

# Madera County Workforce Investment Corporation

Uniform Guidance Request for Proposal  
for  
Audit Services and Preparation of Annual Tax Returns

For the period

July 1, 2019 – June 30, 2020

Inquiries and proposals should be directed to:

Jessica Roche

Controller

2037 W. Cleveland Ave., Madera CA 93637

[financedept@maderaworkforce.org](mailto:financedept@maderaworkforce.org)

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# General Information

## A. Purpose

The purpose of this 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 "Offeror". Primary services requested to perform year end financial and audit services for Madera County Workforce Investment Corporation (MCWIC), beginning with year ending June 30, 2020. MCWIC may also require general non-profit accounting services during the fiscal year, that will benefit our Organization.

This RFP will be held in compliance with 2 CFR Part 200 Procurement Standards outlined in sections 200.317 – 200.326.

## B. Who May Respond

Only licensed certified public accountants may respond to this RFP.

## C. Instructions on Proposal Submission

1. Closing Submission Date: Proposals must be **received no later than 4:30 p.m. on March 20, 2020**. Late proposals will not be considered.
2. Inquiries: Questions concerning this RFP should be directed via email to Jessica Roche, Controller at [financedept@maderaworkforce.org](mailto:financedept@maderaworkforce.org) and submitted by close of business 5:00 p.m. on March 13, 2020. Subject line must reflect 'Audit Services RFP Question'. All question and answers will be posted within 2 business days on MCWIC's website at <http://www.maderaworkforce.org/public-notices/>. It is the responsibility of the Offeror to check the website for any updated information posted, including questions and answers.
3. Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by MCWIC.
4. Hard Copy Submissions:

Proposals must be submitted by hard copy to the following mailing address:

Name: Jessica Roche  
Title: Controller  
Entity: Madera County Workforce Investment Corp.  
Address: 2037 W. Cleveland  
Madera, CA 93637

Offeror is to **submit one (1) signed original and two (2) copies** of the proposal. It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information: "Request for Proposal – Audit RFP"

All proposals submitted must be submitted by the closing date and time noted above.

It is the responsibility of the Offeror to ensure that the proposal is received by MCWIC by the date and time specified above.

***Late proposals will not be considered.***

5. Right to Reject: MCWIC reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based on the factors described in this RFP.
6. Small and/or Minority-Owned Businesses: Efforts will be made by MCWIC to utilize small businesses and minority-owned businesses. An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).
7. Notification of Award:
  - a. It is expected that a decision about selection of the successful audit firm will be made within 6 weeks of the closing date for the receipt of proposals.
  - b. Upon conclusion of final negotiations with the successful audit firm, all Offerors submitting proposals in response to this RFP will be informed, in writing, of the name of the successful audit firm.

#### **D. Description of Entity and Records to Be Audited**

MCWIC is a nonprofit organization that serves Madera County in California. MCWIC is a private, nonprofit corporation and has been determined to be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, and is registered by the Secretary of State in California. It is governed by a 9-member volunteer board of directors. Administrative offices and all records are located at 2037 W. Cleveland Ave., Madera, CA 93637.

MCWIC was established in 2012 and is led by a Corporate Board of Directors and the Workforce Development Board that oversees the Workforce Innovation and Opportunity Act (WIOA) for the Madera County region. Additional information about MCWIC as well as all prior year audit and financial reports can be obtained at [www.maderaworkforce.org](http://www.maderaworkforce.org).

MCWIC has annual revenues of approximately \$3 million. MCWIC serves as both the administrative and program operation entity for the WIOA and does not subcontract program services.

MCWIC maintains accounting records utilizing an on-premise computerized fund accounting system (Abila-MIP), supplemented by computerized spreadsheet subsidiary reports. MCWIC also employs approximately 26 people and utilizes an online payroll system (One-Point HCM) to allocate and process all personnel allocation time by grant,

and completes all required payroll processes including state and federal reporting requirements.

MCWIC does not utilize an indirect cost rate, but instead utilizes a detailed cost allocation plan to allocate indirect costs on a monthly basis.

### **E. Contract Term**

At the discretion of MCWIC, this contract can be extended for four (4) additional 1-year periods. The cost for the additional periods will be agreed on by MCWIC and the Offeror.

# Specifications

## A. Services Requested to be Performed

1. Audit of financial statements for the year ending June 30<sup>th</sup>.
  - a. Single Audit Act - The audit will be conducted in conformance with the requirements of the Single Audit Act and related amendments.
  - b. Uniform Guidance – The audit will be conducted in conformance with the 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
  - c. WIOA Compliance - The audit will be conducted in conformance with the compliance review requirements of the WIOA.
  - d. Accounting Standards – The audit will be conducted in conformance with the accounting standards generally accepted in the United States of America and the standards applicable to the financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.
2. Management letter containing comments and recommendations with respect to accounting and administrative controls and efficiencies.
3. Preparation of all applicable federal and state returns for the organization, including IRS Form 990.
4. Availability throughout the year to provide advice and guidance on financial accounting and reporting issues that may arise.

