



**REQUEST FOR PROPOSAL for  
INDEPENDENT FINANCIAL AUDIT SERVICES**

The Brockton Area Workforce Investment Board DBA MassHire Greater Brockton Workforce Board (MHGBWB) is seeking responses to this request for Professional Auditing Services. MHGBWB is a non-profit agency, one of sixteen workforce investment boards in the Commonwealth of Massachusetts working to build links between the business community and the workforce. The Board oversees and implements workforce development activities, and helps to connect employers, jobseekers, and youth who are readying themselves for participation in the workforce.

MHGBWB is a nonprofit organization that operates workforce development programs in the Brockton area, and has been determined to be exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code.

Additionally, MHGBWB serves as the fiscal agent for federal Workforce Investment & Opportunity Act (WIOA) funds coming into the region.

**Background:**

MHGBWB was incorporated in August 2001 and began its first fiscal year of operations on July 1, 2008. The fiscal year is July 1 through June 30. Currently, the staffing consists of sixteen individuals.

Financial records are maintained on a hybrid cash/accrual basis during the year and converted to full accrual at year end. The accounting system is maintained using QuickBooks online. The payroll function is contracted with BizChecks Payroll Services, Inc. a company located in Marston Mills, MA.

The MHGBWB subcontracts with various organizations for the actual provision of services to the public, and acts as the oversight body to the subcontractors' activities.

**Timeline:**

April 29, 2021	Release of Request for Proposal
May 7, 2021	Deadline for questions. Responses posted to MassHireGBWB.org
May 21, 2021	Deadline for submission
June 15, 2021	Notification of Vendor selection

**Scope of Work:**

- A. The primary focus of the work is to examine MHGBWB's financial records in accordance with generally accepted auditing Standards as defined and described in
- (1) Statement of Auditing Standards, published by the American Institute for Certified Public Accountants
  - (2) "Uniform Requirements for Grants to Universities, Hospitals, and other Non-Profit Organizations", as revised, published by the Office of Management and Budget (OMB) Circular A-133; and
  - (3) Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, as published by the GAO.

Audit services must include an examination for compliance with applicable directives of the laws, regulations, and contracts or grant documents.

Evaluation of MHGBWB's internal controls and preparation of MHGBWB's Tax Report (Form 990) is the secondary focus of the work.

B. The auditor shall determine whether

1. The financial statements of MHGBWB present fairly its financial position and the results of its financial operations in accordance with generally accepted accounting principles (GAAP)
2. MHGBWB has an internal control structure and other control systems to provide reasonable assurance that it is managing federal funds in compliance with applicable laws, regulations, and grant documents that may have a material impact on the financial statements
3. MHGBWB has complied with applicable laws, regulations, and grant documents that may have a material impact on the financial statements. Compliance references include Public Law 105-220 (August 7, 1998) and 20 CFR 652 et al. (final rules dated August 11, 2000)
4. MHGBWB has established and adhered to an appropriate system for the procurement, award, and oversight of contracts with subcontractors which contains acceptable standards for ensuring accountability
5. MHGBWB has entered into written contracts with such subcontractors which establish clear goals and obligations in unambiguous terms
6. MHGBWB has acted with due diligence to monitor the implementation and ongoing activities of the subcontractors, and taken prompt and appropriate corrective action upon becoming aware of any evidence of a violation of regulatory or contract terms
7. MHGBWB has established (where appropriate) and adhered to policies on cost limitations, cost allocations, allowability of costs, reasonableness of costs, and adequacy of meeting the matching fund requirements and reporting thereon.

C. The audit shall take place at MHGBWB's office in Brockton, MA. The fieldwork will be scheduled upon mutual agreement of the parties.

D. As of the date of this RFP release, MHGBWB oversees several federal and state programs. The programs limit the amount of funds available for administrative expenses, thus the funding of any audit activities must take into account the limited funds MHGBWB has available for such activities.

MHGBWB will produce a consolidated balance sheet and income statement for the fiscal year end along with appropriate trial balances and sub-ledger reports to assist the auditors in their work. Information for the notes to the financial statements will be provided. The auditors shall prepare the final audited reports, to include, but not be limited to, Statement of Financial Position (balance sheet), Statement of Activities (income statement), and Statement of Cash Flows.

The fiscal staff will be available to explain and pull documents, show reports, and prepare schedules or supporting documentation as necessary. The proposal should specify what schedules and supporting documentation will be required of MHGBWB staff. No legal counsel is available.

- E. The auditor shall agree to keep the information related to all funds audited, related contracts, and all information obtained in the course of the audit, in strict confidence. Other than reports submitted to MHGBWB, the auditor agrees not to publish, reproduce, or otherwise divulge such information, in whole or in part, in any manner or form, or authorize or permit others to do so, taking reasonable measures as are necessary to restrict information access to those employees on its staff and MHGBWB's staff who must have information on a need-to-know basis.
- F. The auditor shall retain audit reports and related working papers for a minimum of seven (7) years, or until resolution of the audit with the U.S. Department of Labor, whichever is later. Audit documents shall be made available to MHGBWB upon request by authorized representatives of MHGBWB or its designee.

**Deliverables:**

- 1. The auditor shall give weekly progress reports to the Executive Director during the audit process. There shall be immediate notification if fraud is found. Instances of fraud, waste, illegal acts, or indications of such, including all questioned costs, must be covered by separate written report to the Chairman and the Executive Director.
- 2. A management letter, if found to be necessary, should include a statement of audit findings and recommendations affecting the financial statements, internal control, accounting systems, legality of actions, other instances of noncompliance with regulatory requirements, and any other material matters.
- 3. An exit interview to review the draft Audit Report and/or Management Letter shall be held with the Chairman (if available), and Executive Director.
- 4. Ten (10) copies of the final audit report shall be submitted to MHGBWB. Reports shall be submitted within 30 days of the audit work completion. Management reports, if applicable, shall be submitted with the audit reports.
- 5. A presentation of the Final Audit report and/or Management Letter shall be made to the Executive Committee of MHGBWB at its November Meeting (usually scheduled for the 1<sup>st</sup> Thursday of the month).
- 6. MHGBWB's Form 990 shall be prepared, along with any required schedules, in accordance with IRS filing deadlines. While MHGBWB expects a filing extension to be unnecessary, should unexