



TO: Qualified Providers

FROM: Lisa Daugherty, President and Chief Executive Officer

DATE: April 27, 2022

SUBJECT: Invitation for Bid for Audit Services.

Center of Workforce Innovations (CWI) is seeking bids from firms who provide audit and tax preparation services.

Proposals are being accepted and will be rated and reviewed upon receipt. Those proposals determined acceptable will have contracts negotiated pending availability of funds. Please submit four copies with one original signature no later than, 4:30 CST May 15, 2022. Submissions should be mailed to:

Center of Workforce Innovations, Inc.
2804 Boilermaker Court, Suite E
Valparaiso, Indiana 46383-8418
ATTN: Erin Sizemore

Questions concerning this solicitation document should be directed to Erin Sizemore at (219) 462-2940 or emailed to esizemore@cwicorp.com

A. About the Organization

Center of Workforce Innovations (CWI) a 501(c)(3) is a multi-faceted organization serving as an intermediary to convene community and industry groups to facilitate solutions, provide data and labor market information, offer information about resources, and seed best practices that assist in formulating solutions.

CWI also directly delivers services such as career advising, provides credit recovery programming, and has community learning centers for adult education services. Finally, CWI provides programmatic and fiscal oversight for sub-recipients of adult education providers and youth oriented workforce providers, and for the American Job Centers, known as WorkOne in Indiana in Jasper, Lake, La Porte, Newton, Porter, Pulaski, and Starke Counties.

Since July of 2006, CWI has served as executive staff to the Northwest Indiana Workforce Board, the One Stop Operator, and Fiscal Agent for Region I. In this role, CWI has enthusiastically embraced the goals of both the Northwest Indiana Workforce Board (NWIWB) and Indiana's Department of Workforce Development (DWD). CWI has responded to the NWIWB goals of meeting employer demand for a skilled workforce. We have worked collaboratively with the NWIWB to connect the dots of economic development, education, employers, and job seekers all across the region. With the launch of READY NWI we worked specifically to increase the number of NWI Hoosiers who have a degree or credential and are helping thousands of students connect directly with careers that are high demand.

Our breadth of experience, significant number of achievements and accomplishments, and numerous partners are just a few of our assets. Our guiding principles of treating each person as most important and following through with all commitments is the driving force behind the services we intend to deliver to the NWIWB.

B. Statement of Work Requested

Center of Workforce Innovations (CWI) is seeking bids for audit and tax preparation services. We receive grant funds primarily from the state (Indiana) and Federal Government (DOL). Total grant funds expended, either primarily as the administrator or secondarily through sub-providers is expected to be \$15,000,000.00 (Fifteen Million dollars). We have subproviders for adult education and youth services. Approximately \$5,000,000.00 (Five Million dollars) flows to those subproviders. We would like to have our audit fieldwork completed by October 31st, the audit finalized no later than November 30th and all tax returns filed by December 31st. The bidding organization may bid on one or all of the services listed. Audit services are to include:

1. Audit and render a report on the financial statements for the year ending June 30, 2022. We require an A-133 audit.
2. Preparation of IRS Form 990 and Indiana NP-20 forms.
3. Audits must be performed in accordance with guidelines established by the DWD Oversight Division as well as with Uniform Compliance Guidelines for Examination of Entities Receiving Financial Assistance From Governmental Sources. Instructions and guidelines can be found at in.gov\sboa as well as www.in.gov/dwd/files/DWD_Policy_2016-03.pdf.
4. Communicate and provide all fieldwork and schedules that will be the responsibility of CWI to prepare by June 30, 2022.
5. Provide an electronic copy of the final audit in addition to 10 bound and 2 unbound copies of the audit. Provide electronic copies of all tax returns in addition to one file copy.
6. One presentation to Center of Workforce Innovations Board of Directors.
7. Any other necessary business or consulting services normally provided as part of normal business practice.

C. Bid Requirements

1. All bids must include a completed Cover Page (Attachment A)
2. All bids must be good for 60 days. Notification of outcome will be within 30 days.

