

Procurement Information

The Alachua Bradford Local Workforce Development Board d/b/a CareerSource North Central Florida (the Board), located in Gainesville, Florida, is accepting proposals from Certified Public Accounting firms for auditing services for three audit periods, for the fiscal years ending June 30, 2019 - 2021, with an option to renew for two additional years. Interested firms should submit six (6) copies of their proposal in the requested format, identified below as “Information to be Included in the Proposal”, by 4:00 pm Eastern Standard Time, May 1, 2019 to: The Alachua Bradford Local Workforce Development Board, Finance Committee, c/o James Moore & Co., P.L., 5931 NW 1st Place, Gainesville, Florida 32607. Proposals should be sealed and clearly marked on the outside as follows: Proposal for Auditing Services, due May 1, 2019. Late proposals will not be accepted, and will be returned unopened.

Proposals will be evaluated by the Board’s Finance Committee. The three highest rated firms may be invited to make oral presentations. The Executive Committee will affirm the evaluations and make a selection that will subject to approval by the full Board. The Board retains the right to reject any or all proposals and to select the firm which, in its judgment, best meets the needs of the Board.

The Board will not be liable in any way for any costs incurred by any proposing firm in the preparation of its proposal in response to this RFP, the presentation of its proposal, and/or participation in any discussions and negotiations.

Statement of Purpose

CareerSource North Central Florida is a member of the American Job Center Network. The American Job Center Network provides virtual and in-person workforce development services as part of a single network under a unified brand throughout the nation. In Florida, CareerSource NCFL was authorized and its purposes and activities are defined under the State of Florida’s Workforce Innovation Act of 2000, as amended. An Inter-local Agreement approved and executed by the respective Boards of Alachua and Bradford County Commissioners established and specifies certain duties of the Alachua Bradford Local Workforce Development Board doing business as CareerSource NCFL. CareerSource NCFL oversees the implementation of the one-stop system and a variety of workforce development and human services programs in Alachua and Bradford Counties. The Board follows governmental accounting principles for reporting purposes.

The Board is made up of community leaders from the public and private sector who share the goal of developing and sustaining a qualified and effective local workforce. The Board accomplishes this by providing services and opportunities to both employers and job seekers. The Board has defined its customer as the business community. It defines the job seeker and underemployed worker as the resources to develop for its business customers. The Board provides, through its competitively procured third party contractors, screening, assessments, skills training, job matching, retention, succession planning and other services for all levels of occupations and education.

The Board encourages everyone to join in its efforts to improve the quality of the workforce in Alachua and Bradford Counties. Doing so brings more jobs and better opportunities for everyone.

The Proposer acknowledges that the Board is subject to Chapter 119 (Public Records) and Chapter 286 (Public Meetings) of the Florida Statutes and Section 24, Article I (access to public records and public meetings) of the Florida constitution. Consequently, this procurement, all related materials, and any contracts are subject to public disclosure and discussion. Neither the Board, nor any of its members, officials, officers, appointees, directors, agents, contractors, subcontractors, nor its Administrative Entity shall be liable to any Proposer for the content of any such public disclosure and discussion.

Contract Performance by the Public Accounting Firm

Examination of financial statements in accordance with generally accepted auditing standards and standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance). The objective of the audit is to provide an opinion on the financial statements taken as a whole.

In addition, the auditor must determine if the Board has successfully reconciled the financial records to the State of Florida's Subrecipient Enterprise Resource Application (SERA).

Twenty-five (25) printed copies of the final audit report, and one PDF copy, shall be submitted to the Board. The reports shall be submitted no later than November 1st after the end of the fiscal year (June 30). The auditor shall be responsible for issuing reports in compliance with Federal and State requirements. The audit firm shall retain work papers for a minimum of seven years or until resolution of the audits with the U.S. Department of Labor. Copies of work papers shall be furnished to the Board upon request.

Accounting System

The Alachua Bradford Local Workforce Development Board is one of 24 Workforce Regions in the State of Florida and is responsible for the administration of the Florida Workforce Innovation and Opportunity Act of 2014, Temporary Assistance for Needy Families (TANF), Department of Economic Opportunity pass through funds (Veterans and Wagner Peyser), U.S. Department of Labor grant funds and any other allocations for the two county region. The amount of funds are determined by formula or competition and distributed or contracted respectively by the State of Florida, the U.S. Department of Labor, or the U.S. Department of Health and Human Services. Representatives of the public and private sectors of Alachua and Bradford Counties serve on the Board.