## B. Delivery Schedule

The Offeror is to transmit one copy of the draft audit report to MCWIC's Controller, for review by the Executive Director. The final draft audit report is due on November 30<sup>th</sup> and will be submitted to the Board for approval.

The Offeror shall deliver 3 hard copies of the final audit report to MCWIC's Executive Director and a digital copy to the Controller within two (2) weeks after Board approval.

Reports may be submitted earlier than the schedule above. However, if the Offeror fails to make delivery of the audit reports within the time schedule specified herein, and under certain extenuating circumstances, the contracting agent may extend this schedule upon written request from the Offeror with sufficient justification.

All extensions are to be prepared by Offeror and submitted in a timely manner. If not submitted timely, the Offeror will be responsible for any late penalties incurred.

## **C. Pricing**

The Offeror's proposed price for services should include a not-to-exceed total fee and a fee per service (audit services, tax services, and additional services as requested in this RFP). Any additional expenses (travel, meals, etc.) specific to the services requested should also be itemized and indicated.

## **D. Payment**

Payment will be made when MCWIC has determined that the total work effort has been satisfactorily completed. Should MCWIC reject a report, MCWIC's authorized representative will notify the Offeror in writing of such rejection, giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for 90 days after the Offeror submits the final invoice for payment.

Progress payments will be allowed to the extent that MCWIC can determine satisfactory progress is being made. Schedule and amounts will be negotiated.

Upon delivery of the 3 copies of the final reports to MCWIC and their acceptance and approval, the Offeror may submit a bill for the balance due on the contract for the audit.

## **E. Exit Conference**

An exit conference with MCWIC's representatives and the Offeror's representatives will be held at the conclusion of the fieldwork. Observations and recommendations must be summarized in writing and discussed with MCWIC. The exit conference will include discussion of any internal control and program compliance observations and recommendations.

## **F. Workpapers**

1. Upon request, the Offeror will provide a copy of the workpapers pertaining to any questioned costs determined in the audit. The workpapers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.
2. The workpapers will be retained for at least three years from the end of the audit period.
3. The workpapers will be available for examination by authorized representatives of the cognizant federal or state audit agency and MCWIC.

## **G. Confidentiality**

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to MCWIC, the Offeror 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 Offeror's possession, to those employees on the Offeror's staff who must have the information on a "need to know" basis.

The Offeror agrees to immediately notify, in writing, MCWIC's authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.



# Technical Qualifications

The Offeror, in its proposal, shall, as a minimum, include the following:

## **A. Understanding Our Needs**

The Offeror should describe the current challenges and opportunities specific to our organization. Describe how your firm is best suited to assist our organization in facing those challenges and opportunities moving forward.

## **B. Understanding the Scope of Work**

The Offeror should clearly describe the scope of work to be performed in alignment with this RFP.

## **C. Understanding Our Industry**

The Offeror should describe its understanding of our industry by providing specific industry knowledge and expertise as well as prior auditing experience:

1. Prior experience working with nonprofit organizations
2. Prior experience auditing federally grant-funded organizations
3. Prior experience auditing organizations funded by WIOA
4. Prior experience providing additional services to organizations similar to MCWIC

## **D. Engagement Team**

The Offeror should briefly describe the qualifications of staff to be assigned to the audits. Descriptions should include:

1. Audit team makeup.
  - Expected number of team members during on-site audit and number of days.
2. Overall supervision to be exercised.
3. Prior experience of the individual audit team members. Audit team bios should include education, position in firm, years with the firm, industry-specific experience, and training on the recent Uniform Guidance.

## **E. Organization, Size, and Structure**

The Offeror should describe its organization, size (in relation to audits to be performed), and structure. Description should include:

1. Size of the Offeror, including number of employees and physical site locations.
2. Explanation of independence.
3. Any conflicts of interest that exist.
4. Results of peer review.
5. Explanation if the Offeror is a small or minority-owned business or women's business enterprise.

## **F. Audit Approach to the Engagement**

The Offeror should describe its approach to the work to be performed.

## **G. Certifications**

The Offeror must sign and include as an attachment to its proposal the Certifications enclosed with this RFP. The publications listed in the Certifications will not be provided to potential Offerors by MCWIC because MCWIC desires to contract only with an Offeror who is already familiar with these publications.

