

Request for Proposal (RFP) for External Audit Services

Date Issued: August 27, 2024
Proposal Due Date: October 4, 2024

Contact Person: Laura Chalker
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I. Introduction

Cleveland-Cuyahoga Workforce Development Board (hereafter referred to as "CCWDB") is seeking proposals from qualified and experienced external audit firms to conduct an annual audit of its financial statements. CCWDB, with pending application for 501(c)(3) status, provides policy and guidance, and exercises oversight, for Service Delivery Area 3 (City of Cleveland/Cuyahoga County). Its programs and services include resources for employers and jobseekers, including education, job training, job search assistance, and employment-related youth programs funded through the federal Workforce Innovation and Opportunity Act of 2014 (WIOA). With approximately \$20 million in government grants and diverse funding sources, it is essential to maintain the highest standards of financial integrity and compliance.

II. Background Information

CCWDB's fiscal year runs from July 1 to June 30. Effective July 1, 2024, CCWDB transitioned to independent legal status. Previously, the organization was co-managed and administratively supported by a joint agreement between the City of Cleveland and Cuyahoga County. As such, CCWDB has implemented new policies, procedures, and systems to independently operate and generate financial statements and records, maintained in accordance with Generally Accepted Accounting Principles (GAAP) and applicable federal and state regulations.

III. Scope of Work

The selected audit firm will be required to:

1. **Evaluate fiscal policies and internal controls** over financial reporting and compliance, by December 31, 2024.
2. **Support internal Finance staff** to ensure proper recording of records in Blackbaud Financial Edge to meet audit standards.
3. **Meet with the Board of Directors** and/or Finance Committee to discuss policies and controls, and ultimately audit findings and recommendations.
4. **Perform an annual audit** of CCWDB's financial statements for the fiscal year ending June 30, 2024.
5. **Provide an opinion** on whether the financial statements present a true and fair view of the Organization's financial position and results of operations.
6. **Review compliance** with federal, state, and local regulations and all grant-related bodies.
7. **Deliver a management letter** outlining any significant deficiencies or areas for improvement in the Organization's financial management practices.

IV. Proposal Requirements

To be considered, proposals of no more than 5 pages, exclusive of fee schedule, must include the following:

1. **Firm Overview:**
 - o Description of the firm's history, mission, and services.
 - o Details of experience in auditing nonprofit organizations, especially those with government funding.

- Profile of the audit team including qualifications and experience.
- 2. **Proposed Audit Approach:**
 - Outline of the audit methodology and timeline.
 - Description of how the firm will address the specific needs of the Organization.
- 3. **References:**
 - At least three references from nonprofit organizations with similar government grant portfolios.
- 4. **Cost Proposal:**
 - Detailed fee structure, including any additional costs related to policy, process, and controls review and support.
 - Breakdown of estimated hours and rates for audit services.
- 5. **Legal and Professional Compliance:**
 - Proof of licensing and professional liability insurance.
 - Confirmation of independence from the Organization.

Proposals must be submitted electronically in PDF format to laura.chalker@jfs.ohio.gov by October 4, 2024. Please include "RFP for External Audit Services" in the subject line.

V. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. **Experience and Qualifications (30%):**
 - Relevant experience in auditing nonprofit organizations with significant government funding; WIOA grant experience preferred.
2. **Audit Approach and Methodology (25%):**
 - Effectiveness and efficiency of the proposed audit approach.
3. **Cost (25%):**
 - Competitiveness and clarity of the fee structure.
4. **References (10%):**
 - Feedback from past clients on performance and service quality.
5. **Compliance (10%):**
 - Adherence to professional and legal standards.

VI. Timeline

- **RFP Issued:** August 27, 2024
- **Proposal Due Date:** October 4, 2024
- **Proposal Review Period:** October 5 – October 31, 2024
- **Firm Selection Date:** November 1, 2024
- **Contract Start Date:** November 15, 2024

VII. Additional Information

For any questions or further information regarding this RFP, please contact Laura Chalker at laura.chalker@jfs.ohio.gov.

VIII. Confidentiality

All information provided in response to this RFP will be treated as confidential and used solely for the purpose of evaluating proposals.

Thank you for your interest in providing audit services to CCWDB. We look forward to reviewing your proposal.