The Board follows GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*. The Board as a grantee or subgrantee receives approximately \$8,500,000 in federal and state grant funds per fiscal year. The Board contracts with various public and private organizations to provide services. The expenditures are controlled in accordance with written policies and procedures. Accounting records consist of a computerized general ledger system (Oracle Fusion Financial Cloud Services) with the primary source of data coming from the accounts payable system and other data, such as deposits, being inputted into the system. The data is

entered to enable the preparation of financial statements. All records pertaining to the Board fiscal matters are located with the Board's fiscal agent, James Moore & Co., P.L., Gainesville, Florida. Additional source documents are filed with the sub-recipient organizations that maintain their own financial records. The staffs of Public Consulting Group, Inc., the Administrative Entity contracted by the Board, and James Moore & Co., P.L. (a subcontractor of Public Consulting Group, Inc.) are prepared to assist in the audit process, answer any questions, and locate documents as needed. Workspace will be provided.

Information to be Included in the Proposal

In order to facilitate the evaluation of the proposals, required information should be arranged in the following format:

Section A: Individual Audit Staff Technical Qualifications

1. Describe the experience in auditing government funds for each senior and higher level position assigned to the audit, including years on each engagement and their position while on each audit. Indicate the percentage of time the senior will be on-site.
2. Describe the relevant educational background of each individual to be assigned to the audit. This should include seminars and courses attended within the past three years.
3. Describe any specialized skills, training or background in public finance by assigned individuals. This may include participation in state or professional organizations, speaker or instructor roles in conferences or seminars or authorship of articles or books.
4. Indicate other audits the staff will be working on concurrently. Also indicate the overall supervision to be exercised over the audit team by the firm's management.

Section B: Local Office Technical Qualifications/Audit Experience

1. State whether your organization is national, regional or local. Describe the organization, size, and structure of your firm.
2. State the address of the local office that will be conducting the audit.
3. Indicate your experience auditing entities similar in size and complexity to the Alachua Bradford Local Workforce Development Board.
4. Indicate the local office's experience in providing additional services to government funded clients by listing the name of each client, the type(s) of service performed and the year(s) of the engagement.

Section C: Audit Approach

In this section, describe your approach to the audit. Describe your understanding of the work to be performed and indicate time estimate (hours) for each section of the audit.

Section D: Client References

In this section, indicate the names, addresses, and phone numbers of relevant audit client references.

Section E: Other Information

Describe any regulatory action taken by any oversight body against proposing audit organization or local office. Describe the firm's approach to peer review and provide a report of the most recent peer review, the related letter of comments, if applicable, and the firm's response to the letter of comments. In this section include any other information which may be helpful to the Committee members in evaluating your firm's qualifications.

Section F: Proposed Fees

Proposals should include the fees and any expenses to complete the audit for each fiscal year. Also indicate the number of hours required to complete each task by each individual assigned to the audit.

Additional Information Request

Please submit all questions concerning this proposal request by 5:00 p.m. Eastern Standard Time, April 12, 2019 via email to Varsha Mohinani at Varsha.Mohinani@jmco.com. Questions will be answered on or before April 22, 2019. Questions and answers from all potential respondents will be posted via the Board's website (www.careersourcencfl.com) and clicking the following links: The Board – RFP/ITN.

Proposals:

- Are limited to twenty (20) pages,
- Must be printed (single or double spaced) on 8.5" x 11" plain white paper with margins of 1" on each side, top, and bottom,
- Must be printed in 12-point font and be printed on one side of each page only,
- Must have each page sequentially numbered at the bottom right hand corner of each page, excluding the cover page. The page numbers must be reflected in the proposer's table of contents,
- Must include one (1) original bound response marked "Original" and manually signed in blue ink by an official authorized to represent and bind the proposer and ten (10) printed copies, and
- Must include one digital response in Microsoft Word or Microsoft Word-compatible format.

No other forms, types or methods of submission will be accepted.

Notification

Proposers will be promptly notified of the Board's decision.