

POLK COUNTY WORKFORCE DEVELOPMENT BOARD, INC.

REQUEST FOR PROPOSALS FOR

(RFP-PWDB-11-AS-01)

AUDIT SERVICES

Issue Date: November 2, 2011

Letter of Intent to Propose: Noon (ET) December 6, 2011

Proposals Due: 4:00 P.M. (ET) December 29, 2011

Board Action Regarding Authorization to Negotiate: February 16, 2012

Period of Performance: July 1, 2012 to June 30, 2013

- I. NOTICE—This is a solicitation for proposals from certified public accounting firms to provide independent financial and compliance audit and management advisory services to the **POLK COUNTY WORKFORCE DEVELOPMENT BOARD, INC.**, d.b.a. ***Polk Works***. The audit will cover the entire operation of Polk Works for the Program/Fiscal Year ending June 30, 2013.
- II. DESCRIPTION OF THE BOARD--The State of Florida is the recipient of funding from the Workforce Investment Act (WIA), Temporary Assistance for Needy Families (TANF), and other job training programs. The Governor has designated Polk County as a local Workforce Investment Area for purposes of receiving workforce funding under each of these sources and for overseeing the delivery of services required under each program.

Polk Works is both the fund recipient and administrative entity for these programs. *Polk Works* is an IRS recognized 501(c) (3) non-profit corporation that is governed by a volunteer board of directors, whose members are appointed by the Polk County Board of County Commissioners. The administrative and financial records are located at the *Polk Works* office in Bartow, Florida.

Polk Works contracts with various entities to administer the programs required under each of its funding sources. Currently, the two main customer service providers are private-for-profit entities.

The Polk Works Board is responsible for ensuring that all service providers have appropriate audits conducted in accordance with OMB Circulars or other appropriate guidance. Quarterly monitoring of service providers and semi-annual monitoring of internal operations are conducted by an independent CPA firm.

III. SERVICES REQUESTED

The following professional services are requested for *Polk Works*:

A. AUDIT

An independent, organization-wide financial and compliance audit is to be conducted, completed, and submitted. The audit will cover all financial operations for the period of July 1, 2012 to June 30, 2013 (Program/Fiscal Year 2012).

The audit will include the independent auditor's report on the financial statements including: balance sheet; related statement of revenues, expenses, and changes in fund balances; statement of functional expenses; and the notes to the financial statements. An independent auditor's report on the Schedule of Federal Awards and State Financial Assistance will also be provided.

As appropriate, the audit will include the independent auditor's supplemental reports on: compliance with laws, regulations, contracts and grants; compliance with general requirements applicable to WIA, TANF, and other job training programs; compliance with specific requirements applicable to these fund sources; and internal control structure in accordance with government auditing standards.

The audit will be conducted in accordance with: generally accepted audit standards applicable to WIA, TANF, and other job training programs; applicable auditing standards set forth in the "Standards for Audit of Governmental Organizations, Program, Activities, and Functions" issued by the Comptroller General of the United States; "Government Accounting Standards" issued by the United States General Accounting Office; provisions of OMB Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Institutions"; along with all regulations, policies and rules relating to the applicable funding sources as issued by the U.S. Department of Labor, U.S. Department of Health and Human Services, Florida's Department of Economic Opportunity, Florida Department of Children and Families, and Workforce Florida, Inc.

Fieldwork for preparation of the audit may commence as early as August 26, 2013. The accounting firm must schedule the audit so that all tasks are completed in a timely manner and the final reports are received by the Polk Works Board of Directors no later than Tuesday October 25, 2013. The accounting firm will provide 30 bound copies and an electronic copy of each completed audit report.

During the audit fieldwork, the audit team will meet, at least weekly, with the responsible staff of the Board to provide an update on activities and concerns. Should problems be discovered, the President/CEO will determine whether to take appropriate corrective action at that time.

In addition to meeting with respective staff in preparing and reviewing the audit, the accounting firm will provide an audit presentation to *Polk Works* Finance Committee (*scheduled* for November 6, 2013), Executive Committee (*scheduled* for November 14, 2013), and the full Board meeting (*scheduled* for November 21, 2013.)

B. IRS FORMS

As applicable, the accounting firm will prepare IRS Forms 990, Return of *Organizations Exempt From Income Tax*.

C. MANAGEMENT AND ADVISORY SERVICES

The accounting firm may be called upon to provide additional professional services beyond successful completion of the audit and the IRS forms. The exact scope and nature of these management and advisory services have not been determined but will be consistent with the role and expertise of a certified public accounting firm. Primarily, it is anticipated that services will be provided on an as-needed basis and as requested by the Board or the Board's President/CEO throughout the term of the agreement.

IV. BOARD RESPONSIBILITY AND ASSISTANCE

The Board retains the responsibility for ensuring that the financial statements and underlying financial data are accurate and complete. Furthermore, the Board is responsible for maintaining an appropriate internal control structure; safeguarding assets; and abiding by all applicable laws, regulations, and policies.

Board staff will make the following available to the accounting firm: service provider audit reports; State and Federal monitoring reports; chart of accounts; trial balance; bank statements and reconciliations; general ledgers; cash receipts and disbursement journals; applicable Federal and State laws, regulations and policies; and respective Board policies. In addition, Board staff will provide necessary clerical assistance (locating documents, preparing forms, scheduling information, etc.), routine accounting information, and requested analysis for the accounting firm.

V. FUNDING AVAILABILITY

At the time of this solicitation, the ceiling for the amount of funding to be dedicated to the activities solicited herein has not been established.

VI. WORKING PAPERS

All working papers, statements, schedules, reports, and memoranda made by the accounting firm in the course of the duties described herein will be and remain the property of the accounting firm. Copies must be made available to appropriate Board staff as requested to aid in audit resolution or for other necessary purposes.

The accounting firm shall permit the appropriate divisions of: the State of Florida; the Governor of the State of Florida; the United States Secretary of Labor; the United States Secretary of Health and Human Services; the Inspector General of the United States Department of Labor; the Inspector General of the United States Department of Health and Human Services; the United States Comptroller General; the United States General Accounting Office; or their designated representatives to have access to and make copies of the working papers and

related documents relating to the professional services rendered. Copying costs will be paid by the requesting agency.

The working papers and related documents must be maintained and made available for inspection for a period of five (5) years from the date of the audit report or after all findings, claims, etc. have been closed, whichever is later. These records must be made available within a reasonable period of time at the Board's Bartow Administrative office.

VII. DISCLOSURE

The accounting firm will keep all documents and other information relating to these professional services confidential. Such information will only be disclosed to the *Polk Works* Finance Committee, the specific members of the Polk County Board of County Commissioners, and appropriate staff. Such information may also be made available to certain governmental agencies as specified in *Section VI*. Other than these exceptions, the accounting firm will not publish, reproduce, or otherwise divulge such information--in whole or in part--nor authorize or permit others to do so.

VIII. AGREEMENT

The accounting firm selected under this solicitation will enter into an agreement with the Board for professional services. The agreement will specify the duties of the parties and the terms of the engagement for the Program/Fiscal Year 2012-2013 audit. In addition, the agreement will provide the Board with the sole option to continue to receive the professional services of the accounting firm for up to four additional, one-year periods beyond completion of the Program/Fiscal Year 2012-2013 audit (subject to the most current policy set by Workforce Florida Inc. and promulgated by the Florida Department of Economic Opportunity.)

Payment for professional services will be specified in the agreement. The accounting firm will submit invoices on an incremental basis as work progresses. Final payment will be held until the Board accepts the audit report or upon acceptance of supplementary professional services.

IX. PROPOSAL SOLICITATION

A Request for Proposals (RFP) is being used as the method of solicitation to assure the greatest degree of open competition and to achieve the best technical proposals and services at the lowest possible cost. Public notice of this RFP has been published in the local newspaper designated by the Polk County Board of County Commissioners for such notices. In addition a notice has been placed with the Florida Administrative Weekly. All known entities recognized as being involved in the provision of services solicited will be sent a notification of this RFP. All requests for copies of this RFP will be honored by referring the requestor to the full text of the RFP that is posted on the Board's web site: www.polkworks.org click on <Contact Us>, then <Business Opps>, then <Request For Proposals>, then <Procurements>.

The method of proposal solicitation represented herein, as well as the selection process, is in accordance with the laws governing the fund sources expected to be reviewed.

After the published deadline for receipt of proposals, all proposals become property of the Board, become public information, and are available for inspection to any interested party. Duplication of any part or of an entire proposal will be subject to the Board's established fees.

No changes, modifications, or additions will be made to a proposal after the submission deadline, unless required by the Board's staff of all such submissions. The Board reserves the right to waive any minor technical irregularity.

X. LETTER OF INTENT TO PROPOSE

As a prerequisite to submitting a proposal, all prospective proposers **must** submit a **Letter of Intent to Propose** to:

Mark V. Thomas, Vice President Operations
Polk County Workforce Development Board, Inc. (Polk Works)
600 N. Broadway Avenue, Suite B
Bartow, Florida 33803

prior to 4:00 PM, Eastern Time, on December 6, 2011. (Said letter may be faxed to 863-508-1601.) The submittal of a **Letter to Intent to Propose** does not commit the sender to submit a proposal.

The prospective proposer is solely responsible for assuring that the **Letter of Intent to Propose** sent to Polk Works arrives safely and on time. Polk Works reserves the right to adjust the RFP schedule when it is in the best interest of the Board or to extend any published deadline in this RFP upon notification to those entities who have submitted a **Letter of Intent to Propose** by the time and date specified.

XI. PROPOSAL REVIEW AND AWARD PROCESS

Polk Works may act to award an agreement under this solicitation based solely on a proposal as submitted. Therefore, proposals should describe all aspects of services proposed in the most favorable terms from both a price and a technical standpoint. *Polk Works* reserve the right to request additional data in support of the proposal and/or to request that the proposer make a presentation about its proposal. All successful proposers may be required to participate in negotiations and submit any financial and/or other technical revisions to the proposal prior to final award of an agreement. Furthermore, *Polk Works* reserves the right to reject any and all proposals submitted and/or to negotiate with all qualified sources. Receipt of a proposal does not commit *Polk Works* to authorize negotiations of an agreement, to pay any of the costs associated with preparation of the proposal, to reimburse a proposer for any costs incurred prior to the signing of an agreement, or to actually procure the requested professional services.

Award will be based on the review and rating of proposals. The initial review and rating will be done by a team of Polk Works' board members and staff using the evaluation criteria contained in **Attachment B** to this RFP. Their recommendations, along with a presentation by the proposers will first be presented at a meeting of the *Polk Works* Finance Committee on Wednesday, February 1, 2012 at 3:30 PM, Eastern Time at the Board's Administrative Offices, 600 N. Broadway Avenue, Bartow, Florida 33830, and the Executive Committee on Thursday, February 9, 2012 at 3:00 PM, Eastern Time, at the same location. All proposers are encouraged to attend these Committee meetings in order to address any questions that the committee members may present. The committee meetings are the forum where proposers may present questions regarding the proposal rating and recommendations.

The *Polk Works* Executive Committee will decide upon a recommendation to the full *Polk Works* Board to accept, reject, or accept with modifications the recommendation of the review team.

Proposers are welcome to attend the full Board meeting, which is scheduled for 2:45 PM, Eastern Time, on Thursday, February 16, 2012 at place and time to be determined. (After January 11, 2012, you may contact Mark V. Thomas at mark_thomas@polkworks.org or by phone at 863.508.1600 x1109 to confirm time, date, and location of all three meetings the Finance, and Executive Committee meetings and the full Board meeting.)

The approval of a proposal does not provide approval for any proposed cost, terms, and/or conditions. These details will be negotiated after full review and discussion of the proposed services and costs by representatives of the proposer and the representative Board's staff.

Final award of an agreement is contingent upon:

- successful negotiation;
- acceptance by the proposer of the agreement terms and conditions;
- satisfactory verification of past performance, where applicable; and
- acceptance by the proposer of responsibility for achieving the agreed to objectives.

XII. NEGOTIATIONS

The negotiations will involve the specific professional services sought and the fees to be charged based on the proposal submitted. If successful, these negotiations will culminate in an agreement. If these negotiations prove to be unsuccessful, negotiations may be entered into with the second selected firm and so forth until an approved firm enters into an agreement.

XIII. PROTEST PROCEDURES

Any accounting firm that submits a proposal in response to this RFP will receive fair and unbiased consideration. Should such a firm not be funded for these services and contends that the procurement process was flawed, then that firm may protest the funding decision in writing to the Board's President/CEO within ten (10) days of the Board's decision. The President/CEO will attempt to resolve the protest in a reasonable manner and time frame. If the dispute cannot be resolved with the President/CEO, then the protesting accounting firm can seek and may be granted an opportunity to appeal to the Executive Committee of the *Polk Works* Board. The Executive Committee decision on all such matters is final.

XIV. PROPOSAL CONTENT INSTRUCTIONS

A. FORMAT

1. Respond to all categories of information requested below. Each proposal should provide a complete and clear picture of the services to be provided and the characteristics of the accounting firm and its personnel.
2. Type or word process the proposal on 8½ x 11-inch white paper with the responses made in the same order as the categories of information requested. Number the pages in consecutive order at the bottom.
3. Brochures or other presentations beyond that which is sufficient to present a complete and effective proposal are **not** desired. Elaborate artwork, expensive paper, and bindings are neither necessary nor wanted. Written material must be

single-spaced in 12-point font. Legibility, clarity, and completeness are essential. When preparing the proposal, clear, thorough, and concise answers are better than a flowery or rambling narrative. Get to the point as quickly and completely as possible. Do not respond by referencing material presented elsewhere. The response provided immediately after the question shall be considered complete and stands on its own merits. A response of "will comply" or "see above" or a similar statement shall receive zero (0) points for scoring purposes. **Failure to respond** to any questions may result in disqualification of the proposal as non-qualified and the proposal not being scored.

4. Include a commitment to the proposal on behalf of the accounting firm with the original signature of an individual who is legally authorized to submit the proposal for the firm. The name, title, address, and telephone number of the individual who has the authority to negotiate on behalf of and contractually bind the firm must also be provided. The proposal should also list a contact person who is generally available to answer questions about the proposal.
5. Deliver an **original and ten copies** of the proposal to the Board's offices prior to 4:00 PM, Eastern Time, on December 29, 2011. The original copy must contain an *original signature* in blue ink and be *clearly identified* as the "*original copy*" on its cover page. In addition to these "hard copies" of the proposal, the proposer must deliver an **electronic copy** of the proposal (other than those documents so noted in *Section XIV. B. 3. and 7*) on a **USB Flash Drive** in Microsoft **Word** format. All proposals shall be addressed to:

Mark Thomas, Vice President Operations
Polk County Workforce Development Board, Inc. (Polk Works)
600 N. Broadway Avenue, Suite B
Bartow, Florida 33803

6. Incomplete proposals, proposals submitted by fax or other electronic means (other than stated in Item #5 above), and proposals received after the above stated deadline **will not** be considered for any reason. The respondent is solely responsible for assuring that the proposal sent to the Board arrives safely and on time. Similarly, the respondent assumes the responsibility that its proposal meets all the requirements as set forth in this RFP.
7. *Ex parte* communication regarding this solicitation is prohibited between a potential or current respondent and any: Board member, Board staff, or any other person serving as an evaluator during this competitive procurement process. Respondents directly contacting Board members, Board committee members, Board staff, or evaluators regarding this solicitation risk elimination of their proposals from consideration. Correspondence with the Vice President of Operations does not constitute *ex parte* communication.

B. INFORMATION REQUESTED

1. Accounting firm's organizational structure:
 - Firm's name
 - Corporation, partnership, or sole proprietorship
 - Corporate parent, subsidiaries, and/or affiliates
 - List of current directors/partners/principles/officers
 - Status as a "small firm" and/or "firm owned and controlled by socially and economically disadvantaged individuals" as stated in OMB Circular A-133
 - Location of main office and all other offices

2. Firm's qualifications:
 - Services generally offered to clients
 - Service specializations or concentrations
 - Staff size and positions
 - Relevant firm history
 - Experience in conducting audits of nonprofit corporations
 - List recent, preferably local, nonprofit clients
 - Experience in conducting audits of federal grant funds including WIA and TANF
 - List recent Florida audit clients, especially other workforce boards, that required audit of Federal fund sources
 - Internal quality assurance practices and procedures
 - Provide copy of most recent external peer review*
 - Provide contact information for three references preferably for whom similar audit services have been provided

**May be excluded from the electronic copy of the proposal*

3. Proposed client service team qualifications:
 - Identify proposed team members
 - Fully describe the qualifications of proposed team members (overall experience; nonprofit and/or federal fund auditing experience especially in conducting single audits; education; continuing professional education; etc.) Resumes may be included. For those positions that are currently vacant, provide full job descriptions listing qualifications

4. Audit services:
 - Understanding of audit scope of work
 - Acknowledgement of regulatory requirements
 - Methodology of audit work including expected assistance from the Board's staff
 - Planned audit timetable (at a minimum, start and completion dates)
 - Capacity of the firm to achieve the audit timetable considering other client commitments

- 5. Other professional services:
 - Completion of requested IRS forms
 - Management advisory and other services available
 - Any other resources

6. Fees

A. *Cost per thousand dollars--*

The Board has traditionally paid for audit services based on a flat rate per \$1,000 audited plus out-of-pocket expenses. As an example, the last audit conducted was priced at \$4.22 per thousand dollars audited. In order to make the audit proposals comparable, state your proposed audit fees in the same manner. The currently projected total expenditures for Program/Fiscal Year 2011, for the period ending June 30, 2012, are approximately **\$11,000,000**.

- Proposed audit fee based on number of dollars in fees per thousand dollars expended and audited for the program/fiscal years ending:
 - June 30, 2013 _____
 - June 30, 2014 _____
 - June 30, 2015 _____
 - June 30, 2016 _____
 - June 30, 2017 _____
- Estimated out-of-pocket expenses to be charged for audit for the program/fiscal years ending:
 - June 30, 2013 _____
 - June 30, 2014 _____
 - June 30, 2015 _____
 - June 30, 2016 _____
 - June 30, 2017 _____

B. *Fixed fee basis--*

With this solicitation, the Board wants to consider as an alternative, a fixed fee basis.

- Fixed fee cost for Financial Audits of *Polk Works* for the program/fiscal years ending:
 - June 30, 2013 _____
 - June 30, 2014 _____
 - June 30, 2015 _____
 - June 30, 2016 _____
 - June 30, 2017 _____
- Fixed fee cost for each required Single Audit for the program/fiscal years ending:
 - June 30, 2013 _____
 - June 30, 2014 _____
 - June 30, 2015 _____
 - June 30, 2016 _____
 - June 30, 2017 _____

C. Fee structure for management advisory and other services (*list*):

7. Other considerations

- By submitting a response to this RFP, the proposer certifies it is in compliance with the following:

PUBLIC ENTITIES CRIME STATEMENT--

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract for the construction or repair of a public building or public work, may not submit a bid on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S. for CATEGORY TWO for a period or 36 months from the date of being placed on the convicted vendor list.

- Does the firm owe any repayment of funds to any Federal funding source?
- Has the firm ever been suspended or debarred from contracting with the Federal, State, or local government? (See Attachment A)
- Has the firm or any of its current staff or principals been subject to any disciplinary proceedings by the Florida Board of Accountancy during the last three years?
- Attach a copy of the firm's fidelity bond.*
- Attach a copy of the most recent partnership or corporation license issued by the Florida Board of Accountancy.*
- Provide documentation from the SBA that proposer is a "small" firm for purposes of procurement.*
- Provide documentation that the proposer is a firm "owned and controlled by socially and economically disadvantaged individuals."*

**May be excluded from the electronic copy of the proposal*

NOTE: Polk Works is prohibited from entering into contracts with one of its Board members, with an organization represented by its one of its Board members or with any entity where a Board member has any relationship with the contractor.

A relationship means the Board member is an owner or a principal of the contractor or a principal of the contractor has retained the Board member or the parent organization or subsidiary of a corporate principal of the contractor has retained the Board member or a member's known relative, or Board member's business associate is an owner of the contractor.

ATTACHMENT A

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

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

(BEFORE SIGNING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

A. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
2. Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction or proposal under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
3. Are not presently indicted for or otherwise criminal or civil charges by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1.b. of this certification.
4. Have not within a three (3) year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

B. Where the prospective primary participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal and submit to:

Stacy Campbell-Domineck, President/CEO, Polk County Workforce Development Board, Inc.

Name and Title of Authorized Representative:

Name of Proposer:

Signature

Date

INSTRUCTIONS FOR ATTACHMENT A

1. By signing and submitting this Proposal, the prospective primary participant is providing the certification as set out herein.
2. The inability of a person to provide the required certification will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the Board's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this Request for Proposal.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the Board determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available, the Board may terminate this Request for Proposal for cause or default.
4. The prospective primary participant shall provide immediate written notice to the Board if at any time the respective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage Sections of the rules implementing Executive Order 12549. You may contact the Board for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this Request for Proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction unless authorized by the Board.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions, provided by the Board without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph six (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction in addition to other remedies available to the Federal Government, the Board may terminate this Proposal for cause or default.

ATTACHMENT B -PROPOSAL REVIEW CRITERIA/RATING FORM

Proposer: _____

RATING SUMMARY

Points Awarded	Points Available	SELECTION CRITERIA
	0-40	A. Firm's Qualifications
	0-36	B. Client Service Team's Qualifications
	0-20	C. Audit Service Plan
	0-4	D. Other Professional Services
	0-100	TOTAL RATING

Rating Comments:

- Did the proposer provide documentation from the SBA that proposer is a "small" firm for purposes of procurement? ____Yes; ____No
- Did the proposer provide documentation that the proposer is a firm "owned and controlled by socially and economically disadvantaged individuals?" ____Yes; ____No
- Include a brief narrative on whether the proposal is reasonable from a cost-value perspective especially when compared to other proposals received and the current price of \$4.22 per \$1,000 expended per audit for the last two program/fiscal years.

Rating Completed by: _____ Date: _____

Points Awarded	Points Available	SELECTION CRITERIA--FIRM QUALIFICATIONS
	0-3	Service specializations or concentration
	0-5	Experience in auditing nonprofit organizations
	0-15	Experience in auditing both WIA and TANF funds
	0-5	Experience in auditing other federal grant funds
	0-6	Internal quality assurance
	0-6	External peer reviews
	0-40	Subtotal

Points Awarded	Points Available	SELECTION CRITERIA—CLIENT SERVICE TEAM'S QUALIFICATIONS
	0-15	WIA, TANF, and/or other federal grant fund auditing experience
	0-11	Overall auditing and accounting experience
	0-10	Education and continuing professional education
	0-36	Subtotal

Points Awarded	Points Available	SELECTION CRITERIA—AUDIT SERVICE PLAN
	0-5	Understanding of audit scope and acknowledgement of regulatory requirements
	0-3	Methodology for audit work
	0-4	Expected assistance from Board staff
	0-3	Audit timetable
	0-5	Capacity of firm to achieve audit timetable
	0-20	Subtotal

Points Awarded	Points Available	SELECTION CRITERIA—OTHER PROFESSIONAL SERVICES
	0-2	Ability and experience in providing management advisory and/or other services
	0-2	Any other resources that would be advantageous
	0-4	Subtotal