

Northwest Regional Workforce Investment Board

RFQ

Accounting Firm to Provide Monitoring Services and Internal Auditing

The Northwest Regional Workforce Investment Board (NRWIB) is issuing this Request for Qualifications to provide sub-recipient fiscal monitoring, internal auditing, and accounting consulting.

Completed proposals will be accepted until Friday, April 26, 2019, at which time the proposals will be 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 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 Workforce Innovation & 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
- WIOA Summer Youth
- Brownfield Training Grant
- Jobs First Employment Services (TANF)
- WIOA Programs for in-school and out-of-school youth

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 principles and policies.

SECTION III: APPLICANT ELIGIBILITY/REQUIREMENTS

Qualified firms will have a minimum of five years of experience serving government or non-profit entities in the State of Connecticut performing monitoring, consultation and write-up work. Applicants must be knowledgeable in the fiscal monitoring of sub-recipients in compliance with Circular 2CFR200 and the State of Connecticut OPM Cost Standards and in cost allocation principles and guidelines.

Qualified firms must submit a list of past governmental and non-profit consultation and monitoring engagements involving grant funds. **Also provide the resumes of partner(s) that will be assigned to the NRWIB along with a proposed hourly fee(s) for the engagement.**

SECTION IV: SCOPE OF SERVICES

Applicant shall provide the fiscal monitoring of up to thirty sub-recipients of WIOA, JFES, USDOL, and State of Connecticut funding. Applicant shall complete a monitoring tool and appropriate documentation to provide written evidence of the monitoring conclusions. Monitoring will require site visits to the subrecipients that will be scheduled in coordination with NRWIB staff. A representative of the NRWIB may also be present during the fieldwork. All work shall be done in compliance with applicable federal and state standards. Monitoring of the subrecipients shall commence by July 1, 2019 and continue through June 30, 2021. Summary of monitoring conclusions must be completed and if findings are encountered a draft letter of findings shall be prepared by Applicant. The Applicant shall provide copies or originals of all work papers to NRWIB. Applicants shall provide internal auditing, and accounting consulting services on an as needed basis at the request of the NRWIB.

Applicants shall provide an estimate of the cost to provide the services and the background and experience of the personnel that would be assigned to this engagement. Estimated fees shall be quoted on an hourly basis with an annual amount not to be exceeded.

The NRWIB shall execute a two-year cost and service agreement with the selected firm. Future monitoring and consulting services shall be governed by this agreement. An option to renew for another two-year term, upon satisfactory performance, may be exercised by the NRWIB at the end of the initial contract period.