

**Request for Proposals**  
**Annual Audit and Tax Services**  
*Fiscal Years 2021 – 2024*

Issue Date: September 14, 2021  
Response Deadline: October 5, 2021

Workforce Solutions Greater Dallas is an equal opportunity employer/program. Auxiliary aids are available upon request, for persons with disabilities. TTY:214-745-1054. 100% of funding received from the Texas Workforce Commission, including Federal Funds through the US Departments of Labor, Health, Education, Treasury and Agriculture; and non-governmental resources.

## INTRODUCTION

A robust workforce is a key component in the economic engine of the Greater Dallas area! This is why **Workforce Solutions Greater Dallas (WFSDallas)** exists. Our sole **mission centers on providing competitive solutions for employers through quality people and for people through quality jobs**. WFSDallas is a quasi-governmental and non-profit organization. Funded by federal grants and private money, WFSDallas is one of the largest nonprofits in Dallas. Government funding sources have included Texas Workforce Commission, and the U.S. Departments of Labor, Health and Human Services, Agriculture, and Education. The Walmart Foundation, Schultz Family Foundation, Starbucks Foundation, AARP Foundation, National Philanthropic Trust and Jobs for the Future are among the private partners that have added philanthropic resources to the solution.

Workforce Solutions Greater Dallas (WFSDallas) convenes, informs, designs, and invests resources to establish the workforce system for the Greater Dallas region. WFSDallas ensures the development and implementation of a multi-faceted system of job training, job placement, and job retention services. We meet employer and jobseeker needs while providing economic development support for our community. We provide eight workforce centers throughout Dallas County, and a fully trained team to assist you both virtually; and as conditions permit, in-person. Social distancing, masks, hand-sanitizers, and other CDC recommended protocols are followed for all in-person services.

WFSDallas is led by a volunteer Board of twenty-five Directors as mandated by State and Federal law and appointed by the Dallas County Judge and the City of Dallas Mayor. The Dallas Region inclusive of Dallas County and the city of Dallas includes additional cities of Garland, Grand Prairie, Irving, and Mesquite, as well as, an additional 19 cities and a combined population of 2.6 million. Please see the Board's website for more details on the workforce programs and locations of American Job Centers within Dallas County ([www.wfsdallas.com](http://www.wfsdallas.com)). WFSDallas offers workforce, economic development, education and other human resource programs; to create a seamless customer-focus and business-led network. WFSDallas offers easy access to businesses and jobseekers to access the services they need to obtain skills and employment.

The Board oversees more than \$175 million annually and invests in all things workforce. Federal government funding is typically administered for workforce training, talent development, skills training, adult education, and English language skills. The system leverages public and private resources in many ways ranging from transitioning highly skilled individuals into new careers to helping unemployed and underemployed people find work. Often, this includes providing working families with transportation assistance and child care subsidies.

Upskilling current workers requires nontraditional tools such as e-learning, flex schedules for training, and wraparound services to balance work and learning. Quality care for the children of working parents is a vital wraparound service because many parents miss job opportunities due to the lack of capable, affordable, quality child care. WFSDallas views the availability of quality child care as a building block to a stronger Dallas area workforce.

## Values

Workforce Solutions Greater Dallas is recognized locally and nationally as a best in class workforce system that engages employers and offers the premier solutions for a qualified workforce; provides jobseekers comprehensive solutions to employment; convenes a community workforce dialogue critical to economic development; and is recognized as the responsive and effective solution of choice.

\*The workforce system in Dallas County is governed and managed by the Dallas County Local Workforce Development Board, Inc. d.b.a. Workforce Solutions Greater Dallas, acting on behalf of the county's citizens and employers. The Dallas County Local Workforce Development Board is a 501(c) (3) a not for profit corporation in the State of Texas.

**NOTE:** For purposes of this RFP, the words “Bidder”, “Proposer” and “Proposing Entity” are interchangeable and refer to an entity submitting a proposal in response to this RFP. The term “Contractor” refers to an entity awarded and entering into a formal contract with the Dallas County Local Workforce Development Board, Inc., d.b.a. Workforce Solutions Greater Dallas (WFSDallas). The words “Board”, “Workforce Solutions Greater Dallas”, “WFSDallas” and “Workforce Solutions” are interchangeable and refer to the Dallas County Local Workforce Development Board, Inc., the issuer of this RFP.

## 1.1 PURPOSE OF REQUEST FOR PROPOSALS (RFP)

The Dallas County Local Workforce Development Board, Inc. dba Workforce Solutions Greater Dallas (WFSDallas) is soliciting proposals from interested parties for its financial and compliance audit services of grant funds from the Texas Workforce Commission including, but not limited to, the following programs:

- Workforce Innovation and Opportunity Act (WIOA) Title I - Adults, Dislocated Workers (including Rapid Response activities) and Youth
- Supplemental Nutritional Assistance Program Employment and Training (SNAP E&T)
- Temporary Assistance for Needy Families and Non-Custodial Parent (Choices)
- WIOA Title II – Adult Education and Literacy (Consortium Partner)
- Wagner-Peyser Employment Services (ES)
- Trade Adjustment Assistance (TAA)
- Child Care Development Fund - Child Care Services (Childcare Assistance and Childcare Quality)

This Request for Proposal (RFP) provides a uniform method for the procurement of annual audit and tax services. It contains the necessary background, requirements, information, instructions, and forms for responding to this RFP. This procurement is also conducted in accordance with Federal Uniform Administrative Requirement CFR § 200.317-326, supplemented by the Texas Workforce Commission (TWC) Financial Manual for Grants and Contracts (FMGC).

## 1.2 SCOPE OF SERVICES

WFSDallas oversees and manages approximately \$175 million annually in workforce development and child care funds which are contracted to other entities. For the period covered by the FY 2021 audit, the primary contractors are Equus Workforce Solutions and ChildCareGroup. Both contractors are required to obtain individual annual audits. WFSDallas has an automated networked accounting system that uses MIP accounting software (a Windows-based system); we use the Accounting, Accounts Payable, and Budget modules. We average 23 deposits per month and 200 disbursements per month during the period in question. During the 2021 audit year, the Board had 30 full-time employees.

The first audit will be for **Fiscal Year ending December 31, 2021** and must be performed in accordance with state policy and Federal regulations including Title 2 U.S. Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Uniform Guidance). Previous experience with the above-mentioned state policy and Federal regulations is desired.

1. Perform audit in compliance with OMB rules for a Non-profit entity. *Much of the audit work may be performed remotely with documents uploaded to sharepoint or a similar portal used to share documents.*
2. Review of Subcontractor(s) records may be necessary.
3. Exit conferences are to be conducted through the Board of Directors.
4. Upon selection, current auditors’ work papers may be made available for review.
5. Work papers and work to be performed by client are to be identified in the proposal.
6. Preliminary work is to be completed by May 27, 2022. Draft report to the President and Chief Financial Officer

- by June 30, 2022. Final Report by July 15, 2022.
7. Report review, timing and number of Copies:
    - a) Instances of fraud, illegal acts, or indications of such, including all questioned costs must be covered and reported to the Texas Workforce Commission.
    - b) Management Report is to be submitted as a separate report.
    - c) Work papers must be retained for five years.
    - d) Work papers will be made available for examination by authorized representatives of the Workforce Solutions Greater Dallas Board of Directors, Texas Workforce Commission and all other Federal Agencies.
  8. WFSDallas may contract for a peer review or similar agreed upon procedures, by another external audit firm, of the audit performed. The firm selected to perform the WFSDallas annual audit shall make its work papers available to any firm or organization selected by WFSDallas to perform this peer review or similar agreed upon procedures. WFSDallas will coordinate mutually agreeable dates with the audit firm selected and the firm selected for these procedures.

The selected audit firm will perform annual field work on or about four months into the WFSDallas' fiscal year. The field work would be estimated at approximately 600 to 700 hours. For the prior two audit cycles, Workforce Solutions Greater Dallas and the selected audit firm have successfully accomplished the annual audit with virtual/hybrid field work. The field work will include projected two (2) Federal major programs and three (3) State of Texas major programs. The field work will include a briefing of the results to the Board of Directors or its designated Committee.

