



March 9, 2021

The Workforce Development Board of Flagler and Volusia Counties d/b/a CareerSource Flagler Volusia is requesting a five-year audit proposal, to include preparation and filing of the 990-tax return, from qualified CPA firms. Please consider this communication a formal Request for Qualifications (RFQ). Responses will be used to determine the best qualified firm for these services and will be the basis for negotiating a contract. In order to be considered, written proposals using the format described herein must be received via **email** by 3:00 P.M. Eastern Daylight Time on April 9, 2021.

CareerSource Flagler Volusia (CareerSourceFV) is a non-profit corporation organized under the laws of the State of Florida and has been determined exempt by the Internal Revenue Service under the provisions of IRS Code, Section 501(c)(3). CareerSourceFV is certified as the Local Workforce Development Board by the State of Florida for the purposes of implementing programs authorized by the federal Workforce Innovation and Opportunity Act (WIOA), Wagner-Peyser, and Temporary Assistance to Needy Families (TANF). Our principal function is to provide policy guidance to the workforce development system in Volusia and Flagler Counties. Our operating budget for the fiscal year that ended on June 30, 2020 was in excess of \$8 million. As a sub-recipient of federal financial assistance exceeding \$750,000, we are subject to the single audit requirements of OMB Uniform Guidance.

For your reference, a copy of the Single Audit of our agency for the fiscal year ending June 30, 2020 is posted on the RFQ page at <https://www.careersourcefv.com/rfq/>

CareerSourceFV's fiscal year ends June 30th. We anticipate that we will be prepared for an audit entrance conference to be held the second week of August 2021, with the field work to begin the following week. The draft audit report must be completed and delivered no later than October 4, 2021. The final audit report must be presented to the Board for approval on November 12, 2021 and delivered to our funding sources and the audit clearing house no later than November 30, 2021. The final schedule will be a negotiated part of the audit contract.

Should you be interested in providing these services, please include the following information in your response:

- ✓ Firm philosophy in providing services to Workforce Development Boards

- ✓ Provide a brief description of your firm
- ✓ Describe the engagements your firm currently has in the workforce development industry. If partners or other employees serve in an advisory capacity, please list such positions.
- ✓ Describe your firm's hiring philosophy and the levels of individuals who would be assigned to this engagement. Specifically explain how your firm can provide continuity of staff on our audit.
- ✓ Describe your firm's basic approach to performing an audit of a non-profit organization in accordance with OMB Uniform Guidance and the resulting advantages which will accrue to our organization. You should identify how an audit engagement is planned and scheduled; the level of partner and manager commitment; quality control mechanisms; and other areas you feel are important.

Other Services Available

- ✓ Provide information regarding other professional resources and services (i.e., technical assistance and consultation) which can be made available to our organization, particularly in the areas of fund accounting and cost allocation.

Scheduling and Staffing of Engagement

- ✓ Identify the engagement team which would be performing our audit and include a resume of the qualifications and experience for partners, managers and seniors.
- ✓ Comment on the impact of transition on our organization and any additional charges for startup.
- ✓ Indicate the expected timing and completion of the audit and the expected delivery of the draft and final audit reports.
- ✓ Indicate what assistance is required by our accounting staff to be provided to the audit team.

Fees

- ✓ Provide information regarding your audit fee for our audit, including the estimated number of hours to be spent by each staff person and the expected rate per hour of each. State whether out-of-pocket expenses are included in your fee structure.
- ✓ Describe how you bill for overruns and what types of items your firm considers an overrun. State how your firm can reduce any overruns and how we can be assured of no "surprise" billings.
- ✓ Explain your firm's availability and billing for advice and counsel during the year.
- ✓ If you provide your services for a fixed fee, state the fee and the services included.

References

- ✓ Please provide a list of clients of similar size and purpose to our organization.
- ✓ Please provide a listing of clients we may contact. Clients listed should be of similar size and nature to our organization and be serviced by the same partner, manager and senior assigned to our audit. Please include specific contact name and telephone number.

Other Information

- ✓ Please include any additional information not already requested that you consider essential to your response. If there is no additional information to include, state "There is no additional information we wish to present."
- ✓ Please note that either party may cancel the audit engagement for the subsequent years by written notice to the other party no later than March 1st of the year to be audited.

Please submit, by e-mail, your responses to this RFQ no later than, 3:00 pm Eastern Daylight Time on Friday April 9, 2021 to jennifercampbell@careersourcefv.com. Responses received after this date will not be considered for contract negotiation purposes. Should you have any questions about this RFQ or our organization, you may contact me at jennifercampbell@careersourcefv.com.

Questions and answers will be posted on our website at:
<https://www.careersourcefv.com/rfq/>

We appreciate your consideration of this matter and look forward to a timely response.

Sincerely,

Jennifer Campbell

Jennifer Campbell, MAcc
Chief Financial Officer
386-316-1611