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REQUEST FOR SERVICE QUALIFICATIONS (RSQ)
FOR AUDIT & TAX SERVICES

February 28, 2018

**Capital Workforce Partners
One Union Place
Hartford, CT 06103**

www.capitalworkforce.org

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I. Background

The purpose of this RSQ is to obtain the services of a public accounting Firm, whose principal officers are independent Certified Public Accountants (CPAs), who are licensed by the Connecticut State Board of Public Accountancy to perform a financial and compliance audit of the Capital Workforce Partners (CWP) for its fiscal year July 1, 2018 - June 30, 2019 along with the preparation of Federal Form 990 and CT Form PCUREG-01.

Financial statement audits determine (1) whether the financial statements of an audited entity present fairly the financial position in accordance with generally accepted accounting principles, and (2) whether the entity has complied with laws and regulations for those transactions and events that may have a material effect on the financial statements.

II. Description of Entity

Capital Workforce Partners is a private, non-profit 501(c)(3) organization responsible for coordinating a regional workforce system that meets the changing employment and training needs of employers and job seekers.

Today, CWP designs and manages a number of targeted workforce development programs including:

- WIOA-funded adult and youth services.
- Other government-funded programs such as job placement and training for Jobs First Employment Services and Temporary Assistance to Needy Families (JFES/TANF) clients.
- Programs for youth in the North Central Region.
- Foundation and government-funded special projects.
- Neighborhood Assistance Act (NAA) related revenues.

Our Mission: We leverage public and private resources to produce skilled workers for a competitive regional economy.

Purpose of Capital Workforce Partners:

- Determine short and long-term workforce needs and priorities.
- Lead, coordinate and broker resources and services to address these priorities.
- Link with regional businesses, elected officials and service providers as principal customers and partners in building a demand-driven regional workforce system.

Current staffing level includes forty-one full-time employees and three part-time employees.

CWP's administrative office and records are located at One Union Place, Hartford, CT 06103.

III. Financial Status and Operations

CWP receives funding from federal/state grants, foundations, donations and various other sources including local government.

CWP disburses funds through four bank checking accounts: (1) "operating account" is used to disburse all general expenses; (2) "payroll account" is used to disburse payroll checks/direct deposits; (3) "stipend" account for stipend issued to various program participants and (4) Section 125 account used to issue reimbursements for eligible Section 125 employee claims.

On a monthly basis, an average of 300 checks are disbursed from operating and stipend accounts and 80 checks/direct deposits are disbursed from the payroll account. Checks are disbursed on a bi-weekly or as needed basis.

IV. Scope of Services Required

The selected CPA Firm shall determine whether:

- The financial statements of CWP fairly present its financial position and the results of its financial operations are in accordance with generally accepted accounting principles;
- CWP has internal accounting and other control systems to provide reasonable assurance that it is managing federal and state programs in compliance with applicable laws and regulations; and
- The organization has complied with laws and regulations that may have material effect on its financial statements and on each major federal and state award program.

An entrance and exit conference with CWP representatives and the selected CPA Firm's representatives will be requested. Observations and recommendations must be summarized and discussed with CWP representatives. It should include internal control and program compliance observations and recommendations.

CWP will require fifteen (15) bound and one (1) PDF copies of the final audit report, Federal Single Audit report and State Single Audit report.

V. Anticipated Timeline

Deadline	Activity
February 28, 2018	RFP Released
March 9, 2018	Deadline for Questions
March 16, 2018	Responses to Questions posted on CWP website
March 27, 2018	Proposals Must be received at CWP no later than 4PM
Week of April 9 th	Interviews with selected respondents, if necessary
May 3, 2018	Finance & Audit select CPA Firm to recommend to BOD
May 30, 2018	Recommendation of CPA Firm to Board of Directors
May 31, 2018	Announcement of selected CPA Firm
TBD	Finance & Audit Committee Planning meeting
September 18, 2018	Start date of fieldwork by selected CPA Firm
Late October	Discussion of draft audit report with management
Early November	Presentation of audit report to Finance & Audit Committee
TBD	Completion of Tax Returns

The audit report may be submitted earlier than the above schedule. However, if the selected CPA Firm fails to make delivery of the audit report within the time schedule specified herein, or if the selected CPA Firm delivers the audit report which does not conform to all of the provisions of the contract, CWP may, by written notice of default to the selected CPA Firm, terminate the whole or any part of the contract. Under certain extenuating circumstances CWP may extend this schedule upon written request of the selected CPA Firm with sufficient justification.

VI. Proposal Submission Requirements

Five (5) copies of the proposal must be submitted no later than 4:00 p.m. on Tuesday, March 27, 2018

Proposals should be addressed as follows:

Wendy Gamba
Chief Financial & Administrative Officer
Capital Workforce Partners, Inc.
One Union Place,
Hartford, CT 06103

Proposals must be submitted in a sealed envelope, clearly marked in the lower left-hand corner with the following information: **For Audit Services 3.27.18**

Proposals submitted via fax or email will NOT be considered.

It is the responsibility of the CPA Firm to ensure that the proposal is received by CWP by the date and the time specified in this RSQ.

Late proposals will not be considered.

At a minimum, proposals must include:

- Title Page - Indicate the name of the firm, local address, the name of your firm's contact person for the purposes of this RSQ, the email address and telephone number of the contact person.
- Table of Contents - Include a clear identification of the material included in your firm's response by section and by page number.
- Letter of Transmittal - Summarize your understanding of the work to be done. Indicate the names of the persons who will be authorized to make representations on the part of your firm, their titles, email addresses and telephone numbers. The person and/or persons who is authorized to execute the contract on the part of your firm shall sign the transmittal letter.
- Description of the services to be provided, including the approaches and methods to be used, audit procedures, estimated hours, and other pertinent information. The CPA Firm should include the type of assistance that will be required from CWP staff as well as the anticipated hours of assistance;
- Description of prior auditing experience, including the names, addresses, contact persons, and telephone numbers of prior organizations audited. Experience should include the following categories: (a) prior experience auditing programs funded by the state & federal government; (b) prior experience auditing similar programs funded by the state & federal government; and (c) prior experience auditing non-profit organizations;
 - Separate line item for NAA related services and cost estimate
- Description of the CPA Firm's organization, size and structure. Indicate, if appropriate, if the firm is a small or minority-owned business. The CPA Firm should include a copy of the most recent Peer Review, if it has had a Peer Review;
- Description of any value-added services the CPA Firm provides to its clients;
- Description of the qualifications of principal staff to be assigned to the audit,

including (a) audit team makeup; (b) overall supervision to be exercised; and (c) prior experience of the individual audit team members, such as education, position in firm, years and types of experience, continuing professional education, etc.;

Statement of the availability of auditors necessary to conduct the audit and proposed schedule;

- Statement of price for producing the audit reports and tax returns, including how the price was determined, estimated number of hours by staff level, hourly rates by staff level and total cost. Any out of pocket or travel expenses should also be indicated; and
- Completed and signed "Certifications" form, attached to this RSQ.

VII. Evaluation and Review of Proposals

Evaluation of each proposal will be based on the following criteria:

Factors	Point Range
Prior experience auditing similar nonprofit entities.	0-30
Adequate size of the CPA Firm.	0-5
Minority / small business.	0-5
Audit team qualifications.	0-10
Overall supervision to be exercised.	0-5
Prior experience of audit team.	0-10
Presentation of work to be performed.	0-10
Realistic time estimates of each audit step.	0-5
Price	0-20
Maximum Points	100

CWP may, at its discretion, request presentations by or meetings with any or all CPA Firms, to clarify or negotiate modifications to the CPA Firms' proposals.

However, CWP 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, which the CPA Firm can propose.

CWP anticipates awarding the contract to the CPA Firm with the highest total points.

CWP staff will perform the evaluation and review of proposals. Up to three proposals will be recommended to the Finance & Audit Committee for review. Selected proposers will be expected to attend a meeting with the Finance & Audit Committee to discuss the proposal

and answer any questions. The Finance & Audit Committee will then propose a firm to the Board of Directors.

Efforts will be made by CWP to utilize small businesses and minority-owned businesses. A CPA Firm qualifies as a small business firm, if it meets the definition of "small business" as established by the Small Business Administration.

VIII. Non-responsive Proposals

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

The proposal is not received timely in accordance with the terms of this RSQ;

The proposal does not follow the specified format;

The proposal is submitted by fax or email; or

The proposal does not include the "Certifications" form;

IX. General Conditions, Terms & Solicitation Provisions

The release of this RSQ does not constitute an acceptance of any offer, nor does such release in any way obligate CWP to execute a contract with any respondent. CWP reserves the right to accept any offers on the basis of the general conditions set forth in this RSQ, and to evaluate all accepted proposals on the criteria in this RSQ. Before preparing proposals, respondents should note that:

- a. CWP will not pay for any expenses incurred prior to the execution of a contract and will not be liable for any cost incurred in the preparation of proposals or negotiation of contracts, including the costs of printing, copying, travel or staff compensation.
- b. All proposals in their entirety will become the property of CWP upon submission.
- c. Proposals may be withdrawn by written notice. Withdrawals will be accepted any time up to execution of a contract.
- d. The award of a contract for any proposed service is contingent upon:
 - Favorable evaluation of the proposal in relation to other proposals;
 - Approval of the proposal by CWP; and
 - Successful negotiation of any changes required by CWP.

- e. CWP reserves the right to negotiate the final terms of all contracts with successful respondents. Items that may be negotiated include, but are not limited to: type and scope of services, costs and prices, schedules, and service levels.
- f. CWP also reserves the right to accept any proposal as submitted for contract award without substantive negotiation of offered terms, services or costs. Therefore, respondents are advised to propose their most favorable terms initially.
- g. CWP is responsible for final review and evaluation of proposals and selection of service providers, and reserves the right not to fund any or all proposals. Proposals must be complete and must follow the format outlined in this RSQ.
- h. By submission of the proposal, the respondent certifies that in connection with this proposal:
 - The costs in the proposal have been arrived at independently without consultation, communication or agreement, for the purpose of restricting competition as to any matter relating to such costs with any other respondent or with any competition;
 - Unless otherwise required by law, the costs which have been quoted in the proposal have not been knowingly disclosed by the respondent, and will not be disclosed by the respondent, prior to award directly or indirectly to any other respondent or to any competition;
 - No attempt has been made by the respondent to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition; and
 - The respondent shall agree that no employee, member/partner, either paid or unpaid which shall also include immediate family members of the aforementioned, shall engage in any CWP activity relating to the participation, selection, award or administration of contracts supported by Federal/State/City/Private funds.
- i. Proposals will be received and maintained consistent with applicable Connecticut open records laws. Due regard will be given to the protection of proprietary information contained in all proposals received. However, respondents should be aware that all materials associated with this procurement are subject to the terms of the Freedom of Information Act, the Privacy Act and all rules, regulations and interpretations resulting there from.
- j. Any respondent awarded funds to provide services will be required to operate a program of professional quality, maintain proper programmatic and fiscal controls, and submit timely reports as required. Service providers must ensure that programs are administered with safeguards against fraud and abuse.

- k. Respondents are encouraged to read this entire RSQ before preparing and submitting a proposal. Submissions that do not follow the general format, do not include all the minimum requirements specified including the required documentation and certifications in this RSQ, and/or are not submitted by the due date and time will not be considered for funding.

X. Notification of Award

Upon conclusion of final negotiations with the successful audit Firm, all CPA Firms submitting proposals in response to this RSQ will be informed, in writing, of CWP's decision, via e-mail using the address provided on the Certification Form.

XI. Terms of Engagement

This RSQ is to contract for a financial and compliance audit and tax return preparation for the period of July 1, 2017 - June 30, 2018. The contract shall be a one-year contract with options for two additional years. CWP and the selected CPA Firm will agree upon the cost of the option periods.

Upon request, the selected CPA Firm will provide a copy of all work papers pertaining to the audit, including questioned costs. The work papers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.

The work papers will be available for examination by authorized representatives of federal, state, and private funding entities, the State Auditor's office, and CWP.

XII. Remuneration of Audit Services

Payment will be made within 30 days of receipt of an invoice and when CWP has determined that the total work effort has been satisfactorily completed and the twenty (20) copies of the final audit report have been delivered to and accepted by CWP. Should CWP reject a report, CWP's President/CEO will notify the selected CPA Firm in writing of such rejection giving the reason(s) for the rejection. The right to reject a report shall extend throughout the term of the contract and for ninety (90) days thereafter.

XIII. Questions

Questions or comments regarding this RSQ must be received electronically no later than 4:00 p.m., March 9, 2018. Questions should be emailed to Summer Gomes at sgomes@captialworkforce.org with the email subject reading Request for Statement of Qualifications for Tax and Audit Services. Responses will be posted on our website (www.capitalworkforce.org) no later than March 16, 2018. Questions will not be answered individually. CWP shall not be obligated to answer questions received after the above specified deadline or any questions submitted in a manner other than as instructed above.

Attachments:
Certification Form

CERTIFICATIONS - On behalf of the CPA Firm:

The individual signing certifies that he/she is authorized to contract on behalf of the CPA Firm.

The individual signing certifies that the CPA Firm 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 CPA Firm.

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.

The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the CPA Firm from submitting a proposal.

The individual signing certifies that there has been no attempt by the CPA Firm to discourage any potential CPA Firm from submitting a proposal.

The individual signing certifies that at least one of the audit team members of the CPA Firm is a Certified Public Accountant licensed by the Connecticut State Board of Public Accountancy.

The individual signing certifies that the CPA Firm meets all of the general standards concerning qualifications, independence, due professional care and quality control as required by *Government Auditing Standards*, including the requirements for continuing professional education and external peer reviews. (Please include copy of most recent review.)

The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.

The individual signing certifies that the CPA Firm, 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 and has no actual or perceived conflict of interest with CWP, its management or its Board of Directors. (If the CPA Firm or any individual to be assigned to the audit has been found in violation of any state of AICPA professional standards or any potential conflict of interest, this information must be disclosed.)

Dated this _____ day of _____, 2018.

CPA Firm's Name

Signature of CPA Firm's Representative

Printed Name and Title of Individual Signing

E-mail address for notification of decision: _____

Details of any necessary disclosures:

