



**REQUEST FOR QUOTE
WDB 2017-007**

for

A-133 Audit Services

RFQ Issued By:

SOUTHEAST TEXAS WORKFORCE DEVELOPMENT BOARD dba
Workforce Solutions Southeast Texas
510 Park Street, Suite 100
Beaumont, Texas 77701
(409) 719-4750

ISSUE DATE: June 15, 2017 at 3:00 p.m, CDST

RESPONSE DEADLINE: July 12, 2017 at 1:00 p.m, CDST

General Information

Marilyn A. Smith is the Executive Director of Workforce Solutions Southeast Texas (BOARD). The Southeast Texas Board was formed in accordance with Texas House Bill 1863 on September 11, 1996. The volunteer body is appointed by the Mayor of the City of Beaumont and the County Judges of Jefferson, Orange and Hardin Counties in accordance with SB 642 and HB 1863. All appointments are subject to the approval of the governor. The BOARD is composed of representative of business and industry, organized labor, community-based organizations, economic development agencies, educational agencies, the State Employment Service, Texas Department of Human Services, Texas Rehabilitation Commission and public interest groups. Representatives of the private sector constitute a majority of the Board membership. The BOARD serves as grant recipient and administrative entity for the funds received.

The BOARD is an incorporated, not-for-profit entity that is also classified as a quasi-governmental entity. The level of funding received by the BOARD from the Texas Workforce Commission in fiscal year 2017 will be approximately \$15 million. The functional responsibility of the BOARD is to provide policy guidance for and to exercise oversight with respect to the listed activities, as well as other workforce development activities in the three county area. The BOARD conducts primary program operation through three Workforce Centers located in Beaumont, Port Arthur, and Orange.

This bid is to provide A-133 Audit Services for the BOARD for FY 2017 and up to two additional years. The organization prepares the BOARD's Form 990. The BOARD fiscal year ends on August 31. The BOARD utilizes a cloud-based MIP fund accounting system.

A. Scope of Work

The selected firm shall:

1. Provide an engagement letter prior to beginning field work;
2. Perform a financial and compliance audit in accordance with OMB Circular A-133 and the U.S. General Accounting Office's Government Auditing Standards most recent revision ("Yellow Book") as well as any other Texas Workforce Commission requirements found in their Financial Manual for Grants and Contracts for all funds;
3. Prepare the electronic Federal Clearinghouse form SF-SAC for certification by the CFO;
4. Complete audit prior to April 30, 2018;
5. Provide a "pdf" file of the complete audit report;
6. Provide 35 bound copies of the complete audit including the required auditor opinion letters on their original letterhead and;
7. Be available for presentation to the Board Finance Committee (usually the last week of the month) and the full Board (usually the first Tuesday of the month).

The BOARD shall:

1. Prepare financial statements to be audited no later than December 1, 2017;
2. Provide all necessary documentation for the financial statements;
3. Provide office space at the BOARD office;
4. Provide access to the accounting system and associated files and;

5. Pay an invoice for half of the amount due for the audit at the completion of field and the invoice for the balance after the completion and presentation of the report.

B. Submission Requirements

All bidders must submit all of the following in order to be considered responsive to this RFQ:

1. Completed RFQ 2017-007 Cover Sheet;
2. Description of the firm, including history, overall experience and structure;
3. Firm's A-133 audit experience within the last three years, including name of auditee, contact name, phone number and email, as well as the annual revenue amount audited for each;
4. Most recent Peer Review Report;
5. Names and qualifications of proposed audit staff;
6. Proposed audit start and completion dates;
7. Proposed cost of audit, Clearinghouse report, applicable copies, and presentations to Board and;
8. Completed Debarment form
9. HUB certification, if applicable

C. Submission of Quote Requirements

The quote submission deadline is July 12, 2017 at 1:00p.m., CDST.

Submit Proposals by e-mail to:

rfp@setworks.org

Confirm receipt by phone at (409) 719-4785.

Proposals received after the deadline date and time will not be accepted or considered for award. Timely delivery of proposals is the sole responsibility of the offeror.

D. Proposal Evaluation

1. All responsive proposals submitted by the deadline will be evaluated by the following criteria:
 - a. Qualifications / Credentials 30 points max
 - b. Demonstrated Performance 35 points max
 - c. Reasonableness of Cost 35 points max
 - d. Bonus of Five Points for HUB certification submission
2. Proposals will be reviewed by the Finance Committee and their recommendation will be presented to the full Board at with the August meeting. Notifications to bidders will be sent out immediately via email.

E. Contract Terms for Successful Bidder

A contract resulting from this procurement will be initially for the FY 2014 audit with the option to renew for an additional four years, depending upon the need for services, funds received from TWC and successful performance.

F.. Proposer Appeal Process

Proposers who believe that they have been treated unfairly in the proposal review process or that there is a violation of federal law or regulation may file a protest. *All* offerors will receive notification of the final decision within fifteen (15) working days of final decision. Letters of inquiry must be submitted and arrive in the office of BOARD within fifteen (15) days of the date of the notice of rejection. Letters must be specific as to the inquiry. Inquiries not submitted in writing, not specific in nature, or which arrive late may not be considered. Letters must be addressed as follows:

Workforce Solutions Southeast Texas
P. O. Box 3607
Beaumont, TX 77704

Upon receipt of letter, the Executive Director or his/her designee will contact the proposer to arrange for an appeals conference. The BOARD will form an Appeals Committee and attend the Appeals Conference. At the conclusion of the conference, the Committee will determine if there is sufficient reason to have the BOARD Committee reconsider the decision in question.

G Proposal Limitations

- The only purpose of this RFQ is to ensure uniform information in the solicitation of proposals and procurement of services. This RFQ 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 prior to the execution of a formal contract unless such costs are specifically authorized in writing by BOARD.
- The BOARD reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFQ in part or its entirety.
- The BOARD reserves the right to award a contract for any item/services solicited via this RFQ in any quantity BOARD determines is in its best interest.
- The BOARD reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary. BOARD will provide notifications of such changes to all Proposers recorded in the BOARD official record (Distribution Log & Receipts Record) as having received or requested an RFQ.
- The BOARD reserves the right to negotiate the final terms of any and all contracts or agreements with Proposers selected and any such terms negotiated as a result of this RFQ may be renegotiated and /or amended in order to successfully meet the needs of the Workforce Development Area.
- 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 Proposer's relevant performance and/or qualifications; and to request additional information from any and all Proposers.

- The BOARD also reserves the right to conduct a review of records, systems, procedures, including credit and criminal background checks, etc. of any entity selected for funding. This may occur either before or after the award of a contract or agreement. Misrepresentation of the Proposer's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.
- 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 funding sources or due to legislative changes.
- Proposers 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 of South East Texas for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
- No employee, officer, or agent of the BOARD shall participate in the selection, award or administration of a contract supported by Board funds if a conflict of interest, or potential conflict, would be involved.
- Proposer shall not engage in any activity which will restrict or eliminate competition. Violation of this provision may cause a proposal to be rejected. This does not preclude joint ventures or subcontracts.
- The contents of a successful proposal may become a contractual obligation if selected for award of a contract. Failure of the Proposer to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to successful Proposer as a basis for release of proposed services at stated price/cost.

ATTACHMENTS

SOUTHEAST TEXAS WORKFORCE DEVELOPMENT BOARD
RFQ COVER SHEET
RFQ RELEASE # WDB 2017-007

Legal Name of Organization or Individual: _____

Mailing Address: _____

Physical Address (if different): _____

Email Address: _____

Phone Number: _____ (____) _____

Authorized Contact Person: _____

Title: _____

Tax/Legal Status:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> <i>Corporation</i> | <input type="checkbox"/> <i>Individual</i> | <input type="checkbox"/> <i>Public</i> | <input type="checkbox"/> <i>Profit</i> |
| <input type="checkbox"/> <i>Partnership</i> | <input type="checkbox"/> <i>Not for Profit</i> | <input type="checkbox"/> <i>Private</i> | <input type="checkbox"/> <i>Other</i> |

Federal Tax Identification Number: _____

Is proposer certified as a historically underutilized business (HUB)? *Yes* *No*

Certifying Agency? _____

(If yes, a copy of the certification notice is required as an attachment)

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTION**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

1. The prospective recipient 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.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any statements in this certification, such prospective participant shall attach an explanation to this document.

Name and Title of Authorized Representative

Signature Date