



**INFORMAL QUOTE REQUEST
for
FISCAL REVIEW SERVICES
IQR No. 23-09**

Date Issued: May 17, 2023

Point of Contact: Esther Velazquez, Contract & Procurement Specialist
400 Mann Street, Suite 800
Corpus Christi, TX 78401
361.885.3013
esther.velazquez@workforcesolutionscb.org

Please Respond By: May 31, 2023

***You are invited to provide a quote for fiscal review services described in
Attachment A Scope of Work***

General Information:

1. This is an Informal Quote Request (IQR), therefore, Workforce Solutions Coastal Bend (WFSCB) reserves the right to extend the respond by date until an adequate number of valid quotes are received.
2. Respondents may submit any questions and/or inquiries via email to the point of contact listed above.
3. Response to this IQR should be completed and returned to the Point of Contact at the email address indicated above. All Attachments listed below must be included in the response:

Attachment A: Scope of Work for Fiscal Review Services
Attachment B: Quote/Pricing Schedule (*signed & dated*)
Attachment C: Qualifications & Experience
Attachment D: References

General Requirements:

4. If working on-site, services will be performed during normal business hours of 8:00 AM to 5:00 PM, Monday through Friday.
5. If awarded, the Contractor will be required to maintain insurance coverage for the period of the contract. Contractor must obtain insurance adequate to cover contractor's employees and against personal and bodily injury and property damage. The following minimum insurance coverage and limitations will be required:

- General liability insurance for personal injury and bodily injury and property damage to a third party. The required minimum coverage shall be \$500,000 per occurrence or \$1,000,000 aggregate.
 - Automobile liability insurance in the broad form (applicable if the Contractor uses an automobile whether owned, leased, or non-owned) in conducting its performance under this Contract is required. Such automobile insurance must provide \$100,000 liability per occurrence, \$300,000 aggregate liability and \$100,000 property damage. A reasonable deductible is allowable. Contractor shall maintain up-to-date, on file evidence that employees who drive their own automobile in the normal scope of work performed under this Contract possess a valid Texas Drivers License and proof of current liability insurance.
 - Errors and Omissions professional liability insurance coverage in the amount of \$1,000,000.
 - Workers Compensation insurance shall be required for all the contractor's employees that will be working under this contract. However, if the contractor does not have the insurance coverage, but meets the definition of "Independent Contractor" as defined by the State of Texas, the contractor must sign a waiver agreeing to this independent relationship. The waiver form can be obtained upon request.
 - Contractor must provide a Certificate of Liability Insurance containing all of the above coverages with WFSCB as a certificate holder.
6. In accordance with the Governor's directive, all individuals joining meetings virtually or visiting WFSCB facilities in person, must adhere to the required Model Security Plan for Prohibited Technologies that seeks to protect the State's sensitive information and critical infrastructure from technology that poses a threat to the State of Texas. Prohibited devices may include cellular telephones, laptops, tablets, desktop computers, and other devices capable of internet connectivity. For a complete list of prohibited devices and apps please reference: <https://dir.texas.gov/information-security/prohibited-technologies>.
7. Contractor's cyber security standards will adhere to the Texas DIR standard, NIST, TWC WD Letters, and included but not limited to Texas government Code 2054.077.

Quote/Pricing:

8. Quote is to be submitted on the Quote/Pricing Schedule (Attachment B) and provide estimated hours, hourly rate and cost of service for each service line item.
9. The lowest responsive quote meeting all requirements will be selected.

Increase in Contract Amount:

10. In the event that WFSCB requires additional fiscal services to be performed under the contract in excess of the total contract amount, WFSCB may authorize an increase in the contract amount at any time.

