



MEMORANDUM

TO: Interested Parties

FROM: Esther Velazquez, Contracts and Procurement Specialist

DATE: February 21, 2023

SUBJECT: Request for Statement of Qualifications for
Financial Audit Services (RFQ No. 23-03)

Workforce Solutions Coastal Bend (WFSCB) is requesting qualifications from experienced and professional certified public accounting firms or individuals to provide financial and compliance auditing services. The initial contract will be awarded for a period not to exceed twelve (12) months ending on September 30, 2023. The contract may be renewed for three (3) additional one-year periods beyond the original acceptance award for a total not to exceed four (4) years. An annual audit is required at the end of each fiscal year and for the 2021-2022 fiscal year (October 1, 2021 through September 30, 2022) the audit work will need to be completed by May 31, 2023.

The RFQ will be available on Tuesday, February 21, 2023 at 2:00 pm Central Time and can be accessed on our website at: www.workforcesolutionscb.org or by contacting Esther Velazquez at 361.885.3013 or esther.velazquez@workforcesolutionscb.org.

Interested parties are encouraged to attend a pre-proposal meeting at WFSCB's Administrative Offices located at 400 Mann Street, Suite 800, Corpus Christi, Texas 78401, Main Conference Room on **Monday, February 27, 2023 at 10:00 am Central Time**. The purpose of the meeting is to review the RFQ requirements and answer any questions related to the RFQ. While this meeting is not mandatory, attendance is strongly recommended. Parties unable to attend in person may participate virtually from a computer, tablet, or smart phone via Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/89306251099?pwd=OFRRd2hhcDF1UzM1U0oxeEhXK1pNUT09>

US Toll-Free Call In: 888 475 4499

Meeting ID: 893 0625 1099

Passcode: 236766

Proposals are due on Wednesday, March 15, 2023 at 4:00 pm Central Time. Responses should be submitted via email to esther.velazquez@workforcesolutionscb.org or may be hand delivered or mailed to: Workforce Solutions of the Coastal Bend, 400 Mann Street, Suite 800, Corpus Christi, Texas 78401.

Workforce Solutions of the Coastal Bend is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 1.800.735.2989 (TDD) and 1.800.735.2988 or 711 (Voice). Historically Underutilized Businesses (HUBs) are encouraged to apply.