Additionally, WFSDallas is procuring for services in preparing and submitting Tax Form 990. WFSDallas will request an automatic extension until November 15, 2022. Preparation of the 990 will begin in June 2022. The 990 should be filed before September 30, 2022.

### 1.3 RFP SCHEDULE OF EVENTS

The following schedule is subject to revisions at the discretion of the Board. All requestors of this RFP will be notified of any changes.

<u>Dates</u>	<u>Activity</u>
Sunday, September 12, 2021 CDT.....	RFP Public notice
Tuesday, September 14, 2021, 1:00 PM CDT.....	Issuance of RFP
Friday, September 17, 2021, 12 NOON CDT.....	Deadline for Questions
Tuesday, September 21, 2021, 10:00 AM CDT .....	Bidders' Conference
Tuesday, October 5, 2021, 12:00 PM CDT.....	Deadline for Proposals
Wednesday, October 20, 2021.....	Board Action for Consideration
Monday, January 1, 2022.....	Anticipated Engagement Letter Start Date

## **PART 2.0 REQUEST FOR PROPOSAL COMPONENTS**

### **2.1 ADMINISTRATION OF THIS REQUEST FOR PROPOSALS (RFP)**

#### A. Issuance

As indicated above, the RFP is available to download from the Board's website: <http://www.wfsdallas.com/doing-business> If you are unable to download the RFP, please contact: [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com) or (214) 290-1000.

The package contains all the necessary information and forms to respond to this Request for Proposals. A response to this RFP should include all items listed in the Proposal Required Documents, of the RFP.

**Any proposals or amendments received after the deadline, will not be considered, but will be deemed late and non-responsive to the RFP procurement process. Late proposals or amendments will be returned without review.**

All responsive proposals received by the deadline will be presented for action (recommended or not recommended) at the Board of Directors' meeting identified above.

#### B. Response Deadline

**Proposals are due October 5, 2021 at 12:00 p.m. CDT. WFSDallas is not responsible for any technology issues. Please submit final proposal to [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com)**

### **2.2 BIDDERS' CONFERENCE**

The Bidders' Conference will be held via Zoom conference to **provide clarification and interpretation for this Request for Proposals**. To participate in the Zoom virtual conference, please email [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com) The conference information will be emailed on September 20th.

To allow for additional time for questions following the bidders' conference, we request questions be submitted via **email to [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com)**. All responses to questions received will be posted at: <http://www.wfsdallas.com/doing-business-wfs-dallas> This conference and Q & A offers potential bidders an opportunity to obtain guidance on the scope and nature of the work required in this RFP or to ask other technical questions concerning this solicitation.

***NOTE: All Board members, officers, and staff are precluded from entertaining questions concerning a proposal or the procurement process outside the confines of the Bidders' Conference.*** Potential bidders are asked to respect these conditions by not making personal requests for assistance, except at the Bidders' Conference. All potential bidders are invited and may visit at least one workforce center prior to bidding.

### **2.3 CONTRACT AWARD**

#### A. Contract Type

The contract executed as a result of this RFP process will be a vendor agreement unless another type is determined by WFSDallas to be more advantageous. **All contracts shall be contingent upon the receipt of sufficient funding from the Texas Workforce Commission.** Final contract will also be subject to any changes in the legislation, regulations or policies promulgated by the funding sources. WFSDallas reserves the right to terminate the contract annually or earlier based on contractor performance and compliance with contractual terms and conditions.

#### B. Contract Period

The contract negotiated as a result of this request is anticipated to begin January 1, 2022. Field work is anticipated to begin on or about April 2022. The annual audit must be completed and presented to the Board by the end of July 2022. Provided the engagement is successful, the contract may be extended one or more years on an annual basis. The Board may extend the contract for up to three (3) additional one year terms. The total terms of a contract to provide services shall not exceed four (4) years. Offers to extend contracts are at the sole discretion of WFSDallas, based on satisfactory performance, compliance with contractual obligations, and other factors as determined by WFSDallas.

### C. Method of Procurement

The services solicited under this RFP shall be procured under the competitive negotiation method of procurement, via the process described in the TWC FMGC and Board policy. **The Board's intention is to negotiate a vendor agreement with the successful bidder.**

### 2.4 ELIGIBLE/COMPETENCY BIDDERS

Certified Public Accounting firms and/or partnerships may respond to this RFP. All are eligible to respond to this RFP and compete for funding. The prospective recipients of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Bidder Competency -- Bidders must have the technical competence, expertise in management and administration, professional staff, and administrative and fiscal management systems to accomplish the goals and objectives stated in this RFP and meet high standards of public service and fiduciary responsibility. Bidder selected will be required to assume full responsibility for all activities and services included in the contract. Any potential bidder who is issued this RFP may request a copy of the Workforce Innovation Opportunity Act (WIOA) and regulations via Internet @ <https://www.doleta.gov/wioa/>. Copies of other pertinent legislation may be found through the Texas Workforce Commission at <http://www.twc.state.tx.us>

### 2.5 GOVERNING PROVISIONS AND LIMITATIONS

- A. The main purpose of this RFP is to ensure uniform information in the solicitation of proposals and procurement of Audit and Tax Form 990 Services. This RFP is not to be construed as a purchase agreement or contract, or as a commitment of any kind; nor does it commit the Board to pay for costs incurred in the preparation of a response, or any other costs incurred prior to the execution of a formal contract, unless such costs are specifically authorized in writing by the Board.
- B. The Board reserves the right to accept or reject any or all proposals received, to cancel and/or reissue this RFP in part or its entirety.
- C. The Board reserves the right to correct any error(s) and/or make changes to this solicitation, as it deems necessary.
- D. Public Disclosure of Proposal Information - this is a negotiated procurement utilizing the request for proposal method, and as such, the selection and award of a contract does not have to be made to the respondent(s) submitting the lowest priced offer, but rather to the respondent(s) submitting the most responsive proposal that satisfies the Board's requirements and is determined to be in the best interest of the Board.

Workforce Solutions Greater Dallas is a State of Texas appointed Local Workforce Development Board. Proposals submitted will not be returned and are subject to the Texas Public Information Act located in Chapter 552 of the Texas Government Code (the "PIA") and may be disclosed to the public upon request. Subject to the PIA, proposers may protect trade secret, proprietary and confidential information from public release. If a proposer does not desire proprietary or confidential information in its proposal to be disclosed, proposer is required to identify all proprietary or confidential information in its proposal. This identification must be done by individually marking each page with the words "Confidential Information" on which such proprietary or confidential information is found. If the proposer fails to identify confidential information, proposer agrees that, by submission of its proposal, those sections shall be deemed non-confidential and made available in response to any public request.

Proposers are advised that Workforce Solutions Greater Dallas, to the extent permitted by law, will protect the confidentiality of submitted proposals. However, proposers shall consider the implications of the PIA, particularly after the request for proposals process has ceased and the contract award has occurred. While

provisions in the PIA may apply to protect confidential information, proposers are further advised that a determination on whether those standards have been met will not be made by Workforce Solutions Greater Dallas, but must be decided by the Office of the Attorney General of the State of Texas. In the event a request for public information is made, Workforce Solutions Greater Dallas will notify the proposer and the proposer may then request an opinion from the Attorney General pursuant to Section 552.305 of the Texas Government Code. Workforce Solutions Greater Dallas will not make a request for an opinion from the Texas Attorney General. Copyrighted proposals are unacceptable and are subject to disqualification as non-responsive.

- E. The Board reserves the right to negotiate the final terms and conditions of any and all contracts or agreements with bidders selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the local Board and impose additional requirements and refinements in the terms and conditions, scope of work, performance measures, and funding amounts during the course of any contract.
- F. All Board Directors, officers, and staff of the Board are precluded from entertaining questions concerning the proposal or this procurement process outside the confines of the Bidders' Conference. Potential bidders, bidders and contractors are asked to respect these conditions by not making personal requests for assistance. No employee, member of a Board of Directors or other governing body, or representative of a bidder who submits a proposal under this RFP may have any contact outside of the formal review process with any employee of Board, or any member of the Board of Directors for purposes of discussing or lobbying on behalf of bidder's proposal. This contact includes written correspondence, telephone calls, personal meetings, email messages, or other kinds of personal contact. The Board will reject proposals of those bidders who violate this condition.
- G. The Board reserves the right to contact any individual, agency employer, or grantees listed in a proposal, to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications; and to request additional information from any and all bidders.
- H. Misrepresentation of the bidder's ability to perform as stated in the proposal(s) may result in cancellation of any contract or agreement awarded.
- I. The Board reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the Texas Workforce Commission or other specific funding source of the Board or due to any legislative changes.
- J. Bidders shall not under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the Board, for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
- K. No Board Director, officer, or employee, or any agent of the Board shall participate in the selection, award or administration of a contract supported by Board funds if a conflict of interest, real or apparent, would be involved.
- L. Bidders shall not engage in any activity, which will restrict or eliminate competition. Violation of this provision may cause a bidder to be disqualified. This does not preclude joint ventures or subcontracts.
- M. All proposals submitted must be an original work product of the bidder. The copying, paraphrasing or otherwise using of substantial portions of the work product of others and submitted hereunder as original work of the bidder is not permitted. Failure to adhere to this instruction may cause the proposal(s) to be disqualified and rejected.

- N. The contents of a successful proposal may become a contractual obligation and be incorporated by reference if selected for award of a contract. Bidders must intend to fulfill all of the representations made in this proposal. Failure of the bidder to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to successful bidder(s) as a basis for release of proposed services at stated price/cost. Any damages incurred to the Board as a result of the bidder's failure to contract may be recovered from the bidder.
- O. The Board reserves the right to deem a proposal non-responsive or disqualify any proposal that, in its sole determination, does not comply with or conform to the terms, conditions, and/or requirements of this RFP.

## 2.6 SELECTION PROCESS

Selection of provider shall be in accordance with the principles stated in the Board plan and State plans, as well as other applicable laws, regulations and policy issuances from Federal, State, and Local entities.

- A. A consideration in selecting a provider of professional services shall be the effectiveness of the entity in delivering comparable or related services.
- B. The review process will include: evaluation, rating, and ranking of proposals by professional staff or qualified outside evaluators using the general criteria specified in Part 2.7 below. The review process will also include review, approval to negotiate and selection for award by the Board of Directors.
- C. The selection shall be made on a competitive basis to the extent practicable.
- D. The following provisions shall apply to the selection and award of a contract for services under the RFP:
  - 1) Responsive proposals submitted by the deadline are evaluated by Board staff for responsiveness and compliance with the technical specifications and requirements contained in the RFP.
  - 2) Parts of the scoring are scored independently by each reader; the final scores for those parts will be the average of the independent scores of all readers.
  - 3) The Board may interview top scoring bidders before selecting a bidder for award of contract.
  - 4) In selecting a proposal for award, the Board reserves the right to depart from the strict ranking by evaluation scores, whenever it deems such departure will better serve the best interests of the Board and its constituents.
  - 5) Action by the Board in selecting a proposal for award will be subject to successful negotiations.
  - 6) Positive efforts shall be made to utilize small, minority and female owned or operated organizations/businesses in the procurement and provision of these services. These efforts shall allow those sources maximum feasible opportunity to compete for contracts with the Board.

## 2.7 PROPOSAL EVALUATION CRITERIA/POINT VALUE

Points will be awarded to responsive proposals using the evaluation criteria listed below:

<u>Evaluation Criteria</u>	<u>Points</u>
Quality and Accuracy of Cover Page	3
Quality of Peer Review	5
Uniform Guidance and OMB Compliance Experience	15
Workforce System Audit Experience	25
Quality of Work Plan	20
Anticipated Performance of Reporting Requirements	10
Anticipated Performance of Time Requirements	7
Reasonableness of Compensation/Cost	15
<b>TOTAL</b>	<b>100</b>

## 2.8 PROPOSER INQUIRY AND APPEAL PROCESS

The Dallas County Local Workforce Development Board is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process, and has established the following process for handling appeals of any procurement decisions:

- Step1. Request for Debriefing** -- Bidders not selected by this procurement process may appeal the decision by submitting, within 10 days of the receipt of Board notification of the procurement decision, a written Request for Debriefing to obtain information on the procurement process and how their proposal or offer was received and ranked. The Board shall acknowledge receipt of the Request for Debriefing in writing within 10 days of receipt, along with the date and time of the scheduled briefing. The briefing shall be scheduled, as soon as possible, and no later than 10 days from the receipt of the Request for Debriefing. (NOTE: The Board extends the courtesy of offering a briefing to any bidder who is not selected for funding; the 10-day time frame must be adhered to only if a bidder is considering an appeal.)
- Step2. Debriefing** -- The purpose of the debriefing is to promote the exchange of information, explain the proposal evaluation system, and help unsuccessful bidders understand why they were not selected. Debriefings serve an important educational function for new proposers, which hopefully, will help them to improve the quality of any future proposals. Materials provided in the debriefing include a blank copy of the proposal scoring sheet used by readers, spread sheet of rankings provided to the Board of Directors, and a summary of proposal scores. (Bidders who are selected for contract negotiations are offered similar feedback during contract negotiations.) Board staff will meet with the appealing party and review (a) the proposal evaluation process or the criteria for selection of sealed bids under RFPs or IFBs, and (b) how the appealing party's proposal or bid was scored or ranked. Bidders can gain a better understanding of the procurement process and how to improve their bids or proposals, while staff gets direct feedback to help improve future procurements.
- Step3. Written Notice of Appeal** -- If, after the debriefing, the appealing party wishes to continue with the appeals process they must submit to the Board a Notice of Appeal. This written notice must clearly state that it is an appeal and identify (a) the funding decision being appealed (i.e. specific date of RFP or IFB, or the Board action); (b) the name, address, phone and fax number (if available) of the appealing party(ies); and (c) the grounds of the appeal. The Board President must receive the Notice of Appeal within 15 days of the date of the appealing party's debriefing, in Step 2, above. The Notice of Appeal must be emailed to [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com) and addressed to:

Laurie Bouillion Larrea, President  
Dallas County Local Workforce Development Board, Inc.  
Ross Tower  
500 N. Akard Street, Suite 3030  
Dallas, Texas 75201

Written acknowledgment of receipt of the Notice of Appeal will be provided to the appealing party within five (5) working days of receipt of the Notice of Appeal. Such acknowledgment will include specific instructions for completing the appeals process and the date, time and place of the next step, **The Informal Hearing**.

**Step4. Informal Hearing** – Due to COVID19, an **Informal Hearing** will be held virtually **within 10 days of receipt of the Notice of Appeal**. The Hearings Officer will meet with the appealing party to discuss their concerns and the specific grounds of the appeal. The Hearings Officer may recommend to the Board President any appropriate actions, allowable under applicable rules and regulations and consistent with agency procurement policies, to resolve issues raised at the Informal Hearing. If the appealing party agrees, the appeal may be ended at this point.

**Step5. Request for Formal Hearing** -- The appealing party, if not satisfied with the results of the Informal Hearing, must inform the Hearings Officer, in writing, no later than five (5) working days from the date of the Informal Hearing of the intent to proceed with the appeal. Within ten (10) days of receipt of this written request, the Hearings Officer will respond, in writing, to inform the appealing party of the time, date, and place of Step 6, the Formal Hearing.

**Step6. Formal Hearing** -- The Formal Hearing shall be conducted within fifteen (15) days of the date of the Request for Formal Hearing. An independent hearing officer will conduct the Formal Hearing of the appeal. This hearing officer will consider the facts presented as grounds for the appeal and remedies requested. The hearing officer and staff or the appealing party may request additional information. After full review, the hearing officer will, at the next Board meeting, make its recommendation to the Board for final determination.

**Step7. The Board Decision** -- The Board will render a decision no later than 60 days from the date of the Written Notice of Appeal. The Board decision shall be the final decision and end the appeals process at the local level.

In all instances, information regarding the protest/dispute will be disclosed to TWC. TWC Financial Manual for Grants and Contracts, Chapter 14, provides for limited appeals of any Board decisions:

"The Commission shall accept no protest or dispute appeal until all administrative remedies at the contractor level have been exhausted. Commission appeal review is limited to:

- ◆ Violations of federal law and regulations, and procurement standards established by federal regulations,
- ◆ Violations of State or local law shall be under the jurisdiction of State or local authorities, and
- ◆ Violations of Board's protest/dispute procedures or failure to review a protest or dispute shall be referred to such authority as may have proper jurisdiction."

## PART 3.0 PREPARATION OF RESPONSES AND FORMAT

Please complete and provide the following in accordance with the instructions provided herein and submit them in the order outlined below.

### 1. COVER PAGE

Complete all items on the proposal cover sheet. Indicate a signatory authority – a person in the organization who has the legal authority to negotiate and sign a contract on behalf of the organization. (This is also the person who must sign the Certification forms in the Attachments.) Sign the statement of commitment to perform services and agreement that bid is valid for ninety days after submittal deadline.

### 2. PEER REVIEW

- A. Certification of professional qualifications.
- B. Copy of most recent peer review report.
- C. Statement and explanation of disciplinary action within the past three years; if none, so state.

### 3. UNIFORM GUIDANCE AND OMB COMPLIANCE EXPERIENCE:

Describe your audit firm's and team's experience with Uniform Guidance and OMB Compliance similar to the type requested. Please indicate your qualifications to include names and credentials, describe recent local and regional office audit and tax service experience. Identify audit managers, field supervisors, and other staff who will work on this project. Describe staff members experience and provide resumes. Please indicate relevant experience and continuing education of all staff involved in the project.

### 4. WORKFORCE SYSTEM AUDIT EXPERIENCE:

Describe your firm's experience working with workforce systems with revenues of \$100,000,000 or more. Does your proposed audit team have workforce system experience?

### 5. QUALITY OF WORK PLAN

Describe your work plan to ensure a quality audit. Offer details in your work plan that demonstrate understanding of the audit requirements of a single audit as specified in Title 2 U.S. Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Uniform Guidance) and the audit tests and procedures to be applied in completing the audit plan. Include your description of work that will be accomplished to render the following:

- An opinion report on the financial statements;
- A report on the study and evaluation and report on internal control systems; and
- Reporting on the organization's control system to assure compliance and other reports required by the Uniform Guidance.

Describe your work plan to allow for assistance in completing the Tax Form 990. Describe how your firm will assist in completing and filling the Tax Form 990.

### 6. REPORTING/TIME REQUIREMENTS:

- A. Reporting Requirements: Describe bidder's understanding of, and ability to meet reporting requirements, including type and number of reports and exit conferences.
- B. Time Requirements: Describe in detail the plan to meet timeline and reporting deadline requirements.

### 7. COST: Total cost of services proposed should be specified. All fees, expenses, and other requirements associated with providing audit services to the Board shall be stated. Describe your price per hour to be charged. Describe your cost per person.

#### **PART 4.0 INSTRUCTIONS FOR SUBMITTING A PROPOSAL**

Emphasis must be placed on addressing all the requirements of this RFP in a clear and concise manner. The RFP with Attachments will be available on our website: [www.wfsdallas.com](http://www.wfsdallas.com). All documents submitted must be complete and fully assembled.

PROPOSAL SUBMISSION - Proposals must be submitted according to the instructions regarding the response deadline in Part 2.1 of this RFP. **Regulations do not permit evaluation or consideration of proposals which are submitted after the RFP deadline.** Any modifications or amendments to a proposal already submitted must also comply with the submittal instructions and response deadline. Any proposals or amendments received after the deadline will not be considered but will be deemed late and non-responsive to this RFP and procurement process. WFSDallas is not responsible for technology issues in the submittal of proposal.

#### **PART 5.0 PROPOSAL REQUIRED DOCUMENTS**

##### **PROPOSAL**

The proposal must be submitted in the following order:

1. Cover Page
2. Peer Review
3. Uniform Guidance and OMB Compliance Experience
4. Workforce System Audit Experience
5. Quality of Work Plan
6. Reporting/Time Requirements
7. Cost

##### **PLEASE SUBMIT THE FOLLOWING CERTIFICATIONS IN THE ORDER LISTED:**

- A. Certification of Bidder
- B. Certification Regarding Debarment
- C. Certification Regarding Drug-free Workplace
- D. Certification Regarding Lobbying
- E. Certification Regarding Conflict of Interest
- F. Texas Corporate Franchise Tax Certification