D. General and Technical Requirements

1. The respondent should include information deemed relevant or important to Center of Workforce Innovations' successful acquisition of the products and services requested in this IFB.
2. Please provide the number of your current clients that are non-profit organizations. Of those clients, please specify how many of them are workforce development organizations in Indiana.
2. The legal form of the respondent's business organization, the state in which incorporated (if a corporation), length of time in business, the types of business ventures in which the organization is involved, and a brief description of the organizational structure. **Bidders must be licensed to practice in the State of Indiana and agree to perform the audit in accordance with Uniform Compliance Guidelines for Examination of Entities Receiving Financial Assistance From Governmental Sources.**
3. Explain in your own words what you see as the scope, purpose and deliverables for this project. Does your service offer enhanced features not generally found in comparable services? If so, give a brief description.

4. Provide a listing as well as samples of all fieldwork and schedules that CWI will be responsible to complete for preparation of the audit and tax returns.
5. Questions regarding the RFP must be submitted in writing by e-mail to esizemore@cwicorp.com. Questions must be received by May 15, 2022 at 4:30 pm. All potential bidders will receive answers to all questions submitted by e-mail. No telephone questions are permitted.

E. Define the timetable time you anticipate it will take to complete work

F. Pricing Requirements

1. Please provide a complete budget as well as budget narrative.
2. Please provide an hourly rate or total price.
3. Please indicate if your hourly rate includes travel or if it will be billed separately.
4. Please provide separate quotes for the following:
 - a. An audit report containing comparative statements (current year v. prior year): Statement of Financial Position, Statement of Activities, and Statement of Cash Flows
 - b. An audit report not containing comparative statements
5. If you are submitting a proposal for both audit and tax work, please state the budgets and hourly rates for each project.

G. References

1. Please provide three positive references.

H. Terms and Conditions

Please review the following, before preparing a bid please note that:

1. CWI reserves the right to accept or reject any and all bids/proposals submitted, to negotiate with all qualified service providers/bidders, or to cancel in whole or part, this *Bid*.
2. Issuance of the *Invitation for Bid* does not commit an award for contract, to pay costs associated with Bid development, or to procure or contract for goods and/or services. Payment for services shall be on a Cost Reimbursement basis.
3. All services and reports must be completed by December 31st, 2022.
4. Center of Workforce Innovations is an equal opportunity employer. Any recipient of funds shall not discriminate on the following basis:

Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief.

5. Service Providers/Bidders in whole, or in any part of itself, shall be in good standing, not debarred or suspended or otherwise excluded from, or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

CRITERIA FOR REVIEW OF BIDS

All bids will be reviewed for completeness and adherence to the stated work requested. Bids will be rated based on the selection criteria and array them in rank of order from the highest to the lowest. Selections will normally be made in rank of order. However to ensure availability of services throughout Northwest Indiana region and/or due to geographic diversity, CWI reserves the right to select lower ranked Bids when warranted. Such selection of bids shall be made at the sole discretion of CWI.

Background of the organization	10 percent
Completeness and adherence to the request	25 percent
Background in successful delivery of services	30 percent
Budget	25 percent
References	10 percent

ATTACHMENT A

Center of Workforce Innovations, Inc.
Audit and Tax Services

Organization:

Address:

Phone:

Fax:

email:

Contact Person:

Proposal Summary:

Summary of Charges:

Typed Name and Title:

Authorized Signature:

Date:

ATTACHMENT B

Center of Workforce Innovations, Inc. Audit and Tax Services

By submitting a response to this request, the vendor is confirming and asserting the following to be true:

Vendor is a public accounting firm, whose principal officers are certified public accountants. Vendor assures that any individual to be assigned to the audits do not have a record of substandard audit work and neither the firm nor its employees have been debarred or suspended from performing work with any federal, state or local government. The vendor, or any individual to be assigned to the audits, has not been found in any violation of any state or AICPA professional standards.

Vendor certifies that they are aware of and will comply with the GAO continuing education requirement of 80 hours continuing education every two years, and that 24 hours of the 80 hours will be in subjects directly related to the government environment and to government auditing for individuals.