

**Region 10 Workforce Investment Board**  
***Request for Proposals***  
***For Audit and Tax Services***

**TWO YEAR CONTRACT**

**For years ending**  
**6/30/2013**  
**6/30/2014**

**Region 10 Workforce Investment Board**  
**C/O Carla Crowe**  
**3815 River Crossing Parkway, Suite 300**  
**Post Office Box 40977**  
**Indianapolis, IN 46240-0977**  
**Tel. (317) 208-2571**

The Region 10 Workforce Investment Board (WIB) is seeking proposals for audit and tax services for the fiscal years ending June 30, 2013 and June 30, 2014 with the possibility of a 1 year extension.

### **Section I. Background and Overview Information**

The Region 10 Workforce Investment Board (WIB) is a registered 501(c)(3) not-for-profit corporation which has oversight of employment and training programs in the following six counties: Clark, Crawford, Floyd, Harrison, Scott and Washington. The WIB provides employment and training programs in the Economic Growth Region 10 (Region 10) using a variety of state and federal grant resources, including those available through the Workforce Investment Act (WIA), and several other grants. Revenues and expenditures for the years ending June 30, 2013 and 2014 are estimated to be approximately \$2.25 million and \$2.5 million, respectively.

Crowe Horwath LLP serves as Fiscal Agent with full time staff and records located at the Crowe Horwath office in Indianapolis, Indiana. The WIB staff maintains program compliance records in New Albany, Indiana. The WIB is governed by a volunteer board that provides oversight and guidance on program operations.

WIB is requesting proposals from licensed CPA firms with knowledge of the Workforce Investment Act (WIA) and experience auditing organizations created under that act, or knowledge of auditing similar federal programs. The organization selected will prepare tax returns and conduct financial and compliance audits for 2 years (fiscal years ending June 30, 2013 and June 30, 2014) with a possible 1 year extension.

### **Section II. General Instructions**

These general instructions are intended to provide guidance on the format and submission expectations for proposals. Proposals should be prepared in accordance with the general instructions outlined in this section.

- A. Submission Requirements -- Organizations responding to this RFP must submit an electronic copy and four hard copies of their proposal, with one clearly marked as an original. Proposals should be unbound, easy to read, and must be no longer than 20 pages including all attachments (except those required in this RFP). Original proposals are required. **FAX copies will not be accepted.**
- B. Submission Deadline -- All proposals must be received by WIB no later than 12:00 PM on **October 1, 2013**. Proposals must be clearly labeled on the envelope as Audit RFP Response and should be submitted to the attention of:

Region 10 Workforce Investment Board  
c/o Carla Crowe  
3815 River Crossing Parkway, Suite 300  
Post Office Box 40977  
Indianapolis, IN 46240-0977  
[carla.crowe@crowehorwath.com](mailto:carla.crowe@crowehorwath.com)

It is the responsibility of the bidding organization to ensure that the proposal is delivered on time.

- C. Rejection of Proposals – WIB reserves the right to reject any and all proposals it receives in response to this RFP. It is understood that submitted proposals will become part of WIB official files without further obligation. WIB will not pay for the development or preparation of proposals.
- D. Questions About this RFP -- All inquiries concerning this RFP can be emailed to Carla Crowe at [carla.crowe@crowehorwath.com](mailto:carla.crowe@crowehorwath.com).

### **Section III Statement of Work**

- A. Scope of Financial and Compliance Audit -- The purpose of this RFP is to obtain the audit and tax filing services of a public accounting firm, whose principal officers are independent certified public accountants, certified or licensed by an appropriate regulatory authority. The audits must be performed in accordance with government auditing standards established by the Comptroller General of the United States and standards issued by the Office of Management and Budget regarding audits of organizations receiving federal grants contained in Circular A-133.
- B. Description of Programs/Grants/Contracts -- The selected accounting firm will be responsible for conducting an audit of WIB's programs and expenditures associated with a wide range of state and federal job training and workforce development programs. The estimated amount of expenditures to be audited for the years ending June 30, 2013 and 2014 are \$2.25 million and \$2.5 million, respectively. The exact amount to be audited will be reviewed in negotiations and will be based upon final close-out documents as prepared by Crowe Horwath and accepted by the State of Indiana. All price quotes, however, should be based on conducting audits at these expenditure levels.
- C. Performance and Delivery Schedule for the First Year -- The selected public accounting firm will complete a financial and compliance audit for WIB funds expended in the time period July 1, 2012 through June 30, 2013. The following delivery schedule will govern the audit engagement for the first year:
- All pre-work and on-site audit activities to occur no later than November 30, 2013
  - Draft audit report submitted no later than December 31, 2013
  - Final audit report submitted no later than January 31, 2014
  - 990 and required state tax returns and Data Collection Form submitted no later than March 31, 2014

All reports will be prepared in accordance with the *Government Audit Standards* as well as any audit directives from the Indiana Department of Workforce Development (DWD). Reports will be reviewed by WIB and its various funding

sources to ensure compliance with these standards and directives.

