



NORTHERN
INDIANA
WORKFORCE
BOARD, INC

Northern Indiana Workforce Board (NIWB)
Work One
Region 2

Work One
C/O Jeff Balogh, CPA / Fiscal Agent
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Carmel, IN 46032
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TWO YEAR CONTRACT
For years ending
6/30/2012
6/30/2013
Possible One Year Extension – (6/30/2014)

The Region 2 - Work One is seeking proposals for audit and tax services for the fiscal years ending June 30, 2012 and June 30, 2013 with the possibility of a 1 year extension.

Section I. Background and Overview Information

The Region 2 Northern Indiana Workforce Board (NIWB) is a registered 501(c)(3) not-for-profit corporation which has oversight of employment and training programs in the following five counties: Saint Joseph, Elkhart, Kosciusko, Marshall, and Fulton. NIWB provides employment and training programs in the Economic Growth Region 2 of Indiana using a variety of state and federal grant resources, including those available through the Workforce Investment Act (WIA) and The Office of the Assistant Secretary for Veterans Employment and Training (OASVET) who administers the Veterans Workforce Investment Program (VWIP). Revenues and expenditures for the year ending June 30, 2012 are expected to be approximately \$5.0 million.

The CFO / Fiscal Agent is located in the Carmel, Indiana office and maintains some of the recordkeeping from this office. Another accounting staff member is located at our South Bend, Indiana office (851 South Marietta Street) where all other records are maintained. NIWB is governed by a volunteer board that provides oversight and guidance on program operations.

NIWB is requesting proposals from licensed CPA firms with knowledge of the Workforce Investment Act (WIA) and experience auditing organizations created under that act. The organization selected will prepare tax returns and conduct financial and compliance audits for 2 years (fiscal years ending June 30, 2012 and June 30, 2013) 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 NIWB at the Carmel address below no later than 5:00 PM on Friday, September 28, 2012. Proposals must be clearly labeled on the envelope as Audit RFP Response and should be submitted to the attention of:

Region 2 - Northern Indiana Workforce Board / Work One
c/o Jeff Balogh, CPA
600 E Carmel Drive, Suite 147
Carmel, IN 46032

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

- C. Evaluation and Rejection of Proposals – Each proposal will be evaluated based on the criteria set out in Attachment B – “Proposal Rating Sheet”. The “Proposal Rating Sheet” will be completed independently by both the CEO and CFO of NIWB. Other NIWB officers, staff or Board members may also join in the evaluation process. Follow-up as to acceptance or rejection will be mailed in writing by the CFO to all bidding organizations.
- D. It is understood that submitted proposals will become part of NIWB official files without further obligation.
- E. NIWB will not pay for the development or preparation of proposals.
- F. Questions About this RFP -- All inquiries concerning this RFP can be emailed to Jeff Balogh at jbalogh@gotoworkone.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 NIWB’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 in this audit is \$5.1 million. The exact amount to be audited will be reviewed in negotiations and will be based upon final close-out documents as prepared by NIWB’s CFO and Fiscal Agent and accepted by the State of Indiana. All price quotes, however, should be based on conducting an audit of approximately \$5.1 million in expenditures.

- C. Performance and Delivery Schedule for the First Year -- The selected public accounting firm will complete a financial and compliance audit for NIWB funds expended in the time period July 1, 2011 through June 30, 2012. 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 December 31, 2012
 - Draft audit report submitted no later than January 31, 2013
 - Final audit report submitted no later than February 28, 2013
 - Federal 990 and related state tax return and Data Collection Form submitted no later than March 31, 2013

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 NIWB and its various funding sources to ensure compliance with these standards and directives.

- D. Exit Conference -- An exit conference with NIWB's CEO and CFO and possibly members of NIWB's executive board members 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 NIWB.

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 and tax 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 -- Detailed 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 – A detailed price proposed to cover the complete audit engagement and tax return. 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 in part on the following criteria and scored on the basis set out in Attachment B below:

- Written Proposal
- Organizational Experience
- Specific Staff Experience
- Audit/Tax Plan
- Price
- NIWB 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 Monday, October 15, 2012. 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 NIWB's 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.

Bidding Organization

Typed Name and Title of Authorized Representative

Signature of Authorized Representative

Date Signed

ATTACHMENT B

AUDIT RFP PROPOSAL REVIEW CRITERIA

A. General Submission Requirements (Maximum 7 Points):

1. Proposals received by electronic copy by deadline. Total Points__1__
2. Four hard copies of the proposal were received by deadline. Total Points__1__
3. Hard copies of proposals received were unbound, easy to read and no longer than 20 pages including all attachments (except those required in this RFP). Total Points__1__
4. FAX copies of the proposal were not sent. Total Points__1__
5. Proposals were mailed and received at the Carmel, Indiana address office no later than 5:00 PM on Friday, September 28, 2012. Total Points__1__
6. Proposals were marked to the attention of Jeff Balogh, CPA Total Points__1__
7. Proposals have been clearly labeled on the envelope as "Audit RFP Response". Total Points__1__

Total Points Assigned-Section A: _____

B. Prior Audit Experience (Maximum 36 points)

1. Does the proposal provide relevant prior audit and tax experience including names, addresses, contact persons and telephone numbers of prior organizations audited? Total Max Points__6__
2. Does experience include auditing JTPA/WIA, Welfare-to-Work, or other employment and training programs? Total Max Points__6__
3. Does experience include auditing programs financed with other federal sources? Total Max Points__6__

4. Does experience include auditing programs operated by community based nonprofit organizations? Total Max Points__6__

5. Does experience include not only auditing experience but also federal and state tax filing services for Non Profits? Total Max Points__6__

6. Do auditors have experience performing audits 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. Total Max Points__6__

Total Points Assigned-Section B: _____

C. Organizational / Staff Qualifications (Maximum 43 points)

1. Does the proposal include a brief description of the organization, its size and its structure? Total Max Points__6__

2. Does the proposal include an identification of the audit team to complete this audit? Total Max Points__6__

3. Does the proposal include specific supervision strategies to be exercised? Total Max Points__6__

4. Does the proposal include specific qualifications of the staff to be assigned to complete this audit including at the minimum: Total Max Points__6__

- ✓ Education,
- ✓ Years and position in the firm,
- ✓ Years and types of experience, and
- ✓ State(s) in which those assigned to the audit are licensed as a CPA,
- ✓ Resumes of those that would be assigned to the audit,
- ✓ Any other pertinent information that would help support the qualifications of bidding audit firm.

5. Within the proposal, is there a detail audit plan that specifically lays out the plans and strategies for completing the requested audit? Total Max Points__6__

6. Does the proposal contain a narrative that describes the organizations understanding of the work to be performed including audit procedures, estimated hours, and other relevant information? Total Max Points 6

7. Is there an assurance in the proposal that the delivery schedule detailed in section III of this RFP will be followed Total Max Points 6

8. Has a signed copy of "Attachment A" – "Certifications and Assurances" been included with the proposal? Total Points 1

Total Points Assigned- Section C: _____

D. Price & Service For The Audit (Maximum 19 points)

1. Is there a detailed price quote (audit and tax preparation) to perform the audit and related taxes? Total Max Points 6

2. Does the price quote or proposal provide information on how the price was determined, including estimated hours, staff hourly rates, and projected out of pocket expenses? Total Max Points 6

3. Is the cost of the proposal the lowest bid? Total Max Points 1

4. Will this bid provide the best service for the lowest price? Total Max Points 6

Total Points Assigned-Section D: _____

Total Points Assigned to this Proposal (A+B+C+D): _____

Recommended Action:
