

Specifications for Audit

<u>Release date:</u>	April 27, 2020
<u>Notice of intent to submit bids due:</u>	12:00 PM (Eastern Standard Time) June 3, 2020
<u>Bids due:</u>	12:00 PM (Eastern Standard Time) June 10, 2020
<u>Bids addressed to:</u>	Kristin Kramer, Senior Director of Fiscal Partner4Work 650 Smithfield Street, Suite 2600 Pittsburgh, PA 15222

Introduction

TRWIB, Inc., (d.b.a. Partner4Work) seeks proposals for audit and tax services, including a Single audit, for the fiscal year ending June 30, 2020, with the option to renew for 2 years. Respondents must be qualified firms of Certified Public Accountants and meet the standards of the Government Accounting Office Standards for audit of governmental organizations.

Proposals must cover the following services:

1. Annual audit to be completed and meetings with the audit committee and/or board of directors, as necessary.
2. Tax filings for the organization and related foundation.
3. Management letter
4. Presentation of audit the Partner4Work Audit/Finance Committee

These services have been provided by Schneider Downs for the fiscal years ending June 30, 2013, through June 30, 2019. Copies of the current audit and 990 are available upon request.

Partner4Work will not reimburse responding firms for any expenses incurred in responding to this request. Submission of a proposal indicates acceptance by the firm of the conditions contained in this specification. By submitting a proposal, interested firms will be granting Partner4Work the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions and to direct inquiries to clients of the proposers and others who may be able to aid in the evaluation of a proposer's capabilities.

Organization Overview

Nationally recognized for innovation, Partner4Work delivers workforce solutions for Pittsburgh and Allegheny County to ensure the current and future needs of businesses and job seekers are met. As stewards of more than \$25 million in public and private workforce funds, Partner4Work oversees and funds workforce programs for adults, dislocated workers and youth; educates the community through robust labor market analytics; and implements innovative solutions to the region's systemic workforce challenges. Partner4Work bridges the gap between people looking for work and companies in need of

talent. Our mission is to lead the development, integration and implementation of a world-class workforce development system in Pittsburgh and Allegheny County. We achieve this by addressing employer and industry needs by providing a pipeline of talent, establishing a service delivery model that meets the needs of job seekers, workers and youth, and strengthening system coordination to support businesses and service delivery.

TRWIB, Inc. (Partner4Work) was incorporated as a 501(c) (3) not-for-profit corporation on November 16, 2001, and serves as the operations and fiscal agent for Workforce Innovation and Opportunity Act formula funds allocated to the City of Pittsburgh and Allegheny County. It is also the fiscal agent and operations manager for USDOL grants and has responsibilities in administering and/or monitoring federal and state grants awarded to Partner4Work. In addition, it is the recipient of several local and national foundation grants. The fiscal year ending June 30, 2020, budget is in excess of \$25,000,000.

Workforce Innovation and Opportunity Act (WIOA)

On August 7, 1998, the Workforce Investment Act (WIA) was signed, reforming federal job training programs and creating a new comprehensive workforce system. The reformed system is customer focused, providing individuals—including youth—access to the tools needed to manage their careers and help businesses find skilled workers.

WIA was reauthorized by the Workforce Innovation and Opportunity Act (WIOA) in July 2014. The terms and conditions of this specification are based on the new legislation, which went into effect on July 1, 2015. Respondents to this specification will be expected to remain informed on WIOA and its regulations and requirements, including guidance from the Commonwealth of Pennsylvania Financial Management Guide. More information can be found at <http://www.dli.pa.gov/Businesses/Workforce-Development/Pages/Pennsylvania's-Workforce-System-Directives.aspx#.VpK6QIJUJTP>

A copy of the WIOA and TANF regulations are available for review at the U.S. Department of Labor (DOL) Employment and Training Administration website at www.doleta.gov.

More information about Partner4Work can be found at www.partner4work.org.

Scope of Work

Roles and responsibilities of the Vendor include:

1. Audit Partner4Work financial statements;
2. Compliance with Uniform Guidance;
3. Prepare the Single Audit for Partner4Work's federally funded programs including, but not limited to WIOA, TANF, state, local, and county expenditures;
4. Prepare and submit audit of Partner4Work's financial statements as well as the Single Audit and Management Discussion Letter to Federal Clearinghouse;
5. Facilitate review and coordinate entrance and exit conferences with Partner4Work to discuss any audit findings and responses prior to issuance of the final audit report;
6. Prepare 990 corporate tax returns;
7. Provide general ledger accounting technical assistance during the Single Audit and audit of Partner4Work's financial statements

Proposer Requirements

Each proposer must:

- Be a CPA firm licensed to practice in the Commonwealth of Pennsylvania
- Be independent of Partner4Work.
- Have completed an independent quality review
- Stipulate that the scope of services is understood and accepted
- Have relevant experience auditing government grants
- Be able to meet with Partner4Work's Audit/Finance Committee prior to and after the audit
- Be able to submit draft audit by November 1, 2020
- Be able to complete the FY20 audit by November 30, 2020

Notice of Intent to Submit

All organizations planning to submit for the Audit Services must notify Partner4Work by 12:00 p.m. EST June 3, 2020. Providing a Notice of Intent to Submit does not commit the Respondent to submit a proposal.

