

Northwest Regional Investment Board

RFQ

Auditing Firm

The Northwest Regional Workforce Investment Board (NRWIB) is issuing this Request for Qualifications from Auditing Firms interested in performing the annual audit of NRWIB. The NRWIB administers state and federal job training funds and is a 501(c) 3 corporation with an annual budget of approximately 16 million dollars. Our fiscal year ends June 30.

Completed proposals will be accepted until Thursday, February 28, 2019 at which time the proposals reviewed and a contract awarded. This RFQ may be downloaded from NRWIB's website at www.nrwib.org. To receive an electronic format of this RFQ, please contact:

Catherine Awwad, Executive Director
Northwest Regional Workforce Investment Board
249 Thomaston Avenue
Waterbury, CT 06702-1028
(203) 574-6971 ext. 426

SECTION I: OVERVIEW – NRWIB

The Northwest Regional Workforce Investment Board (NRWIB) is the administrative entity that oversees and administers the Workforce Innovation and Opportunity Act (WIOA) and Connecticut Department of Labor (CT-DOL) funded programs in the Northwest Region Service Delivery Area (SDA). NRWIB was established by the Governor to promote effective delivery of job training services throughout the region that includes 41 municipalities. The 41 municipalities that make up the region are: Barkhamsted, Bethlehem, Bethel, Bridgewater, Brookfield, Canaan, Cheshire, Colebrook, Cornwall, Danbury, Goshen, Hartland, Harwinton, Kent, Litchfield, Middlebury, Morris, Newtown, New Fairfield, New Milford, New Hartford, Naugatuck, Norfolk, North Canaan, Prospect, Redding, Ridgefield, Roxbury, Salisbury, Sharon, Sherman, Southbury, Thomaston, Torrington, Warren, Washington, Waterbury, Watertown, Winchester, Winsted, Wolcott and Woodbury.

NRWIB offers numerous services for adults, youth and employers in an effort to improve the workforce to meet the current and projected needs of the region. Some of the programs overseen by NRWIB include:

- Incumbent Worker Training Program
- CYEP Summer Youth
- Brownfield Training Grant
- Jobs First Employment Services (TANF)
- WIA/WIOA Funding

SECTION II: BACKGROUND – Monitoring

NRWIB has both state and federal contracts that require that sub-recipients of the funding be subject to fiscal and programmatic monitoring. Both state and federal funding sources are requiring the development and implementation of formal cost-allocation principals and policy.

SECTION III: APPLICANT ELIGIBILITY REQUIREMENTS

Qualified firms will have a minimum of five years' experience of auditing government or non-profit entities in the State of Connecticut for the purpose of rendering an opinion on the financial statements in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States as well as the Federal and State Single Audit Acts.

Qualified firms must submit a list of past governmental or non-profit engagements of audits involving grant funds. Also, provide the resume(s) or summary of qualifications of partner(s) and auditors that will be assigned to the NRWIB audit. ***Proposals should be received by the NRWIB, 249 Thomaston Avenue, Waterbury, CT 06702, by Thursday, February 28, 2019.***

SECTION IV: SCOPE OF SERVICES

Applicant is to provide the annual audit of the financial statement of NRWIB and all required compliance reports. The audit shall be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the *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) and the State Single Audit Guidelines issued by the State of Connecticut.

Applicants should provide a proposed flat fee for the engagement.

The fieldwork for the audit should be performed in October with an expected issue date of early/mid-December.