



**REQUEST FOR PROPOSAL (RFP) FOR AUDIT & TAX SERVICES
February 25, 2010**

I. Purpose

The purpose of this RFP is to obtain the services of a public accounting Firm, whose principal officers are independent Certified Public Accountants (CPAs), who are licensed by the Connecticut State Board of Public Accountancy to perform a financial and compliance audit of the Capital Workforce Partners (CWP) for its fiscal year July 1, 2009 - June 30, 2010 along with the preparation of Federal Form 990 and CT Form PCUREG-01.

Financial statement audits determine (1) whether the financial statements of an audited entity present fairly the financial position in accordance with generally accepted accounting principles, and (2) whether the entity has complied with laws and regulations for those transactions and events that may have a material effect on the financial statements.

II. Description of Entity

Capital Workforce Partners is a private, non-profit 501(c)(3) organization responsible for coordinating a regional workforce system that meets the changing employment and training needs of employers and job seekers in support of the North Central region's economic growth and vitality.

Today, CWP designs and manages a number of targeted workforce development programs including:

- WIA-funded adult and youth services.
- Other government-funded programs such as job placement and training for Jobs First Employment Services and Temporary Assistance to Needy Families (JFES/TANF) clients.
- Programs for youth in the North Central Region.
- Foundation and government-funded special projects.

Our Mission: We leverage public and private resources to produce skilled workers for a competitive regional economy.

Purpose of the Board:

- Determine short and long-term workforce needs and priorities.
- Lead, coordinate and broker resources and services to address these priorities.
- Link with regional businesses, elected officials and service providers as principal customers and partners in building a demand-driven regional workforce system.

An annual report of CWP and the programs operated by CWP is enclosed.

Current staffing level includes forty full-time employees and two part-time employees.

CWP's administrative office and records are located at One Union Place, Hartford, CT 06103.

III. Financial Status and Operations

CWP receives funding from federal/state grants, foundations, donations and various other sources including local government. In fiscal year ending June 30, 2009, CWP's revenue was \$19,930,642 and the expenditures were \$19,925,943.

CWP disburses funds through five checking accounts:

- (1) Operating account is used to disburse all general expenses;
- (2) Payroll account is used to disburse payroll checks/direct deposits;
- (3) Summer youth payroll account is used to disburse payroll checks to summer youth participants program;
- (4) Stipend account for stipends issued to various program participants;
- (5) Section 125 account used to issue reimbursements for eligible Section 125 employee claims.

On a monthly basis, an average of 300 checks are disbursed from operating and stipend accounts and 80 checks/direct deposits are disbursed from the Payroll account. Checks are disbursed on a bi-weekly or as needed basis.

In the summer, an average 2,000 checks are cut on a weekly basis from the Summer Youth Payroll account.

Below is a list of major contract funding received by CWP during July 1, 2008 - June 30, 2009: Some contracts extend beyond June 30, 2009.

Funding Agency	Program	Contract Account
CT DOL	JFES/TANF	\$6,230,484
CT DOL	WIA Adult	2,002,537
CT DOL	WIA Youth	2,218,204
CT DOL	WIA Dislocated Worker	1,557,928
CT DOL	ARRA WIA Adult	1,227,118

CT DOL	ARRA WIA Youth	3,012,266
CT DOL	ARRA WIA Dislocated Worker	2,510,665
CT DOL	WIA Incentive	87,215
CT DOL	WIA Incumbent Worker	66,288
CT DOL	Disability Program Navigator	135,510
CT DOL	Youth Employment	1,543,750
CT DOL	21st Century Jobs	201,000
CT DOL	Incumbent Worker Training	108,815
CT DOL	Mortgage Crisis Job Training Program	666,661
CT OWC	Jobs Funnel Program	450,000
CT OWC	Technical Assistance & Resource Program	285,000
CT OWC	Workforce Program Initiatives	714,738
CT OWC	Career Ladder Pilot Program	10,967
CT DOE	Adult Education- One Stop	71,393
US DHHS	Empowering Youth Programs	272,821
USDOL	Job Training Grants	167,769
USDOL	Job Corps	163,176
US DOL	Ex-Offenders	2,860
US DOL	Workplace IFS Grant	18,750
HFPG	Various Grants	778,700
RWJ	Allied Health Initiative	132,147
Various Foundations	Summer/Year Round Youth	144,500

CT OWC = State Office for Workforce Competitiveness

HFPG = Hartford Foundation for Public Giving

JFES(TANF) = Jobs First Employment Services(Temporary Assistance to Needy Families)

RWJ = Robert Wood Johnson

WIA = Workforce Investment Act

IV. Scope of Work

The selected CPA Firm shall determine whether:

- The financial statements of CWP fairly present it's financial position and the results of it's financial operations are in accordance with generally accepted accounting principles;
- CWP has internal accounting and other control systems to provide reasonable assurance that it is managing federal and state programs in compliance with applicable laws and regulations; and

- The organization has complied with laws and regulations that may have material effect on its financial statements and on each major federal and state award program.

