

# **Request for Proposals For Financial Services Provider**

**Tecumseh Area Partnership, Inc. d.b.a. Region 4  
Workforce Board**

**Service Delivery Period: - Feb 1, 2023 - June 30, 2025\***  
**\*With a possible 2-year extension, based on performance**

<b>RFP Release Date:</b>	December 12, 2022
<b>Proposal Submission Deadline:</b>	<b>12:00 PM (Noon), local</b> January 13, 2023
<b>Award Notification:</b>	<b>No later than January 20, 2023</b>
<b>Contract Effective Date:</b>	<b>February 1, 2023</b>

<b>Package Contents:</b>	<b>Section 1. General Information and Purpose</b>
	<b>Section 2. Proposal Statement of Work</b>
	<b>Section 3. General Instructions</b>
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## **Section I: General Information and Purpose of this Proposal**

### **Part A. General Information**

Tecumseh Area Partnership, Inc. d.b.a. Region 4 Workforce Board (hereinafter referred to as TAP-R4WB) is a 501(c) (3) corporation authorized by the Indiana Department of Workforce Development to provide administration and oversight of WorkOne West Central Indiana services including the Workforce Innovation and Opportunity Act (WIOA) and other workforce development services in Region 4 which include the counties of Benton, Cass, Carroll, Clinton, Fountain, Howard, Miami, Montgomery, Tippecanoe, Tipton, Warren, and White Counties in Indiana. TAP-R4WB also serves as the fiscal agent for WIOA and other federal and state workforce development funds.

There are WorkOne Affiliate offices in Logansport, Monticello and Peru. There are comprehensive WorkOne Centers in Kokomo and Lafayette. The Region 4 Workforce Board is actively promoting its vision by reinforcing the importance of lifelong learning for all Hoosiers, and by offering relevant in-demand training opportunities to the citizens of Region 4 that will result in the attainment of the skills needed to successfully perform in high demand, high wage occupations.

Information on office locations, current services and offerings may be found at the WorkOne West Central Indiana website at [www.workonewestcentral.org](http://www.workonewestcentral.org).

Specific business sectors have been identified as priority areas for the region. These sectors represent those sectors in Region 4 where there is a demand for jobs that require a high skill level and, in turn, pay higher wages. As priority areas, these sectors will be presented as premier career paths to our customers, will be highlighted in local workforce development stories and career profiles, and will be the focus in applications for additional grant funding. These sectors include:

- Advanced Manufacturing
- Healthcare
- Logistics
- Agribusiness

Current services provided to customers include, but are not limited to:

#### **Employer Services**

- Candidate screening
- Access to thousands of job seekers through Indiana Career Connect
- Job fairs and other recruitment services (customized and general)
- Workshops
- Labor market information
- Information on grants, WorkKeys, and tax credits

### Job Seeker Services

- Access to Indiana Career Connect, the State's job matching system
- Assessment tools to identify skills and interests
- Training programs and workshops, including digital literacy, on-line resources, and on-the-job training
- Grant funding to attend occupational skills training
- Special services for veterans, for job seekers over 55, and people with disabilities
- Assistance in registering for unemployment insurance benefits

### Youth Services

- Career development services, including work experience, job shadowing, and mentoring
- Jobs for America's Graduates (JAG) in-school programs
- Training programs and workshops, including digital literacy, on-line resources, and on-the-job training
- Grant funding to attend occupational skills training

## **Part B. Purpose of this Solicitation**

Tecumseh Area Partnership, Inc. d.b.a. Region 4 Workforce Board (TAP-R4WB) is seeking proposals from organizations to provide financial services for the Board. The region receives WIOA Adult, Dislocated Worker and Youth funds, as well as state discretionary WIOA and other federal funds allocated to the local workforce area. TAP-R4WB is operating with a \$6.3 million budget for Program Year 22 that covers 11 grants between DWD and DOL. The selected financial services organization will provide Fiscal services and oversight like that of a Chief Financial Officer as described in the Scope of Work and Attachment D provided in this RFP.

