



## Southern Workforce Board, Inc.

Request for proposal for single audit services  
for the period

**July 1, 2022 to June 30, 2023**

Inquiries and proposals should be directed to:

Name: Kerry Manning

Title: Executive Director

Entity: Southern Workforce Board, Inc.

Address: P.O. Box 744, Durant, OK 74702

Phone: (580) 745-5397

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## General Information

### A. Purpose

This request for proposal (RFP) is to contract for a financial and compliance audit for the year ending June 30, 2023. The proposal includes options for two additional years.

### B. Who may respond

Only licensed certified public accountants may respond to this RFP.

### C. Instructions on proposal submission

1. Closing submission date: Proposals must be submitted no later than 4:30 p.m. on March 13, 2024.
2. Inquiries: Inquiries concerning this RFP should be directed to Gail Armstrong, CFO/Fiscal Officer, (580) 745-5397. Offerors may direct questions via email at [garmstrong@swb-ok.com](mailto:garmstrong@swb-ok.com).
3. Conditions of proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Southern Workforce Board, Inc. (SWB).
4. Instructions to prospective contractors:

Your proposal should be addressed as follows:

Name: Kerry Manning  
 Title: Executive Director  
 Entity: Southern Workforce Board, Inc.  
 Address: P.O. Box 744  
Durant, OK 74702

It is important that the Offeror’s proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for proposal  
 4:30 p.m. March 13, 2024  
 For audit services

5. Electronic or hard copy submissions:

Electronic: Proposals can be submitted electronically to the following email address: [kmanning@swb-ok.com](mailto:kmanning@swb-ok.com) by the closing submission date noted above.

Hard Copy: Proposals may also be submitted by hard copy to the following:

Mailing address: P.O. Box 744, Durant, OK 74702 by the closing submission date noted above.

Physical address: 3202 W. University Blvd, Durant, OK 74701

It is the responsibility of the Offeror to ensure that the proposal is received by SWB by the date and time specified above.

Late proposals will not be considered.

6. Right to reject: SWB reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based on the factors described in this RFP.
7. Small and/or minority-owned businesses: Efforts will be made by SWB to utilize small businesses and minority-owned businesses. An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).
8. Notification of award:
  - a. It is expected that a decision about selection of the successful audit firm will be made within four (4) weeks of the closing date for the receipt of proposals.
  - b. Upon conclusion of final negotiations with the successful audit firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful audit firm.

#### D. Description of entity and records to be audited

SWB is a nonprofit organization that serves seventeen (17) counties in the southeast quadrant of the State of Oklahoma. SWB is a private, nonprofit corporation and has been determined to be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. It is governed by a twenty-six (26) member volunteer board of directors. Administrative offices and all records are located at 3202 W. University, Durant, OK, 74701. An additional office is located in Hugo, Oklahoma.

SWB was incorporated in January 2012 to administer the U.S. Department of Labor Workforce Investment Act (WIA) funds which is now Workforce Innovation and Opportunities Act (WIOA) and another federal and state job training programs for the southern jurisdiction of 17 counties in southern and southeast Oklahoma.

SWB implemented the Abila MIP Fund Accounting software and has a separate fund for each program. There are three program funding streams within the WIOA funds. There is an Adult Services, Dislocated Worker Services, and Youth Program Services that are funded by multiple grants during the fiscal year.

SWB has one bank account that is the operating account for accounts payable and payroll using the automated systems in the software. SWB, also, has a SWEEP account that holds most of the funds until the operating account needs money to cover disbursements. The SWEEP account is an interest-bearing account.

For the period of 7/1/2022 to 6/30/2023, SWB has approximately \$6,000,000+ in revenue and expenses for the 12-month period.

#### E. Options

At the discretion of SWB, this audit contract can be extended for two additional one-year periods. The cost for the option periods will be agreed on by SWB and the Offeror. It is anticipated that the cost for the optional years will be based on the same approximate cost per thousand dollars of audited expenditures as the contract for the initial year or less.

## Specification schedule

### A. Scope of a financial and compliance audit

The purpose of this RFP is to obtain the services of a public accounting firm, whose principal officers are independent certified public accountants, certified or licensed by a regulatory authority of a state or other political subdivision of the United States, hereinafter referred to as the "Offeror," to perform a financial and compliance audit of SWB.

### B. Description of programs/contracts/grants

SWB is funded by the U.S. Department of Labor (DOL) that passes through the Oklahoma Office of Workforce Development (OOWD) to SWB on a contract/grant basis. There are three main programs funded by DOL, which is Adult, Dislocated Worker, and Youth and will have multiple grants per fiscal year.

Adult Services - SWB administers and oversees services contracted with a service provider that will encompass workforce development programs and initiatives that provide many adult workers with workforce preparation and career development services, and help employers find the skilled workers they need. Activities promote and facilitate an integrated public workforce system through which a full array of services is offered to workers and employers throughout the network of One-Stop Career Centers.

Dislocated Worker Services - SWB administers the funds and oversees the services contracted with a service provider that provide services to address layoffs, displaced homemakers economic transitions, and other unexpected events. There is assistance in job-search, job-placement, career counseling, and comprehensive assessment of an individual's employability, development of a personal plan, occupational training and supportive services.

Youth Program Services – SWB administers funds and oversees services contracted with a service provider that targets eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities for improving educational and skill competencies, and provide effective connections to employers. Services for on-going mentoring opportunities, in the workplace and the community, training, supportive services, incentives for recognition and achievements, as well as opportunities in activities related to leadership, development, decision making, citizenship, and community service.

### C. Performance

SWB's records should be audited through for the period of July 1, 2022 through June 30, 2023.

The Offeror is required to prepare audit reports in accordance with Government Auditing Standards as set forth and defined by the American Institute of Certified Public Accountants, as well as all regulations required by the U.S. Office of Management and Budget, U.S. General

Accounting Office, the Oklahoma Office of Workforce Development and the guidelines of the various agencies as applicable.

#### D. Delivery schedule

The Offeror is to transmit one electronic copy of the draft audit report to SWB's Executive Director, Kerry Manning (kmanning@swb-ok.com) and the Fiscal Officer, Gail Armstrong (garmstrong@swb-ok.com). The draft audit report is due on June 14, 2024, but may be negotiable.

The Offeror shall deliver a final electronic audit report to the SWB's Fiscal Officer no later than July 1, 2024.

Reports may be submitted earlier than the schedule above. However, if the Offeror fails to make delivery of the audit reports within the time schedule specified herein, or if the Offeror delivers audit reports that do not conform to all of the provisions of this contract, SWB may, by written notice of default to the Offeror, terminate the whole or any part of this contract. Under certain extenuating circumstances, the contracting agent may extend this schedule upon written request of the Offeror with sufficient justification.

#### E. Pricing

The Offeror's proposed price for services should include a not-to-exceed total fee and a fee per service. Any out-of-pocket expenses should also be indicated.

#### F. Payment

Payment will be made when SWB has determined that the total work effort has been satisfactorily completed. Should SWB reject a report, SWB's authorized representative will notify the Offeror in writing of such rejection, giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for 90 days after the Offeror submits the final invoice for payment.

Progress payments will be allowed to the extent that SWB can determine satisfactory progress is being made.

Upon delivery of the electronic copy of the final reports to SWB and their acceptance and approval, the Offeror may submit a bill for the balance due on the contract for the audit.

#### G. Audit review

All audit reports prepared under this contract will be reviewed by SWB and its funding sources to ensure compliance with the General Accounting Office's (GAO) *Government Auditing Standards* and other appropriate audit guides.

#### H. Exit conference

An exit conference with SWB's representatives and the Offeror's representatives may be held at the conclusion of the fieldwork. Observations and recommendations must be summarized in writing and discussed with SWB. It should include internal control and program compliance observations and recommendations.

#### I. Workpapers

1. Upon request, the Offeror will provide a copy of the workpapers pertaining to any questioned costs determined in the audit. The workpapers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.
2. The workpapers will be retained for at least three years from the end of the audit period.
3. The workpapers will be available for examination by authorized representatives of the cognizant federal or state audit agency, the GAO and SWB.

#### J. Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to SWB, the Offeror agrees not to publish, reproduce, or otherwise divulge such information in whole or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offeror's possession, to those employees on the Offeror's staff who must have the information on a "need to know" basis.

The Offeror agrees to immediately notify, in writing, SWB's authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

#### K. AICPA professional standards

The AICPA Professional Standards state:

Ethics Interpretation 501-3 – Failure to follow standards and/or procedures or other requirements in governmental audits.

Engagements for audits of government grants, government units or other recipients of government monies typically require that such audits be in compliance with government auditing standards, guides procedures, statutes, rules and regulations, in addition to generally accepted auditing standards. If a member has accepted such an engagement, and undertakes an obligation to follow specified government auditing standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards, he is obligated to follow such requirements.

Failure to do so is an act discreditable to the profession in violation of Rule 501, unless the member discloses in his report the fact that such requirements were not followed and the reasons therefor.



## Technical qualifications

The Offeror, in its proposal, shall, as a minimum, include the following:

### A. Understanding our needs

The Offeror should describe the current challenges and opportunities specific to our organization. Describe how your firm is best suited to assist our organization in facing those challenges and opportunities moving forward.

### B. Understanding the scope of work

The Offeror should clearly describe the scope of work to be performed in alignment with this RFP.

### C. Understanding our industry

The Offeror should describe its understanding of our industry by providing specific industry knowledge and expertise as well as prior auditing experience.

1. Prior experience working with nonprofit organizations
2. Prior experience auditing grant funded organizations
3. Prior experience auditing organizations similar to SWB
4. Prior experience providing additional services to organizations similar to SWB

### D. Engagement team

The Offeror should briefly describe the qualifications of staff to be assigned to the audits. Descriptions should include:

1. Audit team makeup.
2. Overall supervision to be exercised.
3. Prior experience of the individual audit team members. Audit team bios should include education, position in firm, years with the firm, industry-specific experience, and training on the recent Uniform Guidance.

### E. Organization, size, and structure

The Offeror should describe its organization, size (in relation to audits to be performed), and structure. Description should include:

1. Size of the Offeror, including number of employees and physical site locations.
2. Explanation of independence.
3. Any conflicts of interest that exist.
4. Results of peer review.
5. Explanation if the Offer is a small business, minority business, women's business enterprise, or labor surplus firm.

#### F. Audit approach to the engagement

The Offeror should describe its approach of the work to be performed.

#### G. Certifications

The Offeror must sign and include, as an attachment to its proposal, the certifications enclosed with this RFP. The publications listed in the certifications will not be provided to potential Offerors by SWB because SWB desires to contract only with an Offeror who is already familiar with these publications.

## Proposal evaluation

### A. Submission of proposals

If submitted electronically, proposals should be sent to [kmanning@swb-ok.com](mailto:kmanning@swb-ok.com) by the closing submission date noted above.

If submitted by hard copy, all proposals shall include one copy of the Offeror's technical qualifications, along with one copy of the pricing information and one copies of the signed certifications. These documents will become part of the contract.

### B. Nonresponsive proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received in a timely manner in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications.
4. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the *Government Auditing Standards* of the U.S. Comptroller General.

### C. Proposal evaluation

Evaluation of each proposal will be scored on the following six factors.

- |   | Point range |
|---|-------------|
| 1. Understanding our industry   | 0 - 10      |
| a. Understanding our current challenges and opportunities   |             |
| b. Firms approach to addressing our challenges  |             |
| 2. Understanding our industry   | 0 – 30      |
| a. Prior experience <i>working with nonprofit organizations</i>   |             |
| b. Prior experience auditing grant funded organizations   |             |
| c. Prior experience auditing organizations similar to SWB   |             |
| 3. Organization, size, and structure of Offeror's firm<br>(consider size in relation to audits to be performed) | 0 - 5       |
| a. Adequate size of the firm  |             |
| b. Minority business/small business/women's business enterprise/labor surplus firm                              |             |

4. Qualifications of staff to be assigned to the audits to be performed. This will be determined from résumés submitted. Include education, position in firm, and years and types of experience.	0 – 20
a. Prior experience of the individual audit team members	
b. Overall supervision to be exercised	
5. Offeror’s audit approach to the engagement	0 – 15
a. Adequate coverage	
b. Realistic engagement timetable	
6. Price	0 – 20
Maximum points	100

#### D. Review process

In compliance with Uniform Guidance 2 CFR Part 200.319 – Competition, SWB has conducted this procurement in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.

SWB may, at its discretion, request presentations by or meetings with any or all Offerors to clarify or negotiate modifications to the Offerors’ proposals.

However, SWB reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the Offeror can propose.

SWB contemplates award of the contract to the responsible Offeror with the highest total points or have an adequate justification as to the selection.

## Certifications

On behalf of the Offeror:

1. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
2. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
3. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
5. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
6. The individual signing certifies that the Offeror is a properly licensed certified public accountant or a public accountant licensed on or before June 30, 2023.
7. The individual signing certifies that the Offeror meets the independence standards of the *Government Auditing Standards*.
8. The individual signing certifies that he/she is aware of and will comply with the GAO's continuing education requirement of 80 hours of continuing education every two years and that 24 hours of the 80 hours of education will be in subjects directly related to the government environment and to government auditing for individuals.
9. The individual signing certifies that he/she is aware of and will comply with the GAO requirement of an external quality control (peer) review at least once every three years.
10. The individual signing certifies that he/she has read and understands the following publications relative to the proposed audits:
  - a. *Government Auditing Standards* (Yellow Book)
  - b. *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* ("Uniform Guidance")
  - c. *Audits of Not-for-Profit Entities* (AICPA Audit Guide)
  - d. *Audits of State and Local Governments* (AICPA Audit Guide)
  - e. *U.S. Department of Labor Audit Guidelines, if applicable*
11. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.
12. The individual signing certifies that the Offeror, and any individuals to be assigned to the audit, does not have a record of substandard audit work and has not been debarred or

suspended from doing work with any federal, state, or local government. The Offerer shall comply with the debarment and suspension requirements (E.O. 12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR 3485. (If the Offeror or any individual to be assigned to the audits has been found in violation of any state or AICPA professional standards, this information must be disclosed.)

13. The individual signing certifies that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.
14. The individual signing certifies they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.
15. The individual signing certifies they will comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), 29 C.F.R. Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The Parties shall not lobby federal entities using federal funds and will disclose lobbying activities as required by law and regulations.
16. Each Party that receives funds made available under title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. Section 49, et. seq.) certifies that it will comply with Sections 8301 through 8303 of title 41 of the United States Code (commonly known as the "Buy American Act.") and as referenced in WIOA Section 502 and 20 CFR 683.200(f).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Offeror's Firm Name)

\_\_\_\_\_  
(Signature of Offeror's Representative)

\_\_\_\_\_  
(Printed Name and Title of Individual Signing)