



**REQUEST FOR PROPOSALS
FOR AUDIT AND TAX SERVICES**

**RFP Issue Date: September 23, 2015
Proposal Due Date: October 21, 2015**

Serving the following Indiana counties: Adams, Allen, DeKalb, Grant, Huntington, LaGrange, Noble, Steuben, Wabash, Wells and Whitley.

Northeast Indiana Works Board
200 E. Main Street, Suite 910
Fort Wayne, IN 46802

Section I - Background and Overview

Northeast Indiana Works (NEINW) is soliciting proposals to provide tax returns and conduct financial and compliance audits from CPA firms with knowledge of the Workforce Investment Act (WIA) and Workforce Innovation and Opportunity Act (WIOA). The objective of the audit is to assess and ensure that grant funded programs comply with applicable laws, regulations, policies, and administrative requirements of the funding source. The goal is to ensure the lawful use of public funds and the integrity of the programs of the Northeast Indiana Works Board.

This solicitation is to result in a one year contract with options for two separate one year renewals. An electronic copy of this Request for Proposals (RFP) and associated documents are posted at <http://www.workonenortheast.org>.

Northeast Indiana Works is a not-for-profit organization and has been determined to be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. It is governed by a volunteer board of directors. NEINW convenes community leaders to address workforce development issues; and strategically coordinates funding from federal, state, and private sources to develop a diverse, prepared workforce that meets the needs of existing and potential employers. NEINW activities occur in WorkOne centers for jobseekers and employers.

Northeast Indiana Works' administrative office is located at 200 E Main St, Suite 910, Fort Wayne, IN. Bank accounts with estimated number of checks written and bank transfers per year include:

- 1) Main account = 1,763 checks written
- 2) Electronic transfer into account = 61
- 3) Check deposits = 41

Fundware is the financial accounting system used by NEINW. NEINW follows an approved cost allocation plan.

Section II – Statement of Work

A. Scope of a Financial and Compliance Audit

The purpose of the RFP is to obtain the services of a public accounting firm, whose principal officers are independent certified public accountants, certified or licensed by a regulatory authority of a state or other political subdivision of the United States, hereinafter referred to as the "Bidder", to perform a financial and compliance audit of Northeast Indiana Works.

B. Description of Programs/Contracts/Grants

The selected accounting firm will be responsible for conducting an audit of Northeast Indiana Works and the programs and expenditures associated with a wide range of state and federal job training and workforce development programs. The exact amount to be audited will be reviewed in negotiations and will be based upon final close-out documents accepted by the Indiana Department of Workforce Development. Price quote should be based on conducting an audit of \$10 million.

C. Delivery Schedule

The Bidder is to complete a financial and compliance audit for funds expended in the time period July 1, 2014 through June 30, 2015. The draft audit report is due by February 29, 2016. The Bidder shall submit an electronic copy of the final audit report no later than March 11, 2016. The 990 form must be submitted no later than April 8, 2016.

D. Exit Conference

An exit conference with appropriate NEINW representatives and the Bidder will be held at the conclusion of the field work. Internal control and program compliance observations and recommendations must be summarized in writing and discussed.

E. Workpapers

Upon request, the Bidder will provide a copy of the workpapers pertaining to any questioned costs determined in the audit. The workpapers must be concise and provide the basis for the questioned costs as well as an analysis of the problem. The workpapers will be retained for at least three years from the end of the audit period. The workpapers will be made available for examination by authorized representatives of the cognizant federal and state audit agency, the General Accounting Office and Northeast Indiana Works.

F. Confidentiality

The Bidder agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to NEINW, the Bidder agrees not to publish, reproduce, or otherwise divulge such information in whole or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Bidder's possession, to those employees on the Bidder's staff who must have the information on a "need to know" basis.

The Bidder agrees to immediately notify, in writing, NEINW authorized representative in the event the Bidder determines or has reason to suspect a breach of this requirement.

Section III - Qualification Requirements

Bidders, shall, at a minimum, include the following in their proposal:

A. Prior Auditing Experience

The Bidder should describe its prior auditing experience, including the names, addresses, contact persons, and telephone numbers of prior organizations audited. Experience should include the following categories:

1. Prior experience auditing WIA or other employment and training programs;
2. Prior experience auditing similar programs operated by NEINW; and,
3. Prior experience auditing programs operated by community based nonprofit organizations.

B. Value-Added Services beyond the Audit

The Bidder should include an explanation of other services that can and have been provided to organizations similar to Northeast Indiana Works. Value-added services provide efficiencies and improved compliance that contribute to the continued success of NEINW. Value-added services can include consulting and training services as well as industry-specific products.

C. Organization, Size, and Structure

The Bidder should describe its organization, size (in relation to audits to be performed), and structure. Description should include:

1. Size of the Bidder, including number of employees and physical site locations.
2. Any conflicts of interest that exist.
3. Results of peer review.
4. Explanation if the Bidder is a small or minority-owned business or women's business enterprise.

D. Staff Qualifications

The Bidder should describe the qualifications of staff to be assigned to the audits. Description should include:

1. Audit team makeup.
2. Overall supervision to be exercised.
3. Prior experience of the individual audit team members. Include resumes of only the staff to be assigned to the audits. Include education, position in firm, years with the firm, industry-specific experience and years, and training on the recent Uniform Guidance 2 CFR Part 200 ("Super Circular").

E. Audit Approach to the Engagement

The Bidder should describe in detail its understanding of the work to be performed. Detailed specific plans and strategies completing the requested audit including audit procedures, estimated hours, and other pertinent information. Include an assurance that the delivery schedule detailed in Section II – Statement of Work of this RFP will be followed.

F. Fees

The price proposed to cover the complete audit engagement and tax filing 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.

G. Certifications and Assurances

The Bidder must sign and include, as an attachment to its proposal, attachment A - Certifications and Assurances, included with this RFP. The publications listed in the Certifications will not be provided to potential Bidders by NEINW, because NEINW desires to contract only with a Bidder who is already familiar with these publications.

H. Peer Review

The Bidder must provide a copy of the organization's most recent peer review report as an attachment to its proposal.

Section IV - Proposal Evaluation and Contract Awards

A. **Proposal Evaluation** - The following factors will be used for the evaluation of each individual proposal:

1. Organization Experience
2. Specific Staff Experience
3. Audit Plan
4. Fees

NEINW 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 within 2 to 4 weeks of the closing date of the receipt of the proposals. Contract negotiations will be scheduled within one week from this date. Upon conclusion of final negotiations, it is expected that a one year contract will be awarded; the first year being a fixed price contract. The specific costs for such future years will be negotiated.

Section V - Submission Requirements:

- A. **Proposal Format** - Proposals are to be limited to 20 pages including attachments (except those required by RFP). All pages should be numbered and required attachments should be completed and included as requested. Proposals that fail to follow all instructions and do not include all applicable information and forms may not be considered.
- B. **Submission Deadline** - The deadline for submission is October 21, 2015. Proposals must be submitted via email and sent to the attention of Karen Green, Sr. Director of Procurement and Contracts Management, at KGreen@NEINWorks.org. Questions regarding this RFP must be submitted in writing via email to Karen Green at KGreen@NEINWorks.org.
- C. **Terms & Conditions**
1. A Bidder or its principals shall be in good standing, not debarred or suspended, proposed for debarment, declared ineligible or otherwise excluded from entering into a financial agreement of federal or state funds.
 2. Local, small, minority and women owned businesses are encouraged to respond and shall not be discriminated against.
 3. NEINW is an equal opportunity employer. All Bidders shall certify the same.
 4. The Bidder certifies and agrees that it will provide and maintain a drug-free workplace.
 5. Issuance of the Request for Proposals does not commit NEINW to award a contract, to pay costs associated with proposal development or to procure or contract for goods and/or services. Payment for services will be negotiated.
 6. NEINW reserves the right to reject any and all proposals if it is in the best interest of NEINW to do so and waive any minor informalities or irregularities in the RFP process. NEINW shall be the sole judge of these irregularities.
 7. For the top-ranked Bidder(s) selected, references or other points of contact as necessary will be made and any comments will be used to complete the evaluation process. NEINW reserves the right to enter into negotiations with one or more Bidders as a result of the RFP evaluation process and enter into a best and final negotiation with one or more of the Bidders.
 8. NEINW will consider non-responsive any submittal for which critical information is omitted, lacking or represents a major deviation from the RFP.
 9. Proposals received after the due date and time will be considered non-responsive and may not be reviewed or evaluated.
 10. Bidders have the right to appeal any action or decision related to this RFP. Appeals will be reviewed and investigated by NEINW. Bidders wishing to make a formal appeal must provide, in writing, their specific rationale for the appeal. All written appeals must be submitted to Kathleen Randolph, President and CEO of NEINW, via email to KRandolph@NEINWorks.org.
 11. Unless specifically requested by NEINW, changes and/or amendments to the originally submitted proposal may not be considered. In addition, NEINW reserves the right to: (1) amend or withdraw this RFP at any time, (2) reject any and all proposals, (3) negotiate with Bidders as required, and (4) re-issue this RFP if necessary.

Bidders shall certify either no real or apparent conflict of interest exists in carrying out the scope of work described, or where conflict(s) of interest may exist; such potential conflicts must be clearly disclosed in the proposal.

Attachment A - Certifications and Assurances

On behalf of the Bidder:

1. The individual signing certifies that he/she is authorized to contract on behalf of the Bidder.
2. The individual signing certifies that the Bidder is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Bidder.
3. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Bidder prior to an award to any other Bidder or potential Bidder.
5. The individual signing certifies that there has been no attempt by the Bidder to discourage any potential Bidder from submitting a proposal.
6. The individual signing certifies that the Bidder is a properly licensed certified public accountant.
7. The individual signing certifies that the Bidder meets the independence standards of the *Government Auditing Standards*.
8. The individual signing certifies that he/she is aware of and will comply with the GAO’s continuing education requirement of 80 hours of continuing education every two years and that 24 hours of the 80 hours of education will be in subjects directly related to the government environment and to government auditing for individuals.
9. The individual signing certifies that he/she is aware of and will comply with the GAO requirement of an external quality control (peer) review at least once every three years.
10. The individual signing certifies that he/she has read and understands the following publications relative to the proposed audits:
 - a. *Government Auditing Standards* (Yellow Book)
 - b. *OMB Circular A-133, Audits of Institutions of Higher Education and Other Nonprofit Institutions*
 - c. *OMB Circular A-133 – Compliance Supplement*
 - d. *Government Auditing Standards and Circular A-133 Audits (AICPA Audit Guide)*
 - e. *OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations*
 - f. *OMB Circular A-122, Cost Principles for Nonprofit Organizations*
 - g. *Audits of Not-for-Profit Entities* (AICPA Audit Guide)
 - h. *Uniform Guidance 2 CFR Part 200 (“Super Circular”)*
11. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.
12. The individual signing certifies that the Bidder, and any individuals to be assigned to the audit, 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. (If the Bidder or any individual to be assigned to the audits has been found in violation of any state or AICPA professional standards, this information must be disclosed.)

Dated this _____ day of _____, 20____ _____
(Bidder’s Firm Name)

(Printed name and title of signing individual) _____
(Signature of Bidder’s Representative)