



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

**RFP Issue Date: February 3, 2020
Proposal Due Date: March 16, 2020**

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

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

Section I - Background and Overview

Northeast Indiana Works (NEINW) is soliciting proposals for audit and tax services from CPA firms with knowledge of the 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. The goal is to ensure the lawful use of public funds and the integrity of the programs of NEINW.

This solicitation is to result in a one year contract with options for two separate one year renewals for a total of three years. An electronic copy of this Request for Proposals (RFP) and associated documents is posted at www.neinworks.org.

NEINW 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 is the WIOA Adult service provider for the eleven county area. In addition, NEINW currently has two sub-recipients for WIOA Youth service delivery and five sub-recipients for Adult Education service delivery.

Financial records for NEINW are located at 200 E Main St, Suite 910, Fort Wayne, IN. NEINW maintains two bank accounts, one for payroll only and a second for all other activity including accounts payable. Estimated activity for both accounts for the year include:

1. Checks Issued = 1,250
2. Electronic Deposits = 100
3. Electronic Payroll Disbursements = 100
4. Check deposits = 25

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

Section II – Statement of Work

A. Scope of Work

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 prepare and file tax returns, perform a financial and compliance audit of NEINW and complete any required audit filings for NEINW.

B. Description of Programs/Contracts/Grants

The selected accounting firm will be responsible for conducting an audit of NEINW 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 as prepared by NEINW and accepted by the Indiana Department of Workforce Development. Estimated expenses for June 30, 2020 are \$6.5 million.

C. Delivery Schedule

The Bidder is to complete a financial and compliance audit for funds expended in the time period July 1, 2019 through June 30, 2020. Bidder should have the draft audit report and 990 prepared and submitted to NEINW no later than December 31, 2020. The Bidder should have the final audit report, tax forms and all required filings completed no later than January 31, 2021.

D. Exit Conference

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

E. Work Papers

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

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 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 WIOA or other employment and training programs;
2. Prior experience auditing similar programs operated by NEINW; and,
3. Prior experience auditing WIOA Title II Adult Education programs.

B. Organization, Size, and Structure

The Bidder should describe its organization, size, and structure. Description should include:

1. Size of the Bidder, including number of employees and physical site location(s).
2. Any conflicts of interest that exist.
3. Results of most recent peer review.
4. Explanation if the Bidder is a small business, minority-owned business, women's business enterprise or labor surplus area firm.

C. Staff Qualifications

The Bidder should describe the qualifications of staff to be assigned to the audit. 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 audit. Include education, position in firm, years with the firm, industry-specific experience and years, and training with all publications listed in Attachment A, Item 7.

D. Audit Plan

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 a summary of recent audit findings you have identified both on the financial statements and with major programs, including amounts of questioned costs, as applicable, and the amount considered to be material with said findings. Include an assurance that the delivery schedule in Section II - Statement of Work will be followed.

E. Fees and Payment

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 by individual staff member, staff hourly rates, projected out of pocket expenses and the estimated number of hours for onsite work at the NEINW office.

Payment will be made when NEINW has determined that the audit and all required filings have been satisfactorily completed. Progress invoicing will be allowed to the extent that NEINW can determine satisfactory progress is being made. Upon completion of the audit and all required audit and tax filings, the final progress invoice may be submitted for payment.

F. 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 Attachment A, Item 7 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.

G. 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 and points will be used for the evaluation of each individual proposal:

1. Organization experience, including number of single audits conducted on an annual basis, 0 to 25 points
2. Specific staff experience, 0 to 40 points
3. Audit Plan, 0 to 20 points
4. Fees, 0 to 15 points

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 costs for the two optional one year renewals will be negotiated. It is NEINW's expectation that the same approximate cost per thousand dollars of audit expenditures will be used for these future years.

Section V - Submission Requirements

- A. Proposal Format** - Proposals are to be limited to 20 pages, 12 point font and single spaced 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, attachments and forms may not be considered.
- B. Proposal Questions, Submission and Timeline** - Questions regarding this RFP must be submitted via email no later than February 17, 2020 to operations@neinworks.org. Questions with corresponding answers will be posted on the website; www.neinworks.org. The deadline for submission is March 16, 2020. Proposals should be emailed to operations@neinworks.org no later than 5 p.m. EST on March 16, 2020.

RFP issued	February 3, 2020
RFP questions deadline	February 17, 2020
Proposal deadline	March 16, 2020 at 5 p.m. EST
Procurement Team review	March 17 – 27, 2020
Interview/Negotiations with Bidders	March 30 – April 3, 2020

Section VI - Terms and 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. If the Bidder or any staff to be assigned to the audit has been found in violation of any state or American Institute of Certified Public Accountant (AICPA) professional standards, this information must be disclosed.
3. Small businesses, minority-owned businesses, women’s business enterprises and labor surplus area firms are encouraged to respond.
4. NEINW is an equal opportunity employer. All Bidders shall certify the same.
5. The Bidder certifies and agrees that it will provide and maintain a drug-free workplace.
6. Issuance of the RFP 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.
7. 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.
8. 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.
9. NEINW will consider non-responsive any submittal for which critical information is omitted, lacking or represents a major deviation from the RFP.
10. Proposals received after the due date and time may be considered non-responsive and may not be reviewed or evaluated.
11. 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 Edmond C. O’Neal III president of NEINW, via email to EONeal@neinworks.org.
12. 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.
13. 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 prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
3. 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.
4. The individual signing certifies that there has been no attempt by the Bidder to discourage any potential Bidder from submitting a proposal.
5. The individual signing certifies that the Bidder is a properly licensed certified public accountant.
6. The individual signing certifies that the Bidder meets the Independence standards of the Government Auditing Standards and complies with the U.S. Government Accountability Office (GOA) continuing education and peer review requirements.
7. The individual signing certifies that staff assigned to the NEINW audit have read and understand the following publications relative to the proposed audit
 - a. Government Auditing Standards (Yellow Book)
 - b. Audits of Not-for-Profit Entities (AICPA Audit Guide)
 - c. Uniform Guidance 2 CFR Part 200
 - d. Office of Management and Budget (OMB) Compliance Supplements
8. The individual signing certifies that he/she has read and understands all of the information in this RFP, including the information on the programs/grants/contracts to be audited.
9. 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.
10. The individual signing certifies that violations of state or the AICPA professional standards by either the Bidder or Bidder's staff have been disclosed.

Dated this day of , 20

Bidder's Firm Name

Bidder's DUNS Number

_____/_____
Printed Name and Title of Bidder's Representative

Signature of Bidder's Representative