017 at the South Central Workforce Investment Board, 416 Washington Ave, West Plains, MO 65775, Monday-Friday, 8:00 a.m. to 4:30 p.m., except holidays. It is also available for download from our website at: www.scwib.org/notices .

Sealed responses must be returned to the address noted above no later than 1:00 p.m. on June 1, 2017.

Sealed responses must be marked **BID ENCLOSED**.

The SCWIB reserves the right to reject any or all bids if it is in the best interest of the Workforce Investment Act, or other funded programs.

Notice of Award will be made July 25, 2017.

Any questions concerning this public notification should be directed to:

Melissa Robbins, Executive Director

mrobbins@scwib.org

Telephone (417) 257-2630