An exit conference with CWP representatives and the selected CPA Firm's representatives will be held at the conclusion of the fieldwork. Observations and recommendations must be summarized and discussed with CWP representatives. It should include internal control and program compliance observations and recommendations.

CWP will require one hundred (100) bound and one (1) unbound copies of the final audit report, Federal Single Audit report and State Single Audit report.

V. Anticipated Timeline

Deadline	Activity
April 1, 2010	Proposals must be received at CWP office no later than 4:00 p.m.
April 9, 2010	Finance and Audit Committee interview with selected respondents
April 22, 2010	Recommendation of CPA Firm to Board of Directors
April 23, 2010	Announcement of selected CPA Firm
May 18, 2010	Finance & Audit Committee audit planning meeting
September 21, 2010	Start date of fieldwork by selected CPA Firm
October 26, 2010	Discussion of draft audit report with management
November 16, 2010	Presentation of audit report to Finance & Audit Committee
To Be Determined	Completion of Tax Returns

The audit report may be submitted earlier than the above schedule. However, if the selected CPA Firm fails to make delivery of the audit report within the time schedule specified herein, or if the selected CPA Firm delivers the audit report which does not conform to all of the provisions of the contract, CWP may, by written notice of default to the selected CPA Firm, terminate the whole or any part of the contract. Under certain extenuating circumstances CWP may extend this schedule upon written request of the selected CPA Firm with sufficient justification.

VI. Proposal Instructions

Five (5) copies of the proposal must be submitted no later than 4:00 p.m. on Thursday, April 1, 2010.

Proposals should be addressed as follows:

Danielle Bradley, Chief Financial Officer
Capital Workforce Partners, Inc. One Union Place, CT 06103

Proposals must be submitted in a sealed envelope, clearly marked in the lower left-hand corner with the following information:

SEALED PROPOSAL For Audit Services 4-1-10

Proposals submitted via fax or email will NOT be considered.

It is the responsibility of the CPA Firm to ensure that the proposal is received by CWP by the date and the time specified in this RFP.

Late proposals will not be considered.

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the CPA Firm and will not be reimbursed by CWP.

At a minimum, proposals must include:

- Description of the services to be provided, including the approaches and methods to be used, audit procedures, estimated hours, and other pertinent information. The CPA Firm should include the type of assistance that will be required from CWP staff as well as the anticipated hours of assistance;
- Description of prior auditing experience, including the names, addresses, contact persons, and telephone numbers of prior organizations audited. Experience should include the following categories: (a) prior experience auditing programs funded by the state & federal government; (b) prior experience auditing similar programs funded by the state & federal government; and (c) prior experience auditing non-profit organizations;
- Description of the CPA Firm's organization, size and structure. Indicate, if appropriate, if the firm is a small or minority-owned business. The CPA Firm should include a copy of the most recent Peer Review, if it has had a Peer Review;
- Description of the qualifications of principal staff to be assigned to the audit, including (a) audit team makeup; (b) overall supervision to be exercised; and (c) prior experience of the individual audit team members, such as education, position in firm, years and types of experience, continuing professional education, etc.;

Statement of the availability of auditors necessary to conduct the audit and proposed schedule;

- Statement of price for producing the audit reports and tax returns, including how the price was determined, estimated number of hours by staff level, hourly rates by staff level and total cost. Any out of pocket or travel expenses should also be indicated; and
- Completed and signed "Certifications" form, attached to this RFP. (The publications listed in the "Certifications" form will not be provided to potential CPA Firms by CWP, because CWP desires to contract only with a CPA Firm who is already familiar with these publications.)

VII. Evaluation and Review of Proposals

Evaluation of each proposal will be based on the following criteria:

Factors	Point Range
Prior experience auditing similar nonprofit entities.	0-30
Adequate size of the CPA Firm.	0-5
Minority / small business.	0-5
Audit team qualifications.	0-10
Overall supervision to be exercised.	0-5
Prior experience of audit team.	0-10
Presentation of work to be performed.	0-10
Realistic time estimates of each audit step.	0-5
Price	0-20
Maximum Points	100

CWP may, at its discretion, request presentations by or meetings with any or all CPA Firms, to clarify or negotiate modifications to the CPA Firms' proposals.

However, CWP 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, which the CPA Firm can propose.

CWP anticipates awarding the contract to the CPA Firm with the highest total points.