## **SECTION II: Proposal Statement of Work**

*Respondents will demonstrate ability to provide the following services:*

### **Part A. Scope of Work**

#### **1. Accounting of Funds (30pts)**

- The financial services provider will oversee the accounting of all revenue, expenditures, program income and applicable credits associated with all funding for the duration of the term of the agreement. TAP Controller will maintain the day-to-day accounting functions of the organization.
- Ensure that all financial procedures are following Generally Accepted Accounting Procedures (GAAP), Office of Management and Budget (OMB) policies, Code of Federal Regulations (CFR), WIOA regulations and policies, and any other federal or state regulatory requirements to limit risk

- of questioned or disallowed costs
- Use TAP's Financial Edge fund accounting software and any appropriate State/Federal programs to manage obligations and expenditures of funding.
- The financial services provider will establish and/or maintain procedures and processes to ensure that all accounts payable under the grant to contractors, providers of training through Individual Training Accounts and/or vendors, are paid within the statutory and/or policy timeframes from existing funds and that proper documentation for each claim is maintained for monitoring and audit purposes
- Establish procedures to ensure all accounts receivable due to the local region are collected and recorded on a timely basis
- Oversee the record of all financial transactions for WIOA and other funds allocated and expended in the local region
- Assist with the cost allocation planning, reporting, invoicing and documentation, as well as other fiscal management procedures
- To provide training and technical assistance when requested by TAP-R4WB for fiscal management policies, procedures and monitoring as related to contract administration
- See Attachment D- Task List

## **2. Financial & Grant Reporting (30pts)**

- The financial services provider will support the oversight role of TAP-R4WB by preparing and disseminating financial reports on a monthly basis to identify revenues, expenditures, accounts payable, accounts receivable, and balances and obligations by funding stream
- Provide specialized financial reports for the TAP-R4WB or its staff as requested
- Will report on an accrual basis via the Indiana Department of Workforce Development's prescribed grantee reporting system
- Will prepare in a timely manner required federal and state financial reports associated with management of grant funds
- The financial services provider will be required to prepare financial reports and grant closeouts at the direction of the funding source
- See Attachment D- Task List

## **3. Deliverables (20pts)**

- Timely processing of TAP-R4WB approved state and federal reimbursement requests
- Oversight of grant funds by funding stream
- Financial Reporting
- Cooperation with TAP-R4WB towards goals and objectives of Region 4

## **4. Budget (20 pts) – Please provide Cost Proposal.**

## **SECTION III: General Instructions**

### **1. Proposal initially on most favorable terms.**

Offerors are cautioned to submit their proposals initially on the most favorable basis since an award may be based on the price and terms of the proposal as initially submitted, although TAP-R4WB reserves the right to negotiate with an offeror(s).

### **2. No Disclosure**

Except as to serve notice to unsuccessful offerors of the final awards by TAP-R4WB for the services covered by this RFP, no use or disclosure of the price, terms or techniques contained in the proposal shall be made, except on a “need to know” basis for evaluation purposes. In the event of an award, the proposal submitted pursuant to the requirements of this agreement by the sub-recipient receiving the award may be disclosed, reproduced, etc., at the TAP-R4WB option.

### **3. Right to Reject**

TAP-R4WB reserves the right to reject any or all proposals received through this RFP, and to re-advertise for any or all the listed services at its discretion, or cancel this RFP in part, or in its entirety, at any time. TAP-R4WB will not pay for costs incurred in the preparation of bids.

### **4. Requirements**

It is required that bidders not be on a debarment list. Additionally, successful bidders must have proof of insurance. All RFPs must contain a clear outline of all the following elements:

- Understanding of Need
- Qualifications of the organization and key staff to deliver described services
- A clear description of the services to be provided, including planning, processes, implementation; and,
- A line-item budget of the cost of the services to be provided

### **5. Contract Requirements**

Specific requirements for conversion of the proposal into a contract will be discussed after the contract award decision. However, to be considered, proposals must include the following special assurances:

#### Special Assurances

- If awarded a contract, the bidder assures that it will abide by the

specifications and requirements of the RFP in the provision of its services, unless the specifications and requirements are amended in writing by a TAP-R4WB representative who is specifically authorized to do so.