All Notices of Intent to Submit should be submitted by 12:00 P.M. EST June 3, 2020, to:

Kristin Kramer
Senior Director of Fiscal
RFP@partner4work.org

Please ensure the word "Audit" is in the subject line

Proposal Format and Content

Proposals must clearly demonstrate the Respondent's ability to provide the requested services. In order to simplify the review process and obtain the maximum degree of comparison, the proposal must be organized as follows:

- 1. Completed Cover Page:** Attached as "Appendix A"
- 2. Table of contents** that shows a clear identification of the material in the proposal by section and by page number.
- 3. Firm Description (20 points)** that includes:
 - The primary location of the organization from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at the office;
 - Size of the organization;
 - Years in business;
 - History of business;
 - The firm's experience in the conduct of Single Audits, nonprofits and auditing federal and state grants;
 - Three non-profit client references including name, title, organization and phone number;

- A discussion of the firm’s independence with respect to Partner4Work;
- Identification of five largest clients the firm (or office) has lost in the past three years and the reasons. Also discuss, in instances where loss of the client was due to an unresolved auditing or accounting matter, the process of attempting to resolve the issue(s);
- Affirmation that the firm is a properly licensed certified public accounting or a public accounting firm and that the firm meets the standards of the Government Accounting Office Standards for Audit of Governmental Organizations, Programs, Activities, and Functions. **Respondents who fail to affirm that the firm (1) is properly licensed and/or (2) meets the standards will be automatically disqualified.**

4. Audit Team Description (25 points) that includes:

- The specific individuals of the team proposed to conduct the audit, their role, whether they are a CPA, their years of total experience and years of experience devoted to serving non-profit clients;
- List of current non-profit clients served by the proposed audit team and identify the role, if any, that each member served in those engagements;
- Commitment firm will make to staff continuity, including staff turnover experienced in the last three years.

If the proposer does not commit specific individuals for the engagement, the proposer will preclude itself from earning full points for this requirement.

5. Work Plan (25 points) that includes a brief description of each service/activity that demonstrates the respondent understands the work to be done, including, but not limited to:

- A schedule that displays the estimated audit hours by individual. If the hours for an initial audit are expected to be higher, reflect this in the schedule;
- Dates the audit will begin and end;
- Assistance expected from Partner4Work staff and/or its external accounting service provider;
- Project strategy and approach.

6. Cost/Fee Schedule (20 points) that includes:

- Fixed fee amount for each year;
- A breakdown for the fiscal year ending June 30, 2020. Any out-of-pocket expenses that the proposer expects to incur should be detailed in the proposal.

7. Qualitative Feedback (10 points) that includes a list of up to 5 analytical observations you would discuss with the Audit/Finance Committee regarding the Audit, the Notes to the Financial Statements, Supplementary Information and Other Reports.

Submission Process

Partner4Work must receive all questions in writing to RFP@partner4work.org by 5:00 p.m. May 22, 2020. All answers will be posted publicly on the Partner4Work website by 5:00 p.m., June 1, 2020. All bid(s) must be marked “(Name of Agency) Bid” and received **no later than 12:00 P.M., Wednesday, June 10, 2020**. Submit (1) proposal via email received at RFP@partner4work.org, as well as one (1) physical proposal with original signatures, and five (5) physical copies.

Grants Management Team
ATTN Nancy Frederick
650 Smithfield Street
Suite 2600
Pittsburgh, PA 15222

*Late proposals will not be accepted.

Questions

All questions or requests for additional information must be made in writing and submitted to RFP@partner4work.org by 5:00 p.m. EST May 22, 2020. **Oral questions will not be accepted.**

Provisions & Disclaimers

- This Request for Proposals (RFP) does not commit Partner4Work to award a contract.
- Partner4Work may select a firm based on its initial proposal received, without discussion of the proposal. Accordingly, each proposal should be submitted on the most favorable terms, from a price and technical standpoint, that the bidder can submit to Partner4Work. Partner4Work may, however, have discussions with those firms it deems in its discretion to fall within a competitive range.
- Partner4Work reserves the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits from any applicant before a contract award.
- Partner4Work reserves the right to fund portions of a proposal, or to reject any and all proposals in whole or in part. Rejection of a portion of a proposal does not necessarily negate the entire proposal.
- Partner4Work may, at its discretion, adjust the level of funding provided to successful bidders under this RFP and/or consider the funding of proposals not initially funded under this RFP at a later date.
- No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
- All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to Partner4Work and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
- The contract award will not be final until Partner4Work and the successful bidder have executed a mutually satisfactory contractual agreement. Partner4Work reserves the right to make an award without further discussion of the proposal submitted. No activity may begin prior to final Partner4Work approval of the award and execution of a contractual agreement between the successful bidder and Partner4Work.
- The submission of the proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged to any other organization or entity for the same services performed by the bidder.

- Applicants are advised that most documents in the possession of Partner4Work are considered public records and subject to disclosure. Partner4Work reserves the right to issue additional RFPs if and when it is in Partner4Work's best interest to do so and may elect to negotiate and issue multi-year contracts to successful bidders under this or subsequent RFPs.
- All programs and activities are designated as equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact staff to request assistance with access to this RFP

APPENDIX A
Proposals Cover Sheet

Lead Applicant: Click or tap here to enter text.

A. Contact Information

Organization Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip Code: Click or tap here to enter text.

Principal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Fiscal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Executive Director: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

B. Legal Information

Type of organization: For-profit: Non-Profit: Government: Education Institution

Federal Employer Identification Number (FEIN): Click or tap here to enter text.

C. Requirements / Documents (*proposals submitted without these documents will be considered incomplete, please see associated links for more information and instructions as to how to acquire them*) Please note that a single copy of all requirements below must be submitted for EACH Partner, in addition to the lead applicant (if applicable).

- Registration in the [System for Award Management](#) (SAM)
- Certificate of Liability Insurance
- Certificate of Worker's Compensation Insurance
- W9

D. Additional Requirements

- Agree to Use Partner4Work's Contract Management Software, Parley Pro, for Contract Negotiation
- By submitting your proposal you certify that you are compliant with the following [PA state integrity policy](#). If you are not, please submit along with your proposal a written explanation of why such certification cannot be made