# Proposal Evaluation

## A. Submission of Proposals

All proposals shall include one original signature and 2 copies of the complete proposal submitted.

## B. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received in a timely manner in accordance with the terms of this RFP.
2. The proposal does not include the Certifications.
3. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the Government Auditing Standards of the U.S. Comptroller General.

## C. Proposal Evaluation

Evaluation of each proposal will be scored on the following six factors.

- |  | Point Range |
|--|-------------|
| 1. Understanding Our Needs   | 0 - 10      |
| a. Understanding our current challenges and opportunities  |             |
| b. Firm's approach to addressing our challenges  |             |
| 2. Understanding Our Industry  | 0 - 30      |
| a. Prior experience working with nonprofit organizations   |             |
| b. Prior experience auditing grant-funded organizations  |             |
| c. Prior experience auditing organizations funded by WIOA  |             |
| d. Prior experience providing additional services to organizations similar to MCWIC  |             |
| 3. Organization, size, and structure of Offeror's firm<br>(consider size in relation to audits to be performed)  | 0 - 5       |
| a. Adequate size of the firm   |             |
| b. Minority-owned/small business/women's business enterprise   |             |
| 4. Qualifications of staff to be assigned to the audits to be performed<br>This will be determined from résumés submitted. Include education, position in firm, and years and types of experience. | 0 - 20      |
| a. Prior experience of the individual audit team members   |             |
| b. Overall supervision to be exercised   |             |
| 5. Offeror's audit approach to the engagement  | 0 - 15      |
| a. Adequate coverage   |             |
| b. Realistic time estimates of each audit step   |             |

6. Price	<u>0 – 20</u>
Maximum Points	100

#### **D. Review Process**

The MCWIC may, at its discretion, request presentations by or meetings with any or all Offerors to clarify or negotiate modifications to the Offerors' proposals.

However, MCWIC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the Offeror can propose.

MCWIC contemplates award of the contract to the responsible Offeror with the highest total points.

## Certifications

On behalf of the Offeror:

1. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
2. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
3. 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.
4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
5. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
6. The individual signing certifies that the Offeror is a properly licensed certified public accountant or a public accountant licensed on or before June 30, 2019.
7. The individual signing certifies that the Offeror meets the independence standards of the Government Auditing Standards.
8. The individual signing certifies that he/she is aware of and will comply with the GAO's continuing education requirement of 80 hours of continuing education every two years and that 24 hours of the 80 hours of education will be in subjects directly related to the government environment and to government auditing for individuals.
9. The individual signing certifies that he/she is aware of and will comply with the GAO requirement of an external quality control (peer) review at least once every three years.
10. The individual signing certifies that he/she has read and understands the following publications relative to the proposed audits:
  - a. Government Auditing Standards (Yellow Book)
  - b. Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards ("Uniform Guidance")
11. 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.
12. The individual signing certifies that the Offeror, 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. (If the Offeror or any individual to be assigned to the audits has been found in violation of any state or AICPA professional standards, this information must be disclosed.)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Offeror's Firm Name)

\_\_\_\_\_  
(Signature of Offeror's Representative)

\_\_\_\_\_  
(Printed Name and Title of Individual Signing)

# Appendix

## A. Proposal Evaluation

Total points will be calculated from each board/audit committee member, providing a total point value for each responding Offerer. The Offerer, meeting all of the outlined criteria, that also accumulates the highest total point value will be awarded the contract.

<b>Proposal Evaluation</b>			
		<b>Point Range</b>	<b>Points Earned</b>
<b>Understanding Our Needs</b>		<b>0 - 10</b>	
	Understanding our current challenges and opportunities		
	Firm's approach to addressing our challenges		
<b>Understanding Our Industry</b>		<b>0 - 30</b>	
	Prior experience working with nonprofit organizations		
	Prior experience auditing grant-funded organizaions		
	Prior experience auditing organizations receiving WIOA funds		
	Prior experience providing additional services to organizations similar to other Workforce agencies within California.		
<b>Organization, size, and structure of Offeror's firm</b>		<b>0 - 5</b>	
	Adequate size of the firm		
	Minority-owned/small business/women's business enterprise		
<b>Qualifications of staff to be assigned to the audits to be performed</b>		<b>0 - 20</b>	
	Prior experience of the individual audit team members		
	Overall supervision to be exercised		
<b>Offeror's audit approach to the engagement</b>		<b>0 - 15</b>	
	Adequate coverage		
	Realistic time estimates of each audit step		
<b>Price</b>		<b>0 - 20</b>	
<b>Total Points</b>		<b>0 - 100</b>	

**THANK YOU** for your RFP!