- If awarded a contract, the bidder will neither accept nor permit any of its staff to accept gratuities of any kind from any individual involved in any way with the services to be provided by the contractor.
- The bidder assures us that, if awarded a contract, it will not subcontract any of these services without the specific, written prior approval from the TAP-R4WB.
- The bidder acknowledges that it will fully comply with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Innovation and Opportunity Act; Title VI of the Civil Rights Act of 1964, as amended; affirmative action reporting requirements of 41CFR 60-1.7; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; the Title IX of the Education Amendments of 1972, as amended. The bidder also assures that it will comply with 29CFR part 38.25 and all other regulations implementing the laws listed above. The bidder understands that the United States government has the right to seek judicial enforcement of this assurance. This program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities.
- The bidder assures that it will comply with the Americans with Disabilities Act (ADA) in serving individuals with disabilities. The bidder agrees to make the necessary arrangements, as appropriate, to provide services to individuals with a disability at the expense of the bidder, not TAP-R4WB.
- All commitments made by the TAP-R4WB are contingent upon the availability of funds and TAP-R4WB reserves the right to award an amount less than the total funds available for a bid.
- The bidder assures that it will procure an audit and will provide an audit report of all funds contracted with TAP-R4WB if requested by TAP-R4WB.
- Successful respondents to this RFP will be expected to participate in contract negotiations to establish exact services to be provided and payment and terms of those services. Cost and services will be based on information contained in this RFP and in the proposal selected for negotiations.

## **6. Time Period of Contract**

Proposals should address a period from February 1, 2023 through June 30, 2025. A

two-year extension of this contract may be authorized at the discretion of Tecumseh Area Partnership, Inc. d.b.a. Region 4 Workforce Board Inc.

## **SECTION IV: Evaluation Criteria**

### **Review and Selection Process**

A team will evaluate grant proposals based on responsiveness to this RFP and the criteria outlined below.

Applications that fail to meet the responsiveness criteria outlined in this section may not be scored and considered for funding. Decisions to award the contract will be determined in TAP-R4WB sole discretion based on compliance with the requirements of this RFP and the quality of the proposal as determined using the evaluation criteria outlined below.

### **Responsiveness Criteria**

To satisfy the responsiveness criteria for this RFP and be considered for award of the contract, an application must (1) satisfy all the application requirements outlined in the section of this RFP, and (2) including a completed cover page including name and contact information, (3) all items outlined in Proposal Content, Sections II – V. Proposal Evaluation Criteria: Proposals will be scored out of a possible 100 points. The point value associated with each category is identified above in Section II, as well as the associated factors that the Grant Evaluation Committee will take into consideration when evaluating proposals.

## **SECTION V: Application Format and Submission Requirements**

### **Application Format**

All applications submitted in response to this RFP must:

1. Be formatted in Word, Portrait layout, 1-inch margins, 11- or 12-point font and single spaced.
2. The project proposal should not exceed ten (10) pages in length. less attachments.
3. The entire application, including appendices, should include the Financial Services Provider name.
4. All pages, excluding the appendices, should be sequentially page numbered.
5. Altering the RFP or budget template in any manner is prohibited.

### **Proposal Contact**

The contact person identified on the cover sheet should be an individual who can respond to questions from TAP-R4WB regarding the proposal during the RFP review period. The contact person should be knowledgeable of the proposal, reasonably available during the RFP evaluation period to discuss the application and authorized to provide information on behalf of the organization.

## Submission Deadline

All applications should be submitted by noon (12 pm) EST on January 13, 2023. TAP-R4WB is under no obligation to review any applications submitted after that time.

All **questions** regarding this RFP should be submitted to Roger Feldhaus, Executive Director, at [rfeldhaus@tap.lafayette.in.us](mailto:rfeldhaus@tap.lafayette.in.us) on or before December 19, 2022. Responses will be provided by 12/22/2022.

## Submission Process

Complete proposals (including attachments) must be submitted electronically via email to Roger Feldhaus, Executive Director, at [rfeldhaus@tap.lafayette.in.us](mailto:rfeldhaus@tap.lafayette.in.us)

The subject line of the email should state "Region 4 Financial Services Proposal", The contact person listed on the cover letter will receive a confirmation email and may be contacted during the proposal evaluations with specific questions regarding the submission.

