Request for Proposals

Audit Services

Worksystems is seeking a qualified and experienced CPA firm to provide audit and tax services beginning in the organization’s fiscal year ending June 30, 2020.

Released
February 13, 2020
Part I: Introduction

Worksystems, Inc. is a non-profit agency that supports economic growth in the City of Portland, Multnomah and Washington counties by pursuing and investing resources to improve the quality of the workforce. We design and coordinate workforce development programs and services delivered through a network of partners to help people get the skills, training and education they need to go to work or to advance in their careers. Our partners include employers, labor groups, government, community colleges, high schools, community-based and economic development organizations. Since 1998, Worksystems has invested over $300 million in our community.

Part II: Background

Worksystems is seeking competitive proposals from qualified certified public accounting firms to provide audit and tax services for the organization. Worksystems’ is required to procure for these services every five years. The anticipated contract period for this engagement will be April 2020 for the audit of the fiscal year ending June 30, 2020, with an option to extend for each of the four subsequent fiscal years.

Worksystems’ most recent audit can be found at https://www.worksystems.org/about-us/our-budget.
Part III: Services to be Performed

The Engagement Letter must cover the following services:

1. Annual audit conducted in accordance with:
   a. Generally accepted auditing standards (GAAS)
   b. General Accounting Office’s Government Auditing Standards

2. Auditor evaluation of and reporting on the internal control over financial reporting.

3. Preparation of the submission to the Federal Audit Clearinghouse.

4. Preparation of Form 990 and State CT-12 filings for the organization.

5. Meetings with management and board of directors as necessary.

Timelines

1. Fiscal Year End Calendar: The organization’s fiscal year end is June 30. The fiscal year remains open through August each year to record revenue, accounts payable accruals and further year-end adjustments. The general ledger is finalized during the first week of September. Worksystems’ staff prepare the financial statements and supporting documentation over a period of two to three weeks. These statements are finalized for audit review no later than October 1 of each year.

2. Final Report Due Date: Completion of the audit, including the Independent Auditors’ Reports over the financial statements, internal control and compliance are to be completed with final report delivery by December 15.

3. Tax filings: Tax returns are to be completed by April 15 of the following calendar year.

Part IV: Proposal Narrative Content and Evaluation Criteria

Section A: Expertise, Experience and Audit Approach

(60 points)

Please provide the following information:

1. Detail your firm’s experience in providing audit and tax services to entities in the not-for-profit sector, as well as organizations of a comparable size to Worksystems. Is the firm licensed in Oregon?

2. Provide information on whether you provide services to any related industry associations or groups, including Workforce Development Boards.

3. Discuss the firm’s independence with respect to Worksystems. Explain how you will monitor and maintain your independence on an ongoing basis.

4. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years. How will Worksystems be notified and/or consulted if key personnel changes are made?
5. Identify the partner, manager, and in-charge accountant who will be assigned to our job if you are selected; provide biographies for these individuals. For key personnel identified in the proposal, address the level of involvement and accessibility throughout the performance of the audit.

6. Indicate complaints that have been leveled against the firm or staff identified in the proposal by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these individuals.

7. Describe how your firm will approach Worksystems’ audit, including the areas that will receive primary emphasis. Discuss the firm’s use of technology in the audit. Discuss the communication process used by the firm to discuss issues with Worksystems’ management team and the audit committee of the board.

8. Provide the names and contact information of other similarly sized not-for-profit clients of the partner and manager that will be assigned to our organization.

9. Describe specifics about what uniquely qualifies your firm to serve our organization, what skills you bring and what experience you have that other firms may not.

10. Describe how your firm will prioritize the work you do for Worksystems.

11. Include a copy of your firm’s most recent Peer Review report, the related letters of comments and the firm’s response to the letters of comments.

Section A Evaluation Criteria

- Expertise and Experience
  - The firm’s experience and performance on comparable non-profit and/or local government engagements
  - The quality of the firm’s professional personnel to be assigned to the engagement and the quality of the firm’s management personnel to be available for technical consultation

- Audit Approach
  - Adequacy of proposed staffing plan for various segments of the engagement
  - Adequacy of techniques and analytical procedures
  - Adequacy, appropriateness and quality of communication process

Section B: Cost Proposal
(40 points)

1. Furnish current standard billing rates for classes of professional personnel for each of the last three years, including an expense policy describing how incidental costs (for example, travel and mileage) are billed.

2. Set forth your fee proposal for the FY 2019 audit with whatever guarantees you offer regarding fee increases in future years. Provide your proposed fee for preparation of tax returns.
3. Describe under what circumstances your firm has sought additional fees in other audit situations. Explain under what conditions your firm would seek additional fees in the first year of the engagement, and what could prompt increases in subsequent years.

4. Describe how you bill for questions on technical matters that may arise throughout the year.

5. Please submit information on the firm’s liability insurance coverage.

**Section B Evaluation Criteria**

- Costs are consistent, essential and sufficient to accomplish the work outlined in the response.
- The budget justification is sufficiently detailed and demonstrates how cost estimates were derived.
- The budget contains no unexplained amounts, is complete and accurate, competitive and reasonable.
- Liability insurance coverage is adequate.

