



REQUEST FOR PROPOSALS (RFP)
FINANCIAL AND COMPLIANCE AUDIT
RFP# FCA -1
FEBRUARY 21, 2022

I. PURPOSE

This RFP is issued by the Hampton Roads Workforce Council (HRWC) on behalf of the Hampton Roads Workforce Council Board of Directors (Board). The purpose of the RFP is to request proposals from public accounting firms whose principal officers are independent Certified Public Accountants (CPAs), certified or licensed by a regulatory authority of a State or other political subdivision of the United States, hereinafter referred to as the "Offeror", to conduct financial statement audits and compliance audits that will enable HRWC to comply with the Single Audit Act of 1984 and Office of Management and Budget (OMB) 2 CFR Chapter II, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award-Subpart F-Audit Requirements and to issue financial statements in accordance with Governmental Accounting Standards Board Statement No. 34, "Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments" which was adopted and implemented for the year ended June 30, 2003. The first Audit Report due under this RFP is for the fiscal year beginning on July 1, 2021 and ending on June 30, 2022.

II. BACKGROUND

Established by the HRWDB, HRWC oversees federally funded workforce development programs for all localities in the Hampton Roads Region to include Chesapeake, Franklin, Gloucester, Hampton, Isle of Wight, James City, Newport News, Norfolk, Poquoson, Portsmouth, Southampton, Suffolk, Virginia Beach, Williamsburg and York, Virginia. HRWC provides strategic workforce development solutions designed to assist businesses in accessing qualified workers and job seekers in search of suitable job openings and training opportunities to bolster their earning potential. Its legal status is a local government political subdivision in accordance with Section 15.2-1300 of the Code of Virginia, 1950, as amended. The members of the HRWDB, who are appointed by the elected leadership of the Hampton Roads Region and confirmed by the Governor of the Commonwealth of Virginia, have been tasked with providing the leadership necessary to deliver a sound workforce development strategy for the Region, that uses a systems approach in its implementation strategy. They are also responsible for expenditure and fiscal management of federal funds made available to the Hampton Roads Region, primarily through The Workforce Innovation and Opportunity Act of 2014 (WIOA).

During the fiscal year that ends on June 30, 2022, HRWC will certify and enroll an estimated 1,500 participants. The current HRWDB approved budget for the period July 1, 2021 to June 30, 2022 is \$18,587,983.00 with estimated expenditures for the period of \$13,500,000.00. The

current WIOA Title 1 Formula Funds (WIOA Cluster) Budget – Major Programs is \$9,808,589.00 with estimated expenditures of \$8,300,000.00 for the period. Estimated Other Federal Expenditures – No Major Programs for the period are \$1,000,000.00.

HRWC expends its funds primarily by employing its own staff to facilitate the programs, by contracting with sub-recipients to serve eligible participants, by contracting with vendors for specialized services and by issuing Individual Training Account (ITA) vouchers to eligible training providers or entering into other contracts for specific workforce development services, on behalf of participants, employers and other individuals.

III. SCOPE OF WORK

The audit shall be conducted in accordance with generally accepted auditing standards, promulgated by the American Institute of Certified Public Accountants (AICPA) and Government Auditing Standards issued by the Comptroller General of the United States. The Offeror, for the purpose of this proposal, should understand that the provisions of the Single Audit Act of 1984 (as amended) apply and some circumstances (such as availability of audit reports) may be beyond the control of HRWC. With respect to certain entities to be identified that received federal grant funds as a pass through, the Offeror will not be required to perform a federal grant audit for these entities (e.g.) community colleges, public schools, etc., since these entities are considered to be a part of the Commonwealth taken as a whole and subject to audit by the Virginia Auditor of Public Accounts. Compliance matters will consist of federal laws and regulations. The Offeror shall perform sufficient tests to determine compliance with all applicable matters and shall report any material departures.

HRWC reserves the right to conduct any review to assure services conform to the specifications and to review the financial statements and may provide limited assistance to the Offeror by way of comments and suggestions for enhancements to the report prior to its preparation in final form. Technical assistance concerning the interpretation of federal and State laws, regulations and policies, and the accounting principles will also be provided by HRWC.

IV. REPORTING AND DELIVERY REQUIREMENTS

At the conclusion of the engagement and before the draft report is submitted, the Offeror may, if required, conduct an exit conference with the appropriate HRWC staff. The Offeror shall prepare a comprehensive management letter indicating any deficiencies noted in internal accounting control and in the accuracy of financial records, and any deficiencies in the compliance report mentioned in the Scope of Work.

For the first audit period for the year ending June 30, 2022, HRWC expects the audit field work to commence on or about August 22, 2022. A draft report is expected to be delivered to HRWC no later than October 31, 2022 and the final report is expected to be delivered to HRWC no later than December 19, 2022, unless otherwise agreed to by HRWC.

V. RFP AVAILABILITY AND PROPOSAL DUE DATE

The RFP will be available on the HRWC website at www.theworkforcecouncil.org and at the HRWC office located at Suite 1314, 999 Waterside Drive, Norfolk, VA 23510 beginning Monday, February 21, 2022 at 8:30 A.M. EST. Public Notice of the RFP will also be placed in local newspapers.

