



**WORKFORCE SOLUTIONS**

C O A S T A L B E N D

*Employment • Training • Child Care • Youth • Business Services • Veterans*

# **Pre-Proposal Conference RFQ for Financial Audit Services**

**RFQ No. 23-03**

February 27, 2023

# RFQ TIMELINE

- Feb 21 Release of RFQ & Start of Question Period
- Feb 27 Pre-Proposal Conference @ 10 am
- Mar 1 End of Question Period @ 5 pm
- Mar 3 Answers Posted on WFSCB Website @ 5 pm
- **Mar 15 Proposals Due @ 4 pm**
- Mar 27 Notice of Award / Non-Selection (*projected*)
- Apr 1 Contract Start Date (*projected*)

# BACKGROUND

Coastal Bend Workforce Development Board dba Workforce Solutions of the Coastal Bend (WFSCB) operates as a 501(c)(3) Non-Profit organization

- Majority of funding is from the Department of Labor via the State of Texas
- FY23 Budget \$41.4 million
- Serve 11 Counties in the Coastal Bend Region
- Provide policy and program guidance and evaluation of workforce development programs and services effecting area employers, residents and job seekers

# PURPOSE OF RFQ

- To procure an experienced and professional CPA firm or individual to provide financial and compliance auditing services for the 2021-2022 fiscal year (October 1, 2021 through September 30, 2022).
- Initial contract will be awarded for a period not to exceed 12 months ending on September 30, 2023. Contract may be renewed for 3 additional one-year periods.
- Solicitation may result in a contract with a qualified and experienced firm.
- WFSCB may decide, after reviewing qualifications submitted, not to enter into any agreement.

# SCOPE OF WORK

1. Audit work to be performed during the period of April 1 through April 30 and be completed by May 31, 2023. Audit work can begin earlier if contractor's schedule allows.
2. Provide audit report and findings to WFSCB staff and Board of Directors at committee and Board meetings.
3. Annual review (not formal audit) of the subrecipient may be requested to be completed after the formal audit but before September 30<sup>th</sup>. Review would include compensation & bonuses, disbursements, fiscal and internal controls, applicable insurance coverages, bank reconciliations, accruals, cost allocations, and work experience payroll.

# PROPOSAL SUBMISSION REQUIREMENTS

- Checklist / Table of Contents
- General Information
- Qualifications – Firm Profile
- Qualifications – Experience
- Staffing
- Understanding of Scope of Work
- Demonstrated Ability / References

# PROPOSAL SUBMISSION REQUIREMENTS

*continued*

- Fee / Cost Information: will not be considered as part of the evaluation process, a review will be conducted to determine reasonableness of costs.
- Certifications & Assurances
  - Attachment A – Certifications Regarding Lobbying, Debarment
  - Attachment B – Texas Corporate Franchise Tax Certification
  - Attachment C – State Assessment Certification
  - Attachment D – Disclosure of Interest
  - Attachment E – Undocumented Worker Certification
  - Attachment F – Orientation to Complaint Procedures

# PROPOSAL SUBMISSION REQUIREMENTS

*continued*

- Proposals may be submitted in paper or electronically. If submitting in paper an electronic version is also required.
- Electronic versions should be emailed to [esther.velazquez@workforcesolutionscb.org](mailto:esther.velazquez@workforcesolutionscb.org)
- Communication promoting qualifications to WFSCB staff, Board of Directors or CEO Council is strictly prohibited until contract is awarded.



# PROPOSAL EVALUATION CRITERIA

• Qualifications (Firm Profile & Experience)	50 Points
• Staffing	30 Points
• Understanding of the Scope of Work	10 Points
• Demonstrated Ability / References	10 Points
• HUB Certification	5 Points
<b>TOTAL MAXIMUM</b>	<b>105 Points</b>

# OTHER REQUIREMENTS & PROVISIONS

- Initial contract will be awarded for a period not to exceed 12 months ending on September 30, 2023. Contract may be renewed for 3 additional one-year periods.
- Contractor is required to maintain insurance coverage throughout the contract term.

# POINT OF CONTACT

- Questions can be submitted in writing to:

Esther Velazquez, Contracts and Procurement Specialist

Email: [esther.velazquez@workforcesolutionscb.com](mailto:esther.velazquez@workforcesolutionscb.com)

Fax: 361.885.3057

Mail: Workforce Solutions of the Coastal Bend  
400 Mann Street, Suite 800  
Corpus Christi, TX 78401

- Deadline for questions is March 1, 2023 @ 5 pm.  
No questions will be accepted after the deadline.
- **Proposals are due March 15, 2023 @ 4 pm.**