**Part V: Proposal Review Process**

Proposals will be evaluated based on the Evaluation Criteria outlined above by a review panel comprised of Worksystems staff. If it is in the best interest of Worksystems’ decision process, finalists may be asked to respond to follow-up questions and/or provide response in a presentation format. The review panel’s selection recommendation will be made to the Executive Director and the Audit Committee of the Board; the Audit Committee will make the final selection decision.

**Part VI: Proposal Submission**

Worksystems must receive the proposal and all related documents marked “*(Name of Applicant) Audit Services* no later than Monday, March 16, at 12:00 noon.” The Cover Page must be signed by an individual authorized to represent the organization, to act on its behalf and to legally bind it in all matters related to the RFP. Submit an electronic copy (direction below) as well as the following paper copies of your proposal: One (1) original with signature, plus four (4) copies of the entire proposal package to:

Worksystems, Inc.
1618 SW First, Ave, Suite 450
Portland, OR 97201.

Please send an electronic copy of the proposal (in pdf) to RFP@worksystems.org. Worksystems will send an email confirmation to the address on the cover page acknowledging receipt.

Complete proposal packages will include the following documents:
Proposal Documents | Submit Paper Copies | AND Submit Electronically to RFP@worksystems.org
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Completed, signed Proposal Cover Sheet | (1) One signed original (4) Four copies | PDF format
Proposal Narrative | (1) One original (4) Four copies | PDF format
Peer Review Report | (1) One original (4) Four copies | PDF format

It is the respondent’s responsibility to ensure the submission was received. If a Worksystems confirmation email has not been received, it is the respondent’s responsibility to follow-up with another email or telephone call before 12:00 noon on March 16, 2020. Late proposals will not be considered.

**Part VII: Award Notification**

Provisional award results will be sent via e-mail by April 6, 2020.

**Part VIII: Administrative Detail**

**Inquiries**

All questions related to this solicitation are to be submitted electronically via email with the subject “Audit Services” and sent to: RFP@worksystems.org. Questions received after the solicitation has been published and before close of business March 11, 2020, will be responded to within two business days by posting in the “Questions and Answers” section for this RFP at www.worksystems.org News and Events section. Questions received after March 11, 2020 will not be answered.

**Withdrawal**

A submitted RFP response may be withdrawn at any time. A written request to withdraw the response must be submitted electronically to: RFP@worksystems.org.

**Appeals**

The following process has been established to address appeals:

- The appeal must be due to what the respondent considers a flaw in the Evaluation Committee’s funding recommendation process.
- The appeal must be submitted in writing by April 9, 2020. Appeals must be sent to: RFP@worksystems.org. All appeals are public information.
- The organization/individual filing the appeal must specify the basis of the appeal and provide an alternative the appellant would find acceptable. Proposal rating scores may not be appealed. The mere fact that a proposal was not recommended for funding is also not open to an appeal, nor is a complaint about the amount of funding granted. The appeal must be based on a violation of the process established for the solicitation.
During any part of the review or consideration, the appellant may be asked to clarify or amplify statements or to provide proof of claims or other statements. Any such requests must be fully responded to within the time designated by Worksystems. In the event an appellant fails to respond, the appeal will be dismissed, and no further appeal will be accepted.

Worksystems’ Executive Director and Chief Operating Officer will review the appeal and issue a written response that is intended as a complete and final answer to the appeal.

Resource Documents
- Submission Cover Page

**Part IX: Additional Provisions and Disclaimers**

- Worksystems reserves the right to waive informalities and minor irregularities in offers received.
- This RFP does not commit Worksystems to award a contract.
- Worksystems may accept any item or group of items of any offer, unless the bidder qualified its offer by specific limitations.
- Worksystems reserves the right to request additional data or oral discussion or documentation in support of written offers.
- By providing contact information for references bidders are authorizing Worksystems to contact the reference and discuss bidders’ work.
- No costs will be paid to cover the expense of preparing a proposal.
- All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to Worksystems and be subject to disclosure under the Freedom of Information Act. Applicants are advised that most documents in the possession of Worksystems are considered public records and subject to disclosure under the State of Oregon’s Public Records Law.
- Formal notification to award a contract and the actual execution of a contract are subject to the following: Receipt of anticipated funding, results of negotiations between selected bidders and Worksystems staff, and continued availability of funds.
- Proposals submitted for funding consideration must be consistent with – and if funded, operated according to – relevant federal legislation, all applicable federal regulations, State of Oregon policies, and Worksystems policies and procedures.
- Additional funds received by Worksystems may be contracted by expanding existing programs. These decisions shall be at the discretion of Worksystems.
- Worksystems may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of Worksystems, the services proposed are not needed, or the costs are higher than Worksystems finds reasonable in relation to the overall funds available, or if past management concerns lead Worksystems to believe that the bidder has undertaken more services than it can successfully provide.
- Worksystems has a right to fund a lower-ranked proposal over a higher ranked proposal because of valid policy considerations, including but not limited to, geographical considerations, leveraging of outside resources, and target populations.
- All bidders must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.
- All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
- Worksystems reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.