

## **REQUEST FOR BID**

The Workforce Investment Board of the Southwest Region, Inc. (WIB) requests bids for independent single 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, 2023 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 2022, the Workforce Investment Board of the Southwest Region 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 Single Audit Act of 1984, Public Law 98-502, the Single Audit Act amendments of 1996, 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 1984, as amended, 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, 2023). 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 5, 2023
Proposals Due	March 8, 2023
Proposal Review Completed	March 12 2023
Workforce Investment Board Approval	March 21, 2023
Records available for field work	July 30, 2023

Questions regarding this RFP may be submitted in writing to:

Workforce Investment Board of the Southwest Region, Inc.  
Attention: Sherri Rhuems, Executive Director  
730 S Wall Ave, Joplin MO 64802

Or by e-mail to [rfp@wibswmo.com](mailto:rfp@wibswmo.com)

All questions and responses will be addressed on the Workforce Investment Board's website at <https://wibswmo.webnode.page/requests-for-proposals/> as well as the Workforce Investment Board of the Southwest Region, Inc., 730 S Wall Ave Joplin MO 64802. Responses to questions will be posted on the website by February 13, 2023.

SEALED proposals must be marked **BID ENCLOSED #SA-23** and received by the Workforce Investment Board of the Southwest Region no later than 1:00 p.m., March 8, 2023. No proposal will be accepted after this date and time.

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

Workforce Investment Board of the Southwest Region, Inc. 730 S Wall Ave Joplin, MO 64802.  
The audit report should be scheduled by mid-November 2023 with the final audit report and

data collection form completed December 2023. Six bound copies of the final report will be required.

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 of July 30, 2023. The exit conference regarding

The successful respondent will be asked to present the audit, to the joint Executive Committee of the Workforce Investment Board of the Southwest Region, Inc. in December 2023.

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 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 \_\_\_\_\_

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## OUTCOME

### Financial and Compliance Audit Request for Bid FY 6/30/22

Section	Points Available	Points Awarded
Quality of Bid	25	_____
Experience	50	_____
Cost	25	_____
	====	
<b>GRAND TOTAL</b>	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