Interested Offerors must submit one (1) original and two (2) copies of the proposal, the specifications schedule and completed certifications to the Hampton Roads Workforce Council, 999 Waterside Drive, Suite 1314, Norfolk, Virginia 23510, no later than 5:30 PM EST on Thursday, March 24, 2022 . Proposals received after this time/date or proposals determined by HRWC to be non-responsive to the requirements of the RFP, will not be considered. Proposal envelopes must be clearly marked "Request for Proposals for Financial and Compliance Audit – RFP# FCA -1".

Proposals shall be signed by an authorized representative of the Offeror. Proposals must meet all applicable specifications. Failure to submit all information specified, or if the proposal is substantially lacking key information or is otherwise, in any way, incomplete, may result in a lower evaluation of the RFP.

Proposals should be as thorough and detailed as possible so that HRWC may properly evaluate the Offeror's capabilities to provide the required services.

All proposals must contain the following:

1. A narrative statement of the Offeror's Firm's experience in providing the required services as described herein.
2. A statement of the Offeror's understanding of how the work under this contract will be performed.
3. Resumes indicating qualifications of the staff members to be assigned to the work presenting, at a minimum, their position(s) in the Firm, total years and type of experience. Also, a description of the team's make-up and the contemplated overall supervision of the work is required.
4. The Offeror shall provide references from at least three (3) other clients that pertain to prior project experience encompassing the same or similar requirements, as set forth in the Scope of Work.

VI. EVALUATION AND AWARD CRITERIA

- A. Evaluation Criteria Proposals shall be evaluated using the following criteria:
1. Qualifications of staff to be assigned to the engagement and the overall supervision contemplated. (0 - 20 points)
 2. Offeror's understanding of work to be performed. (0 - 20 points)
 3. Size and structure of Offeror's Firm (0 - 15 points)
 4. References from other clients (0 - 15 points)
 5. Offeror's experience in providing services in each applicable category:
 - a. Programs financed by the Federal Government (0 - 10 points)
 - b. State, county, or local governmental agencies (0 - 10 points)
 - c. Non-profit organizations (0 -10 points)

B. AWARD CRITERIA

HRWC shall engage in individual discussions with two (2) or more Offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence to provide the required services. Repetitive informal interviews shall be permissible. Such Offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternate concepts. At the discussion stage HRWC may discuss non-binding estimates to total project costs, including, but not limited to, life-cycle costing, and, where appropriate, non-binding estimates of price for services. Proprietary information from competing Offerors shall not be disclosed to the public or competitors. At the conclusion of the informal interviews, on the basis of evaluation factors published in the RFP# FCA-1 and all information developed in the selection process to this point, HRWC shall select, in the order of preference, two (2) or more Offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the Offeror ranked first. If a contract satisfactory and advantageous to HRWC can be negotiated at a price considered fair and reasonable, the award shall be made to that Offeror. Otherwise, negotiations with the Offeror ranked first shall be formally terminated and negotiations conducted with the Offeror ranked second, and so on, until such time as a contract can be negotiated at a fair and reasonable price. Should HRWC determine in writing and in its sole discretion that only one (1) Offeror is fully qualified, or that one (1) Offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Offeror.

Any contract resulting from this RFP will be for the initial performance period of July 1, 2022 to June 30, 2023 and may be extended by HRWC for up to five (5) additional one

(1) year performance periods after the initial contract performance period, under the terms and conditions of the original contract, except for the price, which will be negotiated annually. Any other changes to the contract must be mutually agreed to by both parties.

The Offeror who is awarded a contract under this RFP will be notified in writing by HRWC and public notice of the award will be posted on the HRWC website at www.theworkforcecouncil.org. All other Offerors will be notified in writing by HRWC of the results of the RFP Process.

NOTE: General terms and conditions for this RFP can be found on the HRWC website at www.theworkforcecouncil.org and are incorporated herein by reference.

C. PROTEST OF THE AWARD

In accordance with Section 2.2-4360 of the Virginia Procurement Act, any Offeror who desires to protest an award under this RFP shall submit the protest in writing to HRWC at the address shown under Section V. of this RFP within ten (10) days after the award announcement. The written protest shall include the basis for the protest and the relief sought. HRWC will issue a decision in writing within ten (10) days stating the reasons(s) for the action taken.

VII. PUBLIC ANNOUNCEMENTS AND PRESS RELEASES

In the event that a contractor awarded under this RFP issues any press releases, public announcements or disseminates any other information to the public related to its contractual relationship with HRWC, such information must reference that the funds are federal WIOA funds from the United States Department of Labor (USDOL) Employment and Training Administration (ETA) provided to HRWC. The reference must clearly identify the percentage of the Scope of Work that will be financed with contract funds, the dollar amount of the contract, and the percentage and total cost of the contract that will be financed with non-federal funds, if applicable

VIII. CERTIFICATIONS AND ASSURANCES

The following Certifications and Assurances apply to this RFP and will be incorporated by reference into any contract that may be awarded under this RFP:

1. Certification Regarding Lobbying (29 CFR Part 93)
2. Certification Regarding Debarment, Suspension and Other Responsibility Matters (29 CFR Part 98)
3. Nondiscrimination and Equal Opportunity Assurance (29 CFR Part 37)
4. Drug-Free Workplace Requirements Certification (29 CFR Part 98)
5. Standard Form 424B Standard Assurances (Non-Construction Programs)