

# **REQUEST FOR PROPOSALS**

**For the period July 1, 2022 – June 30, 2023  
(With option to extend)**

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## **PROFESSIONAL AUDIT AND RELATED FINANCIAL SERVICES**

**RELEASE DATE:**

**February 7, 2022**

**DUE DATE:**

**February 18, 2022**

**4:00PM(PST)**

*EOWB is an equal opportunity employer / program. Auxiliary aids and services available upon request to individuals with disabilities.*

**EOWB  
REQUEST FOR PROPOSALS (RFP)  
PROFESSIONAL AUDIT AND RELATED FINANCIAL SERVICES**

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## **I) Introduction A) General Overview**

Workforce development boards (sometimes called Workforce Investment Boards, or LWIB) have existed pursuant to federal and state law for decades. These Boards manage federal and state funds used for workforce development in specific regions, typically more than one county. In Oregon, one of those areas was subdivided, effective July 1, 2015; and four new workforce areas, with corresponding boards, were formed. EOWB is soliciting proposals from qualified certified public accounting firms to conduct the annual independent audit of the financial transactions, prepare financial reports and supplementary information, and express an opinion on the fairness of the presentation of the EOWB financial statements. EOWB requires an on-site audit unless conditions or circumstances prohibit. The contract period for this engagement will be for the fiscal year ending June 30, 2022, with an option to extend for each of the four (4) subsequent fiscal years through June 30, 2026.

**EOWB's audit is required to be performed in the office located at 1901 Adams Ave, La grande, Oregon 97850.**

The audit is to be performed in accordance with:

- Generally accepted accounting principles
- generally accepted auditing standards, the standards set forth for financial audit in the General Accounting Office's (GAO) Government Auditing Standards Revised 2018
- Single Audit Act Amendments of 1996 and Title 2 US Code of Federal Regulations (CFR Part 200), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)

The audit is to include preparation of:

- Federal Form 990
- State of Oregon Form CT-12

There is no expressed or implied obligation for EOWB to reimburse firms for any expenses incurred in preparing proposals in response to this request.

To be considered, your proposal must be submitted by 4:00 PM, on February 18, 2022 to the EOWB office located at 1901 Adams Ave, La Grande, Oregon 97850. All proposals are to be clearly titled "RFP Audit Proposal".

EOWB reserves the right to reject without prejudice any or all proposals submitted.

An Audit Committee selected by the EOWB will evaluate proposals submitted.

During the evaluation process, EOWB reserves the right to request additional information or clarification from responding firms, or to allow corrections of errors or omissions, when it

may serve the best interest of EOWB. Firms submitting proposals may be requested to make oral presentations as part of the evaluation process at the discretion of EOWB.

EOWB reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals (RFP), unless clearly and specifically noted in the proposal submitted and confirmed in the contract between EOWB and the firm selected.

It is anticipated the selection of firm will be completed by February 25,2022 with notification of the selected firm. It is expected that contract will be executed between parties by March11,2022.

### **B) Proposal Timeline**

Issue Date	February 7,2022
RFP Contact Info	<a href="mailto:Sheri@eowb.org">Sheri@eowb.org</a>
Deadline for Proposals	February 18, 2022
Possible Interviews	N/A
Notification of Award	February 25.2022
Deadline for Appeals	Five business days following actual Notification of Award

### **C) Inquiries**

Any inquiry related to this RFP must be submitted electronically to [Sheri@eowb.org](mailto:Sheri@eowb.org). Questions will not be answered over the phone. Written questions received by February 16, 2022 will be responded to by posting on the question and answer page on the EOWB website [www.eowb.org](http://www.eowb.org).

Bidders are responsible to check the web page frequently to stay connected and apprised throughout the process.

### **D) Required Submittals Checklist**

For consideration, respondent(s) shall submit one ORIGINAL set of submittals (clearly marked as "ORIGINAL") and four complete copies of each set.

- Mandatory Requirements of the Proposal (Exhibit A)*
- Technical Requirements of the Proposal (Exhibit B)*
- Unit Price Consideration (Exhibit C)*
- Proposal Response Form (Exhibit D)*

## **II) Description of Local Boards A) General Background**

The EOWB is a 501(c)(3) nonprofit organization charged with developing a highly skilled workforce that creates sustained economic prosperity in the counties they serve.

As the recognized Local Workforce Boards organized under the Workforce Innovation and Opportunity Act (WIOA), EOWB has a board of directors representing private industry, labor, educational institutions, local government, and service agencies creating an effective partnership between businesses and workforce providers.

Though EOWB is a non-profit, governments are the primary sources of funds. Consistent with this funding, EOWB utilizes fund accounting principles more closely resembling a traditional local government.

**B) Federal Awards**

During fiscal year 2021-2022, each Workforce Board received approximately \$3.5 million in financial assistance through the following federal and state programs:

<u>Programs</u>	<u>CFDA No</u>
USDOL WIOA Adult Programs	17.258
USDOL WIOA Youth Activities	17.259
USDOL WIOA Dislocated Workers	17.260

**C) Accounting System**

EOWB uses Mas 100 Accounting software to maintain the general ledger, budget and accounts payable functions, and utilizes the accrual accounting method.

**D) Cognizant Federal Agency**

EOWB has determined that the U.S. Department of Labor will function as the cognizant agency in accordance with the provisions of regulations set forth in 2 CFR 200.

**III) Nature of Services Required A) Scope of Audit**

This will be the seventh audit of EOWB since their incorporation in 2015.

EOWB desires the auditor to express an opinion on the fairness of the presentation of its financial statements, in conformity with generally accepted accounting principles, as outlined in **III.B.** below.

The auditor will provide EOWB with financial and supplementary reports, as outlined in **III.C.** below.

1. The auditor shall audit all of the books, records, funds, and all other financial documents and information of EOWB in order to express an opinion as to the statement of financial position, statement of activities, statement of functional expenses and statement of cash flows of the various funds and account groups of EOWB in conformity with generally accepted accounting principles.
2. The audit shall be conducted in accordance with Government Auditing Standards, issued by the Comptroller General of the United States; applicable provisions of 2 CFR .

3. At the close of the annual audit, the auditor shall conduct an exit interview with EOWB management staff and provide a summary of any recommendations for improvement of procedures and practices or internal accounting control.
4. The auditor and EOWB shall have a mutually agreed upon schedule of audit activities and timelines. EOWB records will be available for preliminary work by September 15.
5. The audit shall be completed by the auditing firm no later than November 15 each year, including notification of any required audit adjustments. Final auditor opinions, reports and findings shall be provided to EOWB no later than December 1.
6. The firm's partner and/or audit manager shall attend and present the audit report at the EOWB Board Meeting in the 1<sup>st</sup> quarter of the calendar year.
7. The auditor shall have staff available to answer questions on fiscal matters that may come up during the course of the fiscal year.

### **B) Auditing Standards**

To meet the requirements of this RFP, the audit shall be performed in accordance with: generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audit set forth in the U.S. General Accounting Office's Government Auditing Standards the provisions of U.S. Office of Management and Budget (OMB) 2 CFR 200.

### **C) Reports Required**

Following the audit of the fiscal year's financial statements the auditor shall prepare and issue:

1. Financial statements with audit reports and supplemental information for EOWB as of and for the year ended June 30, 2022.
2. Schedule of Expenditures of Federal Awards.
3. Report on internal accounting controls at the general purpose financial statement level and the federal assistance program level.
4. Report on compliance at the general purpose financial statement level and with laws and regulations relating to general and specific requirements of EOWB major federal assistance programs in accordance with the 2 CFR 200 and pronouncements of the U.S. Departments of Labor, the Oregon Higher Education Coordinating Commission Office of Workforce Investments, applicable counties, and other governmental institutions, including all compliance requirements of the Workforce Innovation and Opportunity Act.

5. (Form 990) Organization Exempt from Income Tax and (Form CT-12) Annual Report – Charitable Organizations for filing with the Internal Revenue Service and the State of Oregon.
6. Letter to Management and the Board of Directors to communicate any weaknesses noted in the systems of internal accounting control, compliance with laws and regulations or in other financial management practices, and to provide any other meaningful related advice.
7. Report to the Board of Directors in accordance with U.S. Auditing Standards, including comments on the auditor's responsibility under generally accepted auditing standards, significant accounting policies, management judgments and accounting estimates, significant audit adjustments, and major issues discussed with management.
8. Provide periodic written notices interpreting accounting principles or regulatory pronouncements that may affect EOWB financial statements.
9. Deliver appropriate presentations to EOWB management and Board of Directors following the conclusion of the audit, discussing results of the audit, findings, recommendations and relevant performance trends.

All report preparation, proofreading, printing, and binding shall be the responsibility of the auditor.

Irregularities and illegal acts: auditors are required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties:

- U.S. DOL Office of Inspector General Hotline at (800) 347-3756
- Regional (Oregon) Office of Inspector General Hotline at (877) 678-4222
- Oregon Department of Community College and Workforce Development Quality Assurance Unit at (503) 378-8648
- Respective Local Workforce Board – board member contact information available by LWB upon request.

#### **D) Modifications to Original Scope of Work**

The proposal shall contain provisions to the effect that in the event that circumstances disclosed by the audit indicate that a more intensive and detailed examination is required in addition to that which would be sufficient under normal circumstances, the firm shall provide all pertinent facts relative to the extraordinary circumstances together with the firm's estimate of the additional services to EOWB. Any fees relating to such extensions of examination procedures are to be considered as additional fees subject to negotiation and are not included within the scope of services to be performed under the original contract.

Contract award is conditioned on the availability of federal funds in WIOA and is subject to termination due to lack of funds or authorization. EOWB will promptly provide the firm with notice of any funding or regulatory changes.

#### **E) Working Paper Retention and Access**

All working papers and reports must be retained at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by EOWB that there is a need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

- U. S. Department of Labor;
- U. S. General Accounting Office;
- Parties designated by Federal or State governments or by applicable EOWB as part of an audit quality review process; and
- Auditors of other entities of which EOWB are a sub-recipient of grant funds.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

#### **IV) Proposal Requirements**

##### **A) General**

Proposals shall be firm, may not be modified or withdrawn, for a period of sixty (60) days after the RFP closing date.

##### **B) Conflict of Interest**

Respondent certifies, by submitting a proposal in response to this Request for Proposal, that it is prohibited from accepting, directly or indirectly, rebate, gifts, money, service, promise of contract for future award or compensation from any person to whom any contract, service, or purchase order is awarded in which EOWB are involved or interested.

##### **C) Mandatory Requirements**

The purpose of the Exhibit A-Mandatory Requirements is to demonstrate the qualifications, competence and capacity of the firm seeking to undertake an independent audit of EOWB, in conformity with the requirements of this RFP. The Mandatory Requirements should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

**THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE MANDATORY REQUIREMENTS DOCUMENT.**

##### **D) Technical Proposal**

The Audit committee will use the technical criteria and guidelines to determine which respondents may best meet needs of EOWB. Evaluation criteria are broken down into three (3) major categories: General, Personnel, and Services.



## **E) Cost Proposal**

The Sealed Dollar Cost Bid should contain all pricing information relative to performing the audit engagement as described in this RFP. The total all inclusive maximum price amount is to contain all direct and indirect costs including all out-of-pocket expenses.

EOWB will not be responsible for expenses incurred in preparing and submitting the Technical Proposal or the Sealed Dollar Cost Bid. Such costs should not be included in the proposal.

### 1. Schedule of Rates:

Sealed Dollar Cost Bid include a schedule detailing rates by partner, specialist, supervisor and staff levels; the hours anticipated for each; and the extended amounts, presented in the format provided in Exhibit C, to support the total all-inclusive maximum price.

### 2. Travel and Out of-pocket expenses

Out of-pocket expenses for firm personnel (e.g., travel, lodging and subsistence) will be reimbursed at rates no higher than those used by EOWB for their employees. All expense reimbursements shall be included in and support the total all-inclusive maximum price submitted by the firm.

### 3. Contract Renewal Rates:

As the contract is renewed for each additional one-year period, the fees will be negotiated based on the actual costs of the 2021-2022 audit and any additional, pertinent information either EOWB or the firm may have received.

### 4. Additional Services:

If it should become necessary for EOWB to request the auditor to render any additional services to either supplement the services requested in this RFP or as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an amendment to the contract between EOWB and the firm. Any such additional work agreed to between EOWB and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the Sealed Dollar Cost Bid.

### 5. Progress Payments:

Progress payments may be requested on the basis of hours of work completed during the course of this engagement and out-of-pocket expenses incurred, in accordance with the firm's dollar cost bid proposal. Interim billing shall cover a period of not less than one calendar month.

## **F) Content and Format**

The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness, organization, and clarity of content.

## V) Evaluation Procedures A) Review of Proposals

EOWB staff will first review the proposals to confirm whether each respondent has met all mandatory requirements, and whether there are signed copies of all the standard documents. Only those proposals, which appear to meet all mandatory requirements will be further considered.