Invoice for Payment, Record Keeping and Accountability:

11. Payment for contracted services will be reimbursed by submitting an invoice with proper documentation by the tenth (10th) of each month for costs incurred during the previous month. The invoice will be submitted to WFSCB's Fiscal Department via email at fiscal@workforcesolutionscb.org. Invoice will be paid within three (3) weeks of receipt of complete and accurate information.
12. Complete and accurate information includes an itemized invoice for fiscal review services. The monthly billing will show the date of service, cost and description of services performed summarized as presented under the Quote/Pricing Schedule. The Contractor will maintain supporting records to reflect the services rendered in the monthly invoices.

Travel Reimbursement:

13. WFSCB follows the State Coordination of Travel rule and the GSA's federal Domestic Maximum Per Diem Rates. Travel costs may include lodging, meals, airfare, car rentals, and mileage. Travel reimbursements will not exceed the current State travel rates. Reimbursement requests for lodging, airfare, and car rentals will include receipts for actual cost.
14. Transportation expenses will be reimbursed only for the quickest and most economical means of transportation to reach the desired location. An individual choosing to take another means of transportation will be reimbursed only at the cost of the quickest and least expensive means of transportation. Car rental, taxis, and other forms of ground transportation must comply with this policy of quickest and most economical means. Coordination of travel must occur when two, three, or four authorized travelers travel on the same dates with the same itinerary to conduct the same business. When coordination of travel is required, WFSCB may reimburse only one of the authorized travelers for mileage.
15. Costs for travel must have prior written approval from WFSCB. Due to unforeseen circumstances, WFSCB may need to re-schedule events. Consequently, WFSCB will make every effort to provide prior notice to contractors. However, if applicable, we advise contractors not to purchase non-refundable airfare tickets. WFSCB will not be responsible for reimbursing contractors for any unused non-refundable airfare tickets.

Periodic Request for Quote:

16. Federal and state purchasing policies require that periodic requests for a quote be conducted. WFSCB will issue a new IQR for fiscal review services at least every twelve (12) months.

ATTACHMENT A
SCOPE OF WORK FOR FISCAL REVIEW SERVICES

Contractor will perform fiscal review related services during the period of July 10, 2023 through September 30, 2023, or as requested.

The contractor will assist WFSCB's Chief Financial Officer, or designee, in performing a fiscal integrity review of the contractor selected for Management and Operation of Career Center System (Including Youth Services) as a result of the Request for Proposal issued on April 3, 2023.

The fiscal integrity review must adhere to the Texas Workforce Commission and the U.S. Departments of Labor, Health and Human Services, and all applicable OMB Circulars, program legislation, regulations, Federal, State, and WFSCB requirements.

The fiscal integrity review will cover the period from October 1, 2022 to June 30, 2023, unless specified otherwise, and will review information in the following areas:

- Administrative and financial management systems;
- Internal policies related to fiscal and personnel policies and procedures;
- Personnel compensation plan;
- Cost allocation plans and indirect cost rates for selected contractor and parent company;
- Audit reports;
- Perform desk-top and/or on-site surveys of selected contractor, as needed;
- Prepare interim and final reports; and
- Conference with WFSCB management and staff concerning fiscal issues.

