



South Central  
**WORKFORCE**  
*Investment Board*



**REQUEST FOR PROPOSALS (RFP) FOR SINGLE AUDIT SERVICES**

**Release Date**

May 6, 2022

**Proposal Deadline**

June 6, 2022

**Contract Period**

July 1, 2022- June 30, 2023

**Contact Person:**

**Donna Parrott, Executive Director**  
**South Central Workforce Investment Board**  
408 Washington Ave, Suite 210  
West Plains, MO 65775  
[dparrott@scwib.org](mailto:dparrott@scwib.org)

**Equal Opportunity- Equal Access**

South Central Workforce Investment Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

## REQUEST FOR BID

The South Central Workforce Investment Board (SCWIB) requests bids for independent auditing of the Workforce Investment Opportunity Act, and other state and federally funded programs of the South Central Region for the fiscal year ending June 30, 2022, with an option to renew for two additional one-year periods.

### INTRODUCTION

The Workforce Investment Opportunity Act (WIOA) was signed into Public Law (PL114-18) on July 22, 2014. The objective of this legislation is to consolidate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs in the United States. The primary objective of the WIB is to enhance the employability and self-sufficiency of those who participate and to focus on customer service to employers. All services are provided through contracted program operators. While the target population includes those who are economically disadvantaged, who have barriers to employment, or who are recognized as dislocated workers through a mass layoff, or plant closure, the general public may also receive program services. The structure of the Act emphasizes the importance of partnership between the private and public sectors, Federal and State governments, Workforce Development Boards, Local Elected Officials, and numerous partners in the community who have an interest in seeing that those at a disadvantage in the labor market are prepared for and placed in jobs that will provide them with economic independence.

Funding for WIOA programs is identified as Title I Adult, Title I Youth, Title I Dislocated Worker, and other special targeted or discretionary program funding.

The South Central Workforce Investment Board has been designated the Grant Recipient by the Local Elected Officials and serves as the administrative entity for WIOA, and other state and federally funded programs in the South Central Region. This involves providing the administrative direction for twelve (12) counties in the state of Missouri, including Butler, Carter, Douglas, Howell, Oregon, Reynolds, Ripley, Shannon, Texas, Wayne, and Wright counties.

During Fiscal Year 2022, the South Central Workforce Investment Board had approximately \$1.3 million in Federal funds to develop regional economic transformation and to administer training and employment programs. The SCWIB contracts with service providers to coordinate or provide the programs for participants.

In accordance with 2CFR Part 200, of the Workforce Investment Opportunity Act rules and regulations, administrative entities must have an annual, independent audit. The audit shall be conducted in accordance with applicable auditing standards set forth in the financial and compliance element of the "Standards of Audit and Governmental Organizations, Programs, Activities, and Functions," issued by the Comptroller General of the United States. In addition to the requirements of a single audit, the auditor must prepare supplemental pages which will tie year-to-date revenues and expenses by contract and funding source into the final progress reports submitted (monthly) to the Missouri Division of Workforce Development.

The South Central Workforce Investment Board conducts an annual financial and compliance audit in accordance with the Single Audit Act of 1984, Public Law 98-502, the Single Audit Act amendments of 1996, Public Law 104-156, the related Office of Management and Budget (OMB) Circular A-133, and the Compliance Supplement for Single Audits of State and Local Governments. An annual independent audit, performed under The Single Audit Act of 1984, as amended, is also contractually required of all sub recipients that expend \$750,000 or more in federal awards from the Region.

Under Section 501(c) (3) of the Internal Revenue Code, the South Central Workforce Investment Board is required to file the Federal Return Form 990 with a Schedule A attachment. As outlined in the code, the form 990 must be filed by the fifteenth day of the fifth month after the fiscal year ends (filing date November 15, 2022). The Contractor will be required to prepare and assist with the filing of the Federal Form 990 with Schedule A attachment and any extensions requested of the IRS related to the filing.

### Criteria and Submission of Proposal

In order for the Committee to adequately evaluate proposals uniformly and objectively, all proposals will be submitted in accordance with the below format. The proposal should be prepared simply and economically, providing straight-forward and concise information as requested. The proposal should be submitted electronically.

To ensure a fair and open process for all interested bidders, the following time table will be used with this RFP process:

RFP Issued	May 6, 2022
RFP Questions Due	May 13, 2022
Proposals Due	June 6, 2022
Workforce Investment Board Approval	July 26, 2022
Records available for field work	July 30, 2022

Questions regarding this RFP may be submitted by e-mail to [dparrott@scwib.org](mailto:dparrott@scwib.org) by 1:00 pm, May 13, 2022.

Email with electronic proposals must be marked in the Subject line as **BID ENCLOSED #SA-22** and received by the Workforce Investment Board of the South Central Region no later than 1:00 p.m., June 5, 2022. No proposal will be accepted after this date and time.

Records will be made available for field work as of July 30, 2022. The exit conference regarding the audit report should be scheduled by end of November 2022, with the final audit report and data collection form completed December 2022. Five bound copies of the final report will be required. The successful respondent may be asked to present the audit, in person, to the joint Executive Committee of the South Central Workforce Investment Board on the 2nd Tuesday in January 2023.

Bidders must be in compliance with "Standards for Audit for Governmental Organizations,

Programs, Activities, and Functions” issued by the Comptroller General of the United States and must have had a quality review within the last three years. Auditors working on the engagement must have complied with the professional continuing education requirements contained in Chapter 3, General Standards.

The response should include an assurance that a peer review has been conducted within the last three years, a copy of the latest peer review letter issued, a statement of compliance with professional continuing education requirements, and an assurance that the auditor/firm/agency has not been debarred from doing business in the state of Missouri.

The response should also include information regarding an option to renew services for each of two additional one-year periods. Include in this information any cost increase for each of the optional one-year periods.

Submitted responses will be evaluated by the following criteria; cost, quality of the proposal, and previous experience performing governmental audits. A list of references of previous audits of similar natures (CETA/JTPA/WIA, WIOA, HUD, etc.) should be included.

The South Central Workforce Investment Board reserves the right to reject any or all bids if it is in the best interest of the Workforce Investment Opportunity Act, or other funded programs.

Reviewer's Initials: \_\_\_\_\_

Total Points: \_\_\_\_\_

Review Date: \_\_\_\_\_

**EVALUATION OF RESPONSE TO  
REQUEST FOR BID**

**FINANCIAL AND COMPLIANCE AUDIT**

CPA/AGENCY SUBMITTING PROPOSAL: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_

Cost to conduct audit as outlined in the proposal  
for the current Program Year \_\_\_\_\_

Cost for optional renewal of first of two years \_\_\_\_\_

Cost for optional renewal of second of two years \_\_\_\_\_

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**OUTCOME**

**Financial and Compliance Audit Request for Bid Fiscal YE 6/30/22**

Section	Points Available	Points Awarded
Quality of Bid	25	_____
Experience	50	_____
Cost	25	_____
<b>GRAND TOTAL</b>	<b>==== 100</b>	

REMARKS:

**QUALITY OF BID (Maximum 25 points)**

- \_\_\_\_\_ (5) \_\_\_\_\_ Response is in depth, with a detailed scope of work; overall description of procedures to be performed and/or audit report to be provided.
  
- \_\_\_\_\_ (10) \_\_\_\_\_ Reference to preparation of financial and compliance audit in accordance with:
  - \_\_\_\_\_ Single Audit Act of 1984
  - \_\_\_\_\_ Office of Management and Budget (OMB) Circular A-133
  - \_\_\_\_\_ Compliance Supplement for Single Audits of State and Local Governments
  - \_\_\_\_\_ "Standards for Audit Governmental Organizations, Programs, Activities, and Functions" issued by the Comptroller General of the United States
  
- \_\_\_\_\_ (5) \_\_\_\_\_ Preparation of Federal Form 990 with Schedule A attachment outlined
  
- \_\_\_\_\_ (5) \_\_\_\_\_ Exit conference schedules on or before date outlined in RFP
  
- \_\_\_\_\_ (5) \_\_\_\_\_ Final audit report completion date scheduled on or before outlined date in RFP
- \_\_\_\_\_ (5) \_\_\_\_\_ Six copies to be provided of the completed report to the Board

**PREVIOUS EXPERIENCE (Maximum 50 points)**

- \_\_\_\_\_ (50) \_\_\_\_\_ Previous background experience, numbers of audits in governmental accounting systems, number of single audits performed.
  - \_\_\_\_\_ (0-10) Previous experience conducting audits of a similar nature (CETA, JTPA, WIA, WIOA, HUD, etc.)
  - \_\_\_\_\_ (0-10) Previous experience conducting audits for governmental agencies
  - \_\_\_\_\_ (0-10) List of references of previous audits
  - \_\_\_\_\_ (0-10) Quality review within the last three years
  - \_\_\_\_\_ (0-10) Auditors working on the engagement must have complied with the professional continuing education requirements contained in the "Standards of Audit for Governmental Organizations, Programs, Activities, and Functions", Chapter 3

**COST (Maximum 25 points)**

- \_\_\_\_\_ (20) \_\_\_\_\_ Reasonableness of cost and cost justification
  
- \_\_\_\_\_ (5) \_\_\_\_\_ Includes option to renew services for an additional two years, with costs

associated for each of the one year periods

**NOTICE  
REQUEST FOR PROPOSAL**

**Independent Single Audit**

The South Central Workforce Investment Board serving twelve (12) counties in the South Central Region of Missouri, is now issuing notice for a Request for Proposal (RFP) from a qualified individual or firm to provide an independent financial and compliance audit for the Workforce Investment Act (Title I Adult, Youth, & Dislocated Worker), and other state and federally funded grant activities of the region for the fiscal year ended June 30, 2019. The Southwest Region of Missouri includes the following counties: Butler, Carter, Douglas, Howell, Oregon, Ozark, Reynolds, Ripley, Shannon, Texas, Wayne, and Wright counties.

The audit shall be conducted in accordance with the Single Audit Act of 1984, Public law 98-504, the Single Audit Act amendments of 1996, Public Law 104-156 and the related Office of Management and Budget (OMB) circular A-133.

RFP packets are available for download from our website at: [www.scwib.org](http://www.scwib.org)

Sealed responses must be returned to the address noted above no later than 1:00 p.m. on June 6, 2022. Sealed responses must be marked **BID ENCLOSED #SA-22.**

The South Central Workforce Investment Board reserves the right to reject any or all bids if it is in the best interest of the Workforce Investment Act, Career Assistance Program, or other funded programs.

Notice of Award will be made July 26, 2022.

Any questions concerning this public notification should be directed to:

Donna Parrott, Executive Director  
[dparrott@scwib.org](mailto:dparrott@scwib.org)  
Office (417) 257-2630