All qualifying proposals will then be evaluated and scored by each member of the Audit Committee(s) based upon the Technical Requirements identified in this RFP. The Audit Committee(s) will convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm. At this point, firms with unacceptably low technical scores may be eliminated from further consideration.

The cost proposals will then be reviewed and additional points added to the technical scores in accordance with the evaluation criteria.

Award of the contract will be made to the most responsive and responsible respondent as determined by EOWB based upon the recommendation of the audit committee(s).

Any contact during the RFP evaluation process, or attempt to have contact with the Audit Committee(s), where it is unsolicited by the Committee's members, will result in disqualification of the proposal.

## B) Evaluation Criteria

All Mandatory Requirements must be met in order to qualify for consideration.

Points for Technical and Cost Requirements Criteria will be awarded as follows:

Section 1: General	40 Points
Section 2: Personnel	80 Points
Section 3: Services	60 Points
Unit Price Consideration	<u>100 Points</u>
Total Points Available	280 Points

**81 to 100%:** Excellent; provides lots of good material and discusses different approaches. Submission exceeds expectations, excellent probability of success in achieving all objectives. Very innovative.

**61 to 80%:** Above average; exceeds minimum in some areas. Very good probability of success. Achieves all objectives in a reasonable fashion.

**41 to 60%:** Acceptable; meets minimum requirements. Has reasonable probability of success. Some objectives may not be met.

**21 to 40%:** Fair; partially unresponsive. Falls short of expectations and has a low probability of success.

**1 to 20%:** Inadequate; fails to meet perceived needs. Submission fails to meet requirements and the approach has no probability of success.

**0%:** Non-responsive; not addressed in Proposal.

### **B) Oral Presentations**

Respondent will need to be available for a possible oral presentation if requested by the Audit Committee. The oral presentation will be for clarification of the proposal only and will not be additionally scored.

### **C) Appeal of Award**

The following process has been established to address appeals:

- The appeal must be due to what the respondent considers a flaw in the Audit Committee's award recommendation process.
- The firm filing the appeal must specify the basis of the appeal and provide an alternative. Proposal rating scores may not be appealed. The mere fact that a proposal was not recommended for award is also not open to an appeal, nor is a complaint about the amount of the award granted. The appeal must be a violation of the process established for this solicitation.
- The appeal must be submitted in writing to EOWB within 5 calendar days of the contract award notification.
- EOWB will issue a decision on appeals within 7 calendar days of receipt.

## EXHIBIT A

### MANDATORY REQUIREMENTS OF THE PROPOSAL

**M.1** One original and 4 copies of each proposal shall be submitted in a sealed envelope/container clearly marked “**RFP Audit Proposal**” and submitted by the date and time and in the manner prescribed in the Public Notice contained within this RFP.

**M.2** Exhibit D-Proposal Response Form must be submitted and signed in ink by an authorized agent of the firm.

**M.3 Respondent will provide an on-site audit. EOWB prefers to have auditors in the office unless there are conditions or circumstances that prohibit.**

Respondent shall present evidence that its firm or its officers have been engaged for at least the past three (3) years in providing services as listed in this RFP. Provide a minimum of three (3) references, where work was performed within the last three (3) years, that you judge to be of similar scope and complexity. Include the name, position, telephone number, and email address of a contact person.

Those Respondents earning the highest points for technical qualifications and cost may have their references checked and assessed against the established evaluation criteria contained herein. EOWB will not enter into contract negotiations with any Respondent whose references are found to be unsatisfactory; negative comments may be reviewed by the Respondent, at the Audit Committee’s discretion.

References to entities which are owned by the Respondent, or are owned by an entity which also owns significant interest in the Respondent, are not acceptable and do not comply with the requirement of this subsection.

The Audit Committee(s) reserves the right to investigate and consider all information provided in response to the RFP, including, without limitation: any customer references, whether or not furnished.

**M.4** The firm shall provide proof that it participates in an external quality control review (peer review) program by submitting a copy of their latest peer review report.

**M.5** The firm shall identify the partners and managers who would be responsible for the audit and provide resumes for each of them.

## EXHIBIT B

### TECHNICAL REQUIREMENTS OF THE PROPOSAL

The Audit Committee will use the following criteria and guidelines to determine which proposal may best meet the needs of each EOWB Evaluation criteria are broken down into three (3) major categories: General, Personnel, and Services.

<b>D.1 General</b>	<b>POINTS AVAILABLE</b>
<b>D.1.</b> What do you believe the strengths of your firm are with regards to the requested services?	<b>40</b>
<b>D.2 Personnel</b>	<b>POINTS AVAILABLE</b>
<b>D.2.a</b> Provide a history of your staff's longevity.	<b>40</b>
<b>D.2.b</b> Indicate the number of personnel that would be assigned to the audit and their associated responsibilities.	<b>10</b>
<b>D.2.c</b> Provide details of the non-profit auditing experience for the personnel that would be assigned to the audit, including number of years of experience.	<b>30</b>
<b>D.3 Services</b>	<b>POINTS AVAILABLE</b>
<b>D.3.a</b> Describe the firm's knowledge and recent experience in auditing Federal, State, and Local Government grants, including 2 CFR 200.	<b>20</b>
<b>D.3.b</b> Describe the firm's knowledge and experience in preparing financial statements in accordance with FASB 117.	<b>10</b>
<b>D.3.c</b> Describe your firm's approach to assessing control risk in small non-profit organizations.	<b>10</b>

**D.3.d** Detail the scope of work and related time frames that you will require EOWB staff to perform enabling you to deliver the final auditor opinions, reports and findings that will be due no later than December 1.

**20**

## EXHIBIT C UNIT PRICE CONSIDERATION

Respondent shall submit their proposal for pricing on the following “Unit Price Consideration” form. Using this will help ensure consistency in the financial evaluation. Blanks on the “Unit Price Consideration” Form will be interpreted as zero (0) and no price will be allowed for that item. Respondent agrees to perform all work/services on the basis of Respondent’s unit price amounts detailed in this Exhibit C.

1. Basic audit fee for first contractual year not to exceed amount.  
**(Your cost score will be based on this proposed amount.)**      \$ \_\_\_\_\_

:

2. Hourly rate applicable to audit fee:

Partner (or equivalent) in charge of audit      \$ \_\_\_\_\_ /Hr

Manager (or equivalent) in charge of audit      \$ \_\_\_\_\_ /Hr

Staff accountants (or equivalent)      \$ \_\_\_\_\_ /Hr

Secretarial/Clerical      \$ \_\_\_\_\_ /Hr

Other (Specify)      \$ \_\_\_\_\_ /Hr

For any expenses not specified herein, or any exceptions to the expense items listed in this Exhibit C, Respondent will obtain separate written approval from EOWB prior to incurring any expense for which reimbursement will be sought.

**EXHIBIT D  
PROPOSAL RESPONSE FORM**

Professional Audit & Related Financial Services,  
Closing Date: April 28,2017 at 4:00 p.m.

I, the undersigned, an authorized representative of \_\_\_\_\_  
(Company Name)

whose address is \_\_\_\_\_  
(Number and Street) (City and State) (Zip)

have read and thoroughly understand the Request for Proposal (RFP) Solicitation Document issued by EOWB for furnishing the Work required by the RFP for Financial Audit Services.

Acting on behalf of my firm, which is listed above, I do attest that the services offered by us meets EOWB specifications in every respect except those described on the attached list of "Exceptions."

We have attached a listing of Exceptions \_\_\_\_\_ (Y/N). (*"Y" or "Yes" response indicates Exceptions to the Specifications have been taken and have been attached and indicated as such.*)

We, therefore, offer and make this proposal to furnish, at the prices indicated with the submission of *Exhibit C*, the Work required by the Solicitation Document to provide Financial Audit Services.

Oregon Business Registration

To transact business in the State of Oregon, respondent must be registered with the State of Oregon Corporations Division. Please indicate your business' current registration type with an "X" in the appropriate space:

\_\_\_\_\_ Corporate Registration  
\_\_\_\_\_ Assumed Business Name Registration

The Undersigned certifies that this proposal has been arrived at independently, without consultation, communication, collusion designed to limit independent bidding or competition, or agreement as to any matter relating to this proposal that would in any way interfere with fair competition except as otherwise stipulated by Oregon Statute.

It is understood that the Respondent, before signing his/her proposal, has made a careful examination of the plans, specifications, and character of work required.

EOWB will in no case be responsible for any loss for any unanticipated costs which may be suffered by the Contractor as a result of the Contractor's failure to fully inform EOWB in regard to all conditions pertaining to the completion of the contract.

I have read and understood the attached Solicitation Document and agree to abide by and fulfill requirements if awarded the contract as a result of this proposal.

FIRM NAME: \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ FAX NO. \_\_\_\_\_

FEDERAL ID: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

NAME/TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