- D. Exit Conference -- An exit conference with appropriate WIB and Crowe Horwath representatives will be held at the conclusion of the field work. Observations and recommendations must address internal control and program compliance issues, be summarized in writing, and discussed during the exit conference.
- E. Work papers -- Upon request, the audit firm will provide a copy of the work papers pertaining to any questioned costs identified in this audit. The work papers must be concise and provide the basis for the questioned costs as well as an analysis of the problem. All work papers are to be retained for a period of at least three years from the end of the audit period. All work papers will be made available, as requested, to appropriate cognizant agencies, the General Accounting Office, and to WIB.

#### **Section IV. Proposal Requirements**

All CPA firms responding to this RFP must include, at a minimum, the following information. Proposals which do not address each of these required items will be considered non-responsive and will not receive consideration.

- A. Prior Audit Experience -- Include in this section all relevant prior audit experience, including names, addresses, contact persons, and telephone numbers of prior organizations audited. Include information on the following specific experiences:
  - Prior experience auditing JTPA/WIA, Welfare-to-Work, or other employment and training programs;
  - Prior experience auditing programs financed with other federal sources; and,
  - Prior experience auditing programs operated by community based nonprofit organizations.
- B. Organizational/Staff Qualifications -- Include a brief description of the organization, its size, and its structure. This description should include: (1) identification of the audit team to complete this audit, and (2) specific supervision strategies to be exercised. Describe the specific qualifications of the staff to be assigned to complete this audit. Include in these descriptions the following information about each audit team member: (1) education, (2) years and position in firm, (3) years and types of experience, (4) state(s) in which licensed as a CPA, and (5) other information highlighting the experience of the team member. Resumes containing this information may be submitted to meet the requirements of this section.
- C. Audit Plan -- Detail specific plans and strategies for completing the requested audit. Describe the organizations understanding of the work to be performed including audit procedures, estimated hours, and other relevant information.

Include an assurance that the delivery schedule detailed in section III of this RFP will be followed.

- D. Price -- The price proposed to cover the complete audit engagement and tax return completion must be detailed. Include information on how this price was determined, including information on estimated hours, staff hourly rates, and projected out of pocket expenses.
- E. Certifications and Assurances -- Sign and include with the proposal the Certifications and Assurances included in Attachment A to this RFP. Proposals submitted without these signed certifications and assurances will not be considered for funding.

**Section V. Proposal Evaluation and Contract Awards**

- A. Proposal Evaluation -- Evaluation of each proposal will be based on the following criteria:

**CRITERIA**

Organizational Experience  
Specific Staff Experience  
Audit Plan  
Price

WIB may request, at its discretion, presentations by or meetings with any or all organizations responding to this RFP. Such presentations or meetings would be for the purpose of clarifying or negotiating modifications to proposals.

- B. Contract Awards -- It is expected that a decision selecting the successful audit firm will be made by **October 15, 2013**. Contract negotiations will be scheduled within one week from this date. Upon conclusion of final negotiations, it is expected that a two year contract will be awarded; the first year being a fixed price contract. The specific costs for such future years will be negotiated; however, it is WIB expectation that the same approximate cost per thousand dollars of audited expenditures will be used for these future years.

## Attachment A Certifications and Assurances

The following certifications and assurances are provided by the bidding organization.

1. The individual signing this proposal is authorized to contract on behalf of the bidding organization.
2. The individual signing this proposal assures that the bidding organization, or any member of the organization, has not in any way paid or expressed a willingness to pay any other person or organization which would (1) lessen or destroy free and open competition and/or (2) influence the outcome of this solicitation. The individual signing this proposal also assures that the price(s) in this proposal have been arrived at independently, without consultation or agreement which would have the effect of restricting competition.
3. The individual signing this proposal certifies that the organization and its staff meet the independence and education standards of the *Government Auditing Standards*. It is further assured that appropriate staff is properly licensed certified public accountants.
4. The individual signing this proposal assures the organization and its staff has read and is familiar with the following documents:
  - A. Government Auditing Standards
  - B. OMB Circular A133, Audits of States, Local Governments, and Non-Profit Organizations
  - C. OMB Circular A122, Cost Principles for Non-Profit Organizations
  - D. Workforce Investment Act and associated regulations pertaining to cost principles and audit standards.
5. The individual signing this proposal certifies that the bidding organization, and any individual assigned to the audit team, does not have a record of substandard audit work and has not been debarred or suspended from doing work with any federal, state, or local government.

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Bidding Organization

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Typed Name and Title of Authorized Representative

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Signature of Authorized Representative

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Date Signed