ATTACHMENT B - QUOTE / PRICING SCHEDULE

| Fiscal Review Areas & Periods | Description of Service | Estimated Number of Hours | Hourly Rate | Cost to Perform Service |
|---|--|---------------------------|-------------|-------------------------|
| 1. Annual Audits for Two Previous Fiscal Years | A. Read and review annual audits. B. Determine if contractor costs can be identified and traced to the various funding sources. C. Determine if Stand-In costs utilized, if so review the Stand-In costs and supporting documentation/calculations. D. Reconcile the Schedule of Federal and State Expenditures with the Board's payments. | | | |
| 2. Policies / Procedures from October 1, 2022 to June 30, 2023 | A. Read and review the fiscal and personnel policies and procedures. | | | |
| 3. Accounting System from October 1, 2022 to June 30, 2023 | A. Review the structure of the Chart of Accounts that was in effect. | | | |
| 4. Cost Allocation from October 1, 2022 to June 30, 2023 | A. Review the cost allocation plans, noting types of pools and methodology utilized in allocating the pools. Review the allocation of costs between contracts held by the selected contractor and other contracts (selected contractor has) for the following and denote how they impact the Board's contract: B. (i) Facility Costs if billed to the Board; (ii) Salaries of selective staff (assigned Management and Accounting staff); (iii) Review travel and determine how the company billed costs to the various contracts. C. Review Indirect Rate plans and supporting documentation, if applicable. | | | |
| 5. Management Fee (if applicable) from October 1, 2022 to June 30, 2023 | Review how the management fee was determined, what/whom is covered under the management fee, if possible identify what is chargeable to the management fee. | | | |
| 6. Cash Management and Payments to Vendors from October 1, 2022 to June 30, 2023 | A. Review the turnaround time of vendor payments. B. Review bank reconciliations and bank statements. C. Review payment history, as needed. | | | |
| 7. Disbursements - Non Personnel Costs from October 1, 2022 to June 30, 2023 | Review non-personnel transactions for allowability of costs such as travel, support services, operations, etc. (as needed). | | | |
| 8. Work Experience Payments from October 1, 2022 to June 30, 2023 | Review client work experience payments (as needed). | | | |
| 9. Accruals from October 1, 2022 to June 30, 2023 | Review client work experience payments (as needed). | | | |
| 10. Disbursements - Personnel Costs from October 1, 2022 to June 30, 2023 (as identified by Board staff) | A. Review personnel transactions for allowability of costs. B. Review periods when incentives/raises were given, how they were determined and compliance with policies and procedures. | | | |
| 11. Job Descriptions from October 1, 2022 to June 30, 2023 | Review job functions/duties of fiscal staff that are direct billed to the Board contract. | | | |
| 12. Financial Billing from October 1, 2022 to June 30, 2023 | A. Reconcile project-to-date billing to Board's payments by funding stream. (Verify that balances transferred correctly to new Chart of Accounts). B. Review process for closing and adequate internal controls and review process and determine if adequate. | | | |
| 13. Other Professional Fee Services | A. Notification Letter(s) and review of documents/information. B. Review of Additional Information and Report Preparation. | | | |
| TOTAL | Excluding travel costs | 0 | | 0 |
| <p>In submitting this quote, Respondent certifies that the prices in this quote have been arrived at independently, without consultation, communication, or agreement with any other vendor or competitor, for the purpose of restricting competition with regard to prices.</p> | | | | |
| <p>COMPANY: NAME OF PERSON AUTHORIZED TO SIGN: TITLE OF PERSON SIGNING: ADDRESS: CITY, STATE, ZIP: TELEPHONE: EMAIL: SIGNATURE: DATE:</p> | | | | |
| <p>WFSCB RESERVES THE RIGHT TO REJECT OR CANCEL ANY OR ALL QUOTES. TO WAIVE ANY INFORMALITIES OR IRREGULARITIES IN THE QUOTES RECEIVED AND TO CANCEL OR POSTPONE THIS REQUEST UNTIL A LATER DATE.</p> | | | | |

ATTACHMENT C
QUALIFICATIONS & EXPERIENCE

Please provide a summary of no more than one page in length that outlines your qualifications, knowledge, and skills derived from actual fiscal review services, including experiences with workforce development programs.

Please attach a copy of your resume and certifications.

**ATTACHMENT D
REFERENCES**

Please furnish three (3) client references for whom you have provided similar fiscal review services within the last three (3) years. WFSCB will be contacting these references.

Reference 1

Organization Name:

Organization Address:

Contact Name:

Contact Title:

Contact Telephone Number:

Contact Email Address:

Description of Services Performed:

Date Services Performed:

Reference 2

Organization Name:

Organization Address:

Contact Name:

Contact Title:

Contact Telephone Number:

Contact Email Address:

Description of Services Performed:

Date Services Performed:

Reference 3

Organization Name:

Organization Address:

Contact Name:

Contact Title:

Contact Telephone Number:

Contact Email Address:

Description of Services Performed:

Date Services Performed: