REQUEST FOR PROPOSALS

Financial Audit Services

For the Period of
July 1, 2019 through June 30, 2020

Proposals Due:

December 11, 2020

Issued – November 23, 2020
SECTION I: INTRODUCTION

Workforce Development Council Seattle – King County dba (WDC) a 501(c3) non-profit Washington corporation is a governing group, representing a broad cross section of the local community, interested in workforce development issues. The WDC oversees the implementation, local planning and management of the federal Workforce Innovation and Opportunity Act (WIOA) in King County and other federal, state and private grants.

SECTION II: REQUEST FOR PROPOSAL

Solicitation Overview
The WDC is soliciting proposals from qualified certified public accounting firms, licensed by the State of Washington for audit services for the period ending June 30, 2020. Audit of the financial statements shall be in accordance with accounting principles in the United States of American and a single audit in accordance with the Federal Single Audit Act, 2 CFR, Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

Duration of Contract
The initial contract awarded as a result of the RFP will be to conduct the audit for the period ending June 30, 2020. The WDC reserves the right to extend the audit contract in the form of one-year renewals for a maximum period of four (4) additional years. Price and terms of each year’s subsequent audit may be renegotiated with the WDC. Nothing in this section shall be construed as giving the Bidder any guarantee of future audit contracts. All decisions regarding contract renewal shall be at the sole discretion of the WDC.

Schedule for Completion
The audit will be scheduled to begin in February 2021 with an exit conference and draft to the finance committee on March 25, 2021, and a final report and presentation to the Board of Directors on March 25, 2021. Subsequent audits will be scheduled to begin no earlier than September 1, 2021 with a final report to the Board of Directors on October 21, 2021. The WDC reserves the right to negotiate all schedules and time frames.

Proposal Submittal and Due Date
To be considered, your proposal must be submitted electronically by 4:00 PM on December 11, 2020 to operations@seakingwdc.org with the subject line: "Organization's Name- Financial Audit Services". Electronic copies must be in PDF or another editing-locked format.

Hard copies to accompany electronic copies are not required, but may be submitted to:

Erin Monroe • Workforce Development Council Sea-King• 2003 Western Ave., Suite 250, Seattle, WA 98121
RFP Timeline:

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<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Detail</th>
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<tbody>
<tr>
<td>11/23/20</td>
<td>Request for Proposals released</td>
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<tr>
<td>12/11/20</td>
<td>Responses Due to Workforce Seattle-King County</td>
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<tr>
<td>12/14/20</td>
<td>Rating Committee to evaluate proposals</td>
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<tr>
<td>12/15/20 – 12/16/20</td>
<td>Finance/ Audit Committee will make recommendation for award</td>
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<tr>
<td>12/17/20</td>
<td>Recommended proposal is presented to the Workforce Seattle-King county Board for approval</td>
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Questions are considered public information and will be posted, in their entirety, on the WDC website with answers within 24 business hours of receipt. Questions will be accepted by email only. The WDC cannot guarantee questions asked within 24 hours of response due date will be answered in time. Questions submitted in alternate formats, including phone calls or in-person communications to the WDC staff or Board Members will not be answered. All questions should be submitted to the WDC at operations@seakingwdc.org.

Scope of work and deliverables:

1. Independent Auditor’s Report with all required financial statements for the year ending June 30th in accordance with generally accepted accounting principles and Government Auditing Standards (2011) Revisions) issued by the Comptroller of the United States.


3. Letter to Management and the Board of Directors to communicate any weaknesses noted in the systems of internal accounting control, compliance with laws and regulations of in other financial management practices, and to provide any other meaningful related advice.

4. Report to the Board of Directors in accordance with US Auditing Standards, including comments on the auditor's responsibility under generally accepted auditing standards, significant accounting policies, management judgments, accounting estimates and significant audit adjustments and major issues discussed with management.
5. Deliver appropriate presentations to the WDC Finance and Audit committee and Board of Directors following the conclusion of the audit, discussing results of the audit, findings, recommendations and relevant performance trends.

6. Provide up to ten (10) bound copies and one (1) electronic copy of the audit report with financial statements, the Management Letter with comments and a letter to members of the Board.

7. Provide periodic written notices interpreting accounting principles or regulatory pronouncements that may affect the WDC financial statements.

8. Form SF-SAC Audits of States, Local Governments, and Non-Profit Organizations to the Federal Audit Clearinghouse.

SECTION 111: PROPOSAL REQUIREMENTS

RFP Process:

It is the intent of the WDC to provide an equal and open opportunity in the selection of an independent auditing to provide financial audit services.

In order to simplify the evaluation process and obtain maximum comparability, the WDC requires that all responses to the RFP be organized in the manner and format described below.

1. Executive Summary
   Describe your understanding of the work to be performed, including audit procedures, estimated hours, your firm's ability to perform the work within the time frame provided and other pertinent information.

2. Service Approach and Timeline
   Describe how your firm will approach the proposed services and a detailed description of the work to be performed, including time estimates and proposed staffing for each major audit segment.

3. Professional Experience
   Describe how and why your firm is different from other firms being considered. This should include an explanation of the firm's philosophy, size, structure and qualifications with serving nonprofit organizations with a similar size and operations. Describe your firm's resources devoted to nonprofit organizations. Include a list of the relevant nonprofit clients the firm has served within the past three years and furnish the names and telephone numbers of any references who we may contact. Also, please provide a copy of your most recent peer review.
4. **Team Qualifications**
   Describe the audit team makeup including the number of personnel that would be assigned to the audit and their associated responsibilities. Provide details of the non-profit auditing experience for the personnel that would be assigned to this audit, including number of years of experience. Please include resumes for the audit team.

5. **Racial Equity**
   The WDC is committed to centering racial justice in our work while also addressing other inequities and disproportionately impacted communities to support economic-opportunity and inclusion. Describe how your organization is committed to this mission.

6. **Fees**
   Submit a price for services for the first year of the proposal, include information indicating how the price was determined. For example, indicate the estimated number of hours by staff level, hourly rates and total cost by staff level. Show any estimated out-of-pocket expenses or contingencies. For the four (4) subsequent years, please include estimated fees.

## SECTION IV: PROPOSAL EVALUATION AND SCORING

A proposal must meet the following minimum standards to be reviewed. Proposals not meeting these minimum standards are considered non-responsive and will not be reviewed or scored. The proposal must:

1. Have been submitted by the deadline of December 11, 2020, no later than 4:00 P.M.
2. Be complete with all required information and attachments
3. Be for specific services requested and described in the RFP packet
4. Contains no evidence of real or apparent conflict of interest.

**PROPOSAL SCORING**

An Evaluation Committee will be formed comprised of members of the WDC Board, finance/audit committee and community members who have no fiduciary interest or conflict of interest, perceived or real, in bidding for this program. Evaluation Committee members will review and score proposals according to the criteria and assigned points as specified below: The WDC retains the right to request additional information from any applicant.

The committee members’ scores will be calculated and scores will be used as a guide for discussion and selection of winning auditing firm. The contract will be awarded by the WDC Board, currently scheduled for approval at the December 17, 2020 board meeting.

Rating will be based on the written proposal for the following criteria:

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<tr>
<td><strong>Executive Summary</strong></td>
<td>10 Pts</td>
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<tr>
<td><strong>Service Approach and Timeline</strong></td>
<td>10 Pts</td>
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<tr>
<td><strong>Professional Experience</strong></td>
<td>30 Pts</td>
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<td><strong>Team Qualification</strong></td>
<td>30 Pts</td>
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<td><strong>Racial Equity</strong></td>
<td>10 Pts</td>
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<td><strong>Fees</strong></td>
<td>10 Pts</td>
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<td><strong>Total</strong></td>
<td>100 Pts</td>
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Pre-Award Limitation

- The WDC shall not pay for any cost incurred by the respondent agencies in the completion of this RFP.
- The WDC reserves the right to cancel all of any part of the RFP at any time without prior notice and reserves the right to modify the RFP process and timeline as is deemed necessary.
- Submission of an RFP does not, in any way, obligate the WDC to award a contract.

Notification of award

It is expected that a final decision will be made on December 17, 2020. Upon conclusion of the final negotiations with the successful proposer, all proposer will be informed in writing of the name of the successful audit firm.

Grievance and Protest Procedures

Bidders who have submitted a proposal may protest the award of the contract. The process for protesting the award is as follows:

- Protests must be filed in writing by email to operations@seakingwdc.org within seven (7) business days of the WDC Board decision. All protests are public information after the protest period ends.
- All protests must state the basis for the protest in clear terms and provide an alternative the protester finds acceptable. The basis of the protest must be a violation of a state or federal contracting law, rule, or regulation applicable to the contracting process.
- The WDC will review protests that meet the above conditions.
- During any part of the review or consideration, the protester 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 the WDC. In the event a protester fails to respond, the protest will be dismissed and no further protest will be accepted relative to this RFP.
- The WDC Chief Executive Officer or Chief of Staff and Strategy will review the protest and issue a written response that is intended as a complete and final answer to the protest. The answer will be issued no later than 10 business days after the submission of the protest.

SECTION III: CONTRACT SPECIFICATIONS

Award of Contract

The contract award will not be final until the WDC and the prospective contractor have executed a contractual agreement. The WDC is not responsible for any costs incurred prior to the effective date of the contract. The WDC reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

Debarment and Suspension

The contractor must certify that they are not debarred or suspended or otherwise excluded from or are ineligible for the participation in Federal Assistance programs under Office of Management and Budget 2 CFR Parts 180 and 215. The contractor must also certify that it will not contract with a subcontractor that is debarred or suspended.

Limitation

The RFP does not commit the WDC to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies. The WDC reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of the WDC to do so.

Cancellation of Award

The WDC reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new federal or state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those
cases where negotiation of contract activities are necessary, The WDC reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be de-obligated.

**Conflict of Interest**

Respondent must disclose any existing or potential conflict of interest relative to the performance of the services resulting from this RFP, including any relationship that might be perceived or represented as a conflict. By submitting a proposal in response to this RFP, respondent affirms that it has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or hide a conflict of interest will automatically result in the disqualification of the respondent's proposal or immediate termination of an awardee's contract.


All working papers and reports must be retained, at the auditor's office where the work will be performed and at the auditor's expense, for a minimum of three (3) years. The auditor will be required to make the working papers available upon request of the WDC. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

*Workforce Development Council Sea-King is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711*