## Proposal Review and Timeline

Activity	Date
RFP Issued	12/12/2022
RFP Questions Due	12/19/2022
RFP Responses to Questions Issued	12/22/2022
Proposals Due	01/13/2023
Anticipated Notification of Awards	01/20/2023
Contract effective date	02/01/2023



**PROPOSAL COVER SHEET**

Organization's Legal Name:	
Contact Person:	
Address:	
Telephone:	Fax:
Email:	Cell:
Federal ID#:	

Number of years potential bidder has been in business under the corporate/business structure submitting the response to this Request for Proposals:	
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Total Amount of Funds Requested:	TOTAL FUNDS REQUESTED:	PY22	PY23	PY 24
		02/01/23-06/30/23	07/01/23-06/30/24	07/01/24-06/30/25
		\$	\$	
		Grand Total (PY 22, PY23 & PY24): \$		

Signature of Authorized Representative	Signature _____ Date: _____
	Printed Name: _____

**Check all applicable boxes:**

For Profit Corporation:		Sole Proprietorship:	
Not-for-Profit Corporation:		Faith-Based Organization:	
Partnership:		State Agency:	
Educational Institution:		Labor Organization:	
Business Association:		Community Based Organization:	
Other Public Agency (Specify):		Other:	

Attachment B

**Non-Collusion Affidavit**

State of Indiana

County of \_\_\_\_\_

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Tecumseh Area Partnership, Inc. d.b.a. Region 4 Workforce Board. whereby it has paid or will pay to such other respondent or officer of employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting or the agreement sought for by the attached response; that no inducement of any form or character other than which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print or Type Name

Subscribed and sworn to me this day \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

County of

Commission Expiration Date

Attachment C

**Assurances and  
Certifications**

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act, Workforce Investment Board, and any other applicable laws and regulations.

In addition, the authorized representative assures, certifies and understands that:

1. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
2. The proposing organization possesses legal authority to offer the attached proposal.
3. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
4. A drug-free workplace will be maintained in accordance with the State of Indiana requirements.
5. The proposing organization has all appropriate insurance coverage, and will produce a certificate of such, if requested.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Date

## Attachment D

### Task List

- 9130 Quarterly Fiscal Reports DOL (Prepare and Certify)
- Federal Grant Closeouts DOL (Prepare after Grant Ending)
- FFATA report (Prepare as necessary)
- Indirect Cost Rate Proposal (Prepare Annually)
- Subrecipient Monitoring-Federal (Support TAP along w/Controller)
- DWD Closeouts (Prepare as received)
- DWD Info for 9130-IncumBent Worker (Prepare as requested)
- DWD Info for 9130-Youth WE expenditures (Prepare as requested)
- DWD Monitoring (Support TAP along w/Controller)
- IFA Preparation (Prepare as requested by DWD)
- Submit Cost Allocation Plan to DWD/DOL (Annually)
- A-133 Financial Audit-Huth Thompson (Support TAP along w/Controller)
- Annual Budget (Prepare Annually) \*Present at September Board Meeting
- Board Fiscal Report (Prepare Monthly) \*Present at Executive/Finance Committee Meetings
- 990 Tax Return Prepare (Annually w/Huth Thompson)
- E-1 Report (Prepare Annually)
- Submit Audit Contract to SBOA prior to signing for approval (Annually)
- Submit Audit Report to SBOA (Annually)
- Annual Workers comp audit (Support TAP along w/Controller)
- Property Tax Returns (Prepare Annually)
- Review Corporate Insurance Policies (Annually)
- SAM.gov (Renew Annually)
- Prepare and Maintain Subaward agreements (JobWorks and DOL Rural Healthcare Grant)
- Complete required DWD reporting after month end close in DWD's PeopleSoft reporting system (TAP AER will be provided by Controller)
- Request Cash as needed via PeopleSoft (DWD) and Payment Management System (DOL)
- Prepare month-end, year-end and IFA accounting adjustments (TAP Controller will assist with discussion and posting)