



WORKFORCE DEVELOPMENT BOARD
OF SOUTHEAST MISSOURI

WDB Admin Office, 1021 Kingsway, Suite 1, Cape Girardeau, MO

REQUEST FOR PROPOSAL (“RFP”)

Annual Audit Services

September 8, 2022

This document constitutes the Workforce Development Board of Southeast Missouri’s (the “WDB”) official request for proposal from individuals qualified to provide auditing services as described herein.

Sealed proposals for providing auditing services for the fiscal year ended June 30, 2022 must be received no later than 4:00 PM on October 10, 2022. Proposals submitted after that time and date will be rejected.

Proposals shall be submitted to:

Ms. Tammy Tankersley
President / COO
Workforce Development Board of Southeast Missouri
1021 Kingsway, Suite 1, Cape Girardeau, MO 63701

All inquiries for information regarding proposal preparation and submission requirements shall be directed to Ms. Tammy Tankersley:

ttankersley@job4you.org

Tammy Tankersley

Tammy Tankersley
President / COO

1. INTRODUCTION

WDB was incorporated in 2000 under Revised Missouri Statutes Chapter 355, which is the General Not for Profit Corporation Law. The purpose of WDB is to provide services to develop, establish, and maintain a skilled, diverse, motivated, and adaptable workforce. WDB is a not-for-profit entity that receives over 95% of all funding from Federal grants. An audit in accordance with the Uniform Guidance will be required with the expected major program being the WIOA Cluster (CFDA #17.258, #17.259 and #17.278). Federal expenditures are expected to be approximately \$3 million.

WDB has no history of disallowable costs, legal actions or fraud.

For the year ended June 30, 2022, the majority of Federal programs were administered in house with a small portion being subcontracted to MERS / Goodwill.

IMPORTANT: effective October 1, 2022, the majority of all Federal programs will be subcontracted to an outside agency. WDB will continue largely as a pass-thru agent for the Federal programs.

All reconciliations and support will be provided upon request.

IMPORTANT: An outside accounting Firm, who has been the outside auditor in the past, is now providing accounting support and will prepare the financial statements and footnotes for WDB. Financials and footnotes for the year ended June 30, 2022 will be prepared by WDB.

2. PREPARATION AND SUBMISSION REQUIREMENTS

A hardcopy of the proposal and one electronic copy is required.

Proposals must include the following information:

- Description of the Firm including the Firm's size, structure and history. Please include the principal office address and any other related locations that may be involved in the audit process.
- Description of the Firm's experience and qualifications to provide the services requested with a particular emphasis on audits under the Uniform Guidance.
- Name, title, mailing address, telephone number and email address of the contact person for the proposal.
- Names of all employees or contractors expected to be involved in providing the services to WDB with qualifications and experience.
- Provide a minimum of three (3) references with names, addresses and phone numbers. Provide the number of not-for-profit audits currently engaged by the Firm and the number of audits under the Uniform Guidance that the Firm currently engages.
- The proposed fee for the year ended June 30, 2022 including a listing or schedule of the fees and expected reimbursable costs. Identify the "not to exceed fee" estimate.
- Taking into consideration the change in structure of WDB (going to a full pass-thru entity effective October 1, 2022), proposers may provide a bid for two (2) additional years beyond the fiscal year ended June 30, 2022.

3. AWARD

WDB may request additional information and / or interview with some or all Proposers as part of the selection process prior to making the awards.

Qualities that will be taken into account include experience and qualification of the Firm, quality of the manner in which the services are proposed to be performed, and cost.

4. RIGHT TO REJECT

WDB reserves the right to accept any proposal, to reject any and all proposals, and to waive any irregularities or informalities in any proposals. Conditional proposals will not be accepted. WDB reserves the right

5. OTHER INFORMATION

Information about WDB, including programs, staff and the Board of Directors, can be obtained from the WDB website at www.job4you.org.