CWP staff will perform the evaluation and review of proposals. Up to three proposals will be recommended to the Finance & Audit Committee for review. Selected proposers will be

expected to attend a meeting with the Finance & Audit Committee to discuss the proposal and answer any questions. The Finance & Audit Committee will then propose a firm to the Board of Directors.

Efforts will be made by CWP to utilize small businesses and minority-owned businesses. A CPA Firm qualifies as a small business firm, if it meets the definition of "small business" as established by the Small Business Administration.

VIII. Non-responsive Proposals

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

The proposal is not received timely in accordance with the terms of this RFP;

The proposal does not follow the specified format;

The proposal is submitted by fax or email;

The proposal does not include the "Certifications" form; or

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.

IX. Right To Reject

The CWP reserves the right to accept or reject any or all proposals received as a result of this request; to negotiate with all qualified sources; or to cancel in part or in its entirety this RFP if found not in the best interest of the CWP. This RFP does not commit the CWP to award a contract, to pay cost incurred for the preparation of proposals, to pay for any legal liability in refusing to award a contract, or to procure or contract for services.

X. Notification of Award

Upon conclusion of final negotiations with the successful audit Firm, all CPA Firms submitting proposals in response to this RFP will be informed, in writing, of the name of the successful audit Firm. It is expected that the contract shall be a one-year contract with options for two additional one-year periods.

XI. Terms of Engagement

This RFP is to contract for a financial and compliance audit and tax return preparation for

the period of July 1, 2009 - June 30, 2010. The contract shall be a one-year contract with options for two additional years. CWP and the selected CPA Firm will agree upon the cost of the option periods.

Upon request, the selected CPA Firm will provide a copy of all work papers pertaining to the audit, including questioned costs. The work papers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.

The work papers will be retained for at least three years from the end of the audit period.

The work papers will be available for examination by authorized representatives of federal, state, and private funding entities, the State Auditor's office, and CWP.

XII. Remuneration of Audit Services

Payment will be made within 30 days of receipt of an invoice and when CWP has determined that the total work effort has been satisfactorily completed and the one hundred (100) copies of the final audit report have been delivered to and accepted by CWP. Should CWP reject a report, CWP's President/CEO will notify the selected CPA Firm in writing of such rejection giving the reason(s) for the rejection. The right to reject a report shall extend throughout the term of the contract and for ninety (90) days thereafter.

XIII. Questions

Inquiries concerning this RFP should be directed to Danielle Bradley, Chief Financial Officer, at (860) 522-1111, ext. 331.

Attachments
Certifications Form

CERTIFICATIONS

On behalf of the CPA Firm:

The individual signing certifies that he/she is authorized to contract on behalf of the CPA Firm.

The individual signing certifies that the CPA Firm 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 CPA Firm.

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.

The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the CPA Firm from submitting a proposal.

The individual signing certifies that there has been no attempt by the CPA Firm to discourage any potential CPA Firm from submitting a proposal.

The individual signing certifies that at least one of the audit team members of the CPA Firm is a Certified Public Accountant licensed by the Connecticut State Board of Public Accountancy.

The individual signing certifies that the CPA Firm meets all of the general standards concerning qualifications, independence, due professional care and quality control as required by *Government Auditing Standards*, including the requirements for continuing professional education and external peer reviews. (Please include copy of most recent review.)

The individual signing certifies that he/she has read and understands the following publications relative to the proposed audit:

Government Auditing Standards, issued by the Comptroller General of the United States;
OMB Circular A-133;
OMB Circular A-133 Compliance Supplement;
OMB Circular A-122;
OMB Circular A-110;
AICPA's Audit Guides for State & Local Governmental Units or Non-for-Profit Organizations;
and
AICPA's Audit Risk Alerts "Not-for-Profit Organizations Industry Developments;"

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.

The individual signing certifies that the CPA Firm, 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. (If the CPA Firm or any individual to be assigned to the audit has been found in violation of any state of AICPA professional standards, this information must be disclosed.)

Dated this _____ day of _____, 2010.

CPA Firm's Name

Signature of CPA Firm's Representative

Printed Name and Title of Individual Signing

AUDIT RFP EVALUATION

Name of Audit Firm: _____

Date: _____

Evaluation of each proposal will be based on the following criteria:

Factors	Point Range	Points Awarded
Prior experience auditing similar nonprofit entities.	0-30	
Adequate size of the CPA Firm.	0-5	
Minority / small business.	0-5	
Audit team qualifications.	0-10	
Overall supervision to be exercised.	0-5	
Prior experience of audit team.	0-10	
Presentation of work to be performed.	0-10	
Realistic time estimates of each audit step.	0-5	
Price	0-20	
Maximum Points	100	

Evaluation conducted by: _____

Date: _____