

REQUEST FOR PROPOSAL

Audit and Tax Services

ISSUED November 2, 2016
RFP No. 17-1141

WorkNet Pinellas, Inc. dba CareerSource Pinellas is accepting proposals from qualified CPA firms to provide services for audit, tax and agreed upon procedures. Parties interested in submitting a proposal shall review this entire document.

Request for Proposal (RFP) should be submitted by 5:00 p.m. EDT on November 30, 2016 to:

CareerSource Pinellas
Attention: Edward Peachey, President/CEO
13805 58th St. North, Suite 2-140
Clearwater, FL 33670

The official opening will be held at the CareerSource Pinellas conference room at 13805 58th St. North, Suite 2-140, Clearwater, FL 33670 on November 30, 2016 at 5:00 p.m. EDT. Submitted RFPs will be recorded. Any RFP or portion thereof, received after the submittal deadline will not be considered.

Questions may be submitted by email to Anna Munro at munroa@careersourcetampabay.com until 5:00 p.m. EDT, November 16, 2016. Please **reference RFP No. 17-1411 in the subject line**. Answers will be posted on the CareerSource Pinellas website at http://careersourcepinellas.com/rfps_&_bids by 12:00 p.m. EDT, November 18, 2016.

Action	Date
Issue RFP	November 2, 2016
Question and Answer period	November 2 2016 – November 16, 2016, 5 pm EDT
Proposal Due Date	November 30, 2016, 5:00 pm EDT
Official Opening	November 30, 2016, 5:00 pm EDT
Evaluation and Selection Begins	December 1, 2016
Award date*	December 6, 2016

* Tentative date subject to the identification of a qualified respondent.

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WorkNet Pinellas, Inc.

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Table of Contents

I. GENERAL INFORMATION.....	1
II. TERM OF ENGAGEMENT	3
III. NATURE OF SERVICES REQUIRED	3
IV. PROPOSAL REQUIREMENTS	6
V. PROPOSAL EVALUATION	10

I. GENERAL INFORMATION

A. Purpose

This Request for Proposal (RFP) is to contract for WorkNet Pinellas, Inc.'s financial and compliance audit, prepare the IRS Form 990 and to perform agreed upon procedures. The initial financial and compliance audit as well as preparation of the IRS Form 990 will be the fiscal year ending June 30, 2016. The initial agreed upon procedures will be for the period July 1, 2016 through December 31, 2016.

B. Who May Respond

Only licensed Certified Public Accountants may respond to this proposal.

C. Proposal Due Date

Proposals must be submitted no later than 5:00 p.m. EDT on November 30, 2016.

D. Conditions on Proposal

1. All cost incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by the Organization.
2. Addenda – The Organization may modify this Request for Proposals (RFP) and/or issue supplementary information or guidelines relating to the RFP during the proposal preparation period.
3. Modification - Once submitted, proposals, including the composition of the contracting team, cannot be altered without prior written consent of the Organization.
4. Right to reject - The Organization has the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

E. Questions and Answers

All questions concerning this RFP should be emailed by 5 P.M. November 16, 2016 to munroa@careersourcetampabay.com. Written response will be posted to http://careersourcepinellas.com/rfps_&bids by 12:00 p.m. EDT, November 18, 2016.

F. Description of Organization and Records to be Audited

WorkNet Pinellas, Inc. d.b.a. CareerSource Pinellas (hereafter referred to as "WorkNet" or "Organization") is a 501(c)(3) non-profit organization. The Organization's Governing Board was appointed and designated by the Pinellas County Board of County Commissioners to act as the Pinellas County Workforce Development Board under provisions of the "Workforce Innovation Act of 2000". WorkNet Pinellas, Inc. has requested and received certification as the Region 14 Workforce Development Board by Workforce Florida, Inc., the State of Florida Workforce Development Board. This public-private partnership supports and promotes economic growth through workforce development. WorkNet is one of twenty-four local workforce development boards in Florida.

The Organization has an automated set of books and utilizes MIP Fund Accounting Software. Payroll is outsourced to a third party payroll processor, ADP. If requested, the Organization will make available for review, a copy of the previous audit and agreed upon procedure for the year ending June 30, 2015 and December 31, 2015, respectively.

G. Notification of Award

The Organization's Audit Committee expects to select a CPA firm in the month of December 2016, subject to ratification by the Organization's Board of Directors. Upon conclusion of final negotiations with the successful CPA firm, all Proposers submitting proposals in response to this RFP will be informed, in writing, of the name of the successful CPA firm.

H. Audit Support

Throughout the audit engagement the Organization's Finance Director will coordinate and support the audit. This includes but is not limited to coordinating meetings and providing: contact information, reports from the Accounting System, and supporting documentation.

II. TERM OF ENGAGEMENT

It is anticipated that similar services will be contracted annually on the same terms for four (4) additional fiscal years ending June 30, 2020.

III. NATURE OF SERVICES REQUIRED

A. Scope of Services

The purpose of this RFP is to contract with a qualified CPA firm to provide services for audit, tax and agreed upon procedures in accordance with the provisions contained in this RFP.

B. Scope of Work and Reports

1. The selected CPA firm shall conduct an annual audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and the Florida Single Audit Act, FS 215.97, and Chapter 10.600, Rules of the Auditor General, most current revisions, if applicable. Including:
 - a. Issuance of the required Financial Statements, Supplemental Information and Regulatory Reports.
 - b. Preparation and issuance of the required communications to those charged with the governance of the Organization.
 - c. Presentation of the annual audit to the Organization's Audit Committee.
 - d. Preparation of the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package.

2. The selected CPA firm shall prepare and file the federal Form 990 as well as extensions, as necessary.
3. The selected CPA firm shall perform on annual basis Agreed Upon Procedures (AUP) for the period July 1st through December 31st. The first of these engagements will cover the period July 1, 2016 through December 31, 2016. The scope of work may include but is not limited to:
 - a. Reviewing the Organization's financial management system for adequacy of controls over financial reporting, cash management, cost allocation, purchasing, property and inventory.
 - b. Reviewing financial records for adequacy of controls over supporting documentation, cash disbursements and cash receipts.
 - c. Reviewing the personnel and payroll records for sound personnel practices.
4. The selected CPA firm shall provide advisory guidance to the Organization's staff of changes in accounting and/or auditing standards that will result in new or revised financial reporting and/or disclosure requirements.

C. Special Considerations

As a local workforce development board that is a recipient of Federal funds that are administered by the Department of Economic Opportunity (DEO), the Organization's auditors are required to perform the following procedures:

1. Test the Organization's reconciliation of its financial records to the One Stop Management Information System (OSMIS) maintained by DEO. The notes to the audit report must include supplementary information describing the reconciliation done by the Organization.
2. Test compliance with Federal cash management requirements and report any material problems.
3. Examine the status of compliance with state and federal laws governing structure, functions, and mission of the Organization and report any material noncompliance.

4. Prepare and submit a Management Letter for those findings and observations not included in the audit report, as opposed to providing only a verbal briefing. The Management Letter should be addressed to the Board.

D. Workpaper retention

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 the Organization of the 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:

- Federal awarding agency
- Secretary of Labor
- Secretary of Health and Human Services
- Comptroller General

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

E. Time Requirements

Except for the IRS Form 990, the scope of work required in sections III. B. 1 shall be completed in order for the final audit report to be issued no later than January 30th each year. Timing of audit work is subject to negotiation. The IRS Form 990 may be filed at a later date, if needed.

F. Reports

Report preparation and editing will be the performed by the Organization's Finance Director. However, printing shall be the responsibility of the auditor.

G. Other

The Organization may also request additional services, on an agreed upon procedures basis, so long as providing those services does not interfere with the firm's and the *Government Auditing Standards* independence requirements.

IV. PROPOSAL REQUIREMENTS

A. GENERAL

The following is required for the proposal to be considered:

- a. Provide one original and three hard copies of the proposal as well as an electronic version of the proposal on CD or flash drive by the Proposal due date.
- b. Proposals are required to include the following material in order for a proposing firm to be considered:
 - i. Title Page: Title page showing the RFP's subject; the firm's name, the firm's employer identification number, DUNS# and firm's address.
 - ii. Table of Contents
 - iii. Transmittal Letter: A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the engagement, and a statement that the proposal is a firm and irrevocable offer for 90 days. The transmittal letter is to also include the name, address and telephone number of the person or persons authorized to represent the firm.
 - iv. Peer Review Report: Provide a copy of the firm's most recent peer review report. Provide a statement and/or explanation of disciplinary actions taken by the Florida State Board of Accountancy within the last three years, if any.
 - v. Technical Proposal: Shall follow the order set forth in the **Technical Proposal** section of this RFP.
 - vi. Cost Proposal: Shall include the information as requested in the **Cost Proposal** section of this RFP.

Failure to address any of the requirements listed above is grounds for rejection of the proposal.

- c. The proposal shall be addressed and delivered to:

CareerSource Pinellas
Attention: Edward Peachey, President/CEO
13805 58th St. North, Suite 2-140
Clearwater, FL 33670

- d. The proposal shall be submitted in a sealed envelope and clearly marked in the **lower left hand corner** with the following information:

Request for Proposal
Sealed Proposal
For WorkNet Pinellas, Inc.
Audit and Tax Services
RFP No. 17-1141

Failure to do so may result in the premature disposal of your proposal and be grounds for disqualification.

It is the responsibility of the Proposer to insure the proposal is received by the Organization by the proposal due date.

Late proposals will not be considered.

B. Technical Proposal

The purpose of the technical proposal is to demonstrate the qualifications, competence, and capacity of the CPA firm as well as the qualifications of the particular staff assigned to the engagement. It should also specify an audit approach that will meet the RFP requirements.

The technical proposal shall address all the points outlined in the RFP. The proposal should be prepared simply and economically providing a straight-forward, concise description of the proposer's capabilities to satisfy the requirements of the RFP.

Submitted proposals **must follow the format outlined below** and all requested information must be supplied. Failure to submit proposals in the required format will result in the proposal being eliminated from evaluation and consideration.

Independence (Section I) – The firm should provide an affirmative statement that it is independent of WorkNet Pinellas, Inc. to be audited.

License to Practice in the Florida (Section II) – An affirmative statement should be included that the firm and all assigned key professional staff are properly register/licensed to practice in Florida.

Firm Qualifications and Experience (Section III) - Provide a statement of your firm's background and experience in providing auditing services to governmental and non-profit organizations. Describe the technical capabilities of the firm, and, in particular, the firm's exposure to working with workforce development regulations, if any. Provide a minimum of 3 and a maximum of 10 references of other similar completed audits that were performed within the last 5 years, including contact name, title, telephone number, and nature of services performed for the references listed.

Assigned Personnel (Section IV) - Provide the following information on the staff to be assigned to the audit:

- a. List all key personnel assigned by level and name. Provide a description of their background, along with a summary of their experience in auditing non-profit and governmental agencies, auditing in general and any specialized expertise they may have. Substitution of project manager or staff will not be permitted without prior written approval of the Executive Director.
- b. Provide a statement of the availability of staff in a local office with requisite qualifications and experience to conduct the requested financial and compliance audits and performance reviews.
- c. Provide a statement of the education and training program provided to, or required of, the staff identified for participation in the engagement, particularly with reference to governmental accounting and auditing, governmental practices and procedures, and workforce development regulations.

Subcontractors (Section V) - List any subcontractors that will be used, the work to be performed by them, and total number of hours or percentage of time they will spend on the project.

Project Organization (Section VI) - Describe the proposed management structure and organization of the engagement team. Specifically address the firm's ability and willingness to commit and maintain staffing to successfully conclude the audit on the proposed schedule.

Audit Approach (Section VII) - The proposal should set for the a work plan, including an explanation of the audit methodology to be followed, to perform the scope of services required in Section III of this RFP. In developing the work plan, reference should be made to such sources of information.

Proposer is required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement.
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c. Type and extent of sampling techniques to be used in the engagement

C. Cost Proposal

The price should include all costs to perform the services as described in this RFP.

The Cost Proposal must use the following format:

	<u>Price</u>
a. Audit and Tax Services Fiscal Year Ended:	
June 30, 2016	\$ xx,xxx
June 30, 2017	xx,xxx
June 30, 2018	xx,xxx
June 30, 2019	xx,xxx
June 30, 2020	<u>xx,xxx</u>
Total Cost of Audit and Tax Services	<u>\$ xx,xxx</u>

b. Agreed Upon Procedures, 6 months ending:	
December 31, 2016	\$ xx,xxx
December 31, 2017	xx,xxx
December 31, 2018	xx,xxx
December 31, 2019	xx,xxx
Total Cost of Agreed Upon Procedures	<u>\$ xx,xxx</u>
TOTAL COST OF PROPOSAL	<u>\$ xx,xxx</u>

V. PROPOSAL EVALUATION

The Audit Committee will evaluate and rank all proposals. The Audit Committee will select the contractor. The Organization's Board must approve the contract to carry out the work described in this RFP.

Proposals will be evaluated on the following criteria:

<u>Evaluation Factor</u>	<u>Point Range</u>
1. Recent Audit Experience.	0-25
(a) Recent experience auditing Work Force Development programs operated by Employment & Training and/or Workforce Development agencies.	
(b) Prior experience auditing programs financed by the Federal Government.	
(c) Prior experience auditing nonprofit organizations.	
(d) Providing references of other similar completed audits including contact name, title, and telephone number and email address for the references listed.	

2. Organization, size, and of firm.	
(a) Adequate size of the firm (Considering size in relation to audits to be performed)	0-3
(b) Small, Minority and/or Women-owned business utilization.	0-2
3. Qualifications of staff.	0-25
(a) Audit team makeup, education, position in firm, years and types of experience, continuing professional education, and Governmental audit qualifications will be considered.	
(b) Quality control procedures, results of peer review and overall supervision to be exercise.	
(c) Prior experience of the individual audit team members, their experience in auditing non-profit and governmental agencies, auditing in general and any specialized expertise they may have.	
4. Understanding of work to be performed.	0-10
(a) Adequate audit coverage, projected milestones or benchmarks for completing the audit within the total time allowed.	
(b) Realistic time estimates of each audit phase and task.	
5. Cost.	<u>0-35</u>
Total Maximum Points	<u>100</u>

The Audit Committee reserves the right to reject any and all proposals submitted and/or request additional information. During the selection process, the Audit Committee may wish to interview bidders. The interviews will be for clarification only. The submittal of new material will not be permitted at that time.

If two or more proposals receive the same number of points, the Audit Committee will accept the lower cost offer.