

**REQUEST FOR QUOTES
TARRANT COUNTY WORKFORCE DEVELOPMENT BOARD
FINANCIAL AUDITING SERVICES**

The Tarrant County Workforce Development Board (d.b.a. Workforce Solutions for Tarrant County, herein referred to as the Board) is an organization that administers federally and state funded workforce development and training programs within Tarrant County. For more detailed information on the services provided by Workforce Solutions and its locations, please visit our website at www.workforcesolutions.net.

Workforce Solutions for Tarrant County is seeking to contract with an individual or organization to provide Auditing Services to the Board. The scope of the services requested is detailed below.

SERVICES REQUESTED

I. Scope of Audit

The Board follows generally accepted accounting principles (GAAP), procedures mandated by the United States Department of Labor, and fiscal procedures outlined in the Texas Workforce Commission's Financial Management Manual for Grants and Contracts (FMGC). The fiscal system is computerized using Abila MIP Fund Accounting software and Microsoft Excel spreadsheets.

All financial records are maintained and are accessible at 1320 S. University Drive, Suite 600, Fort Worth, Texas 76107.

Financial Activity has been conducted in two (2) bank accounts with transactions ranging up to 250 items per month. For additional background, the Schedule of Expenditures of Federal and State Awards from the most recent (FY 2017) audit is attached.

The selected provider will be under contract for the initial audit period, Fiscal Year 2018, and upon successful completion of work, could subsequently be renewed for up to three additional years.

Qualified organizations should be prepared to perform the following services:

- A. Perform audits in compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards found at 2 CFR 200 et seq.
- B. Describe and identify work papers and work to be performed in the submitted quote.
- C. Complete preliminary work on the initial audit period (October 1, 2017 through September 30, 2018) by April 30, 2019.
- D. Submit reports in the following manner:
 - 1. Present to the Board Executive Director and Director of Finance an Exposure Draft for the audit period on or before May 1, 2019.
 - 2. The final report must be provided no later than June 15, 2019. Additional copies must be made available for mailing to the Texas Workforce Commission (TWC), Board members, and other granting agencies.
 - 3. Include in the report all elements as required by TWC FMGC, Chapter 20, Section 20.02.
 - 4. Include in report instances of fraud, waste and illegal acts or indications of such, including all questioned costs, which must be recovered and reported to TWC.
 - 5. Submit, separate from the Audit Report, a Management Report.
 - 6. Retain all work papers for a minimum of three (3) years from the date of the audit.

7. Make work papers available for examination by authorized representatives of the Board and TWC.
8. Respond to TWC and the Board during the Audit Resolution Process.

II. Audit Requirements

The following publications and guidelines shall govern the audit and scope of services:

- A. The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards found at 2 CFR 200, et seq.;
- B. American Institute of Certified Public Accountants (AICPA) Industry Audit Guide, Audits of State and Local Government Units;
- C. Government Auditing Standards, Comptroller General of the United States;
- D. Financial Accounting Standards Board (FASB) Statement of positions 80-2, Accounting and Financial Reporting by Government Units;
- E. The Texas Workforce Commission Financial Management Manual for Grants and Contracts, WIA Issuances and WIA Official Notifications, TWC Compliance and Resolution Monitoring Guides;
- F. WIOA Financial and Programmatic Monitoring Reports, Incident Reports, Investigative Reports of the Office of the Inspector General, which may have potential audit implications;
- G. The Workforce Innovation and Opportunity Act and Federal Regulations; and
- H. AICPA Professional Standards.

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF QUOTATIONS

I. Questions

Questions related to this RFQ can be directed to Tillie Taylor, Administrative Liaison, via e-mail at tillie.taylor@workforcesolutions.net.

II. Submission

- A. Response Deadline

Complete quotations must be submitted to the following address:

Workforce Solutions for Tarrant County
Attn: Judy McDonald, Executive Director
1320 S. University Drive, Suite 600
Fort Worth, Texas 76107

All quotations must be received at the Board offices by 4:00 p.m. Friday, November 2, 2018. Quotations received after this deadline will be declared non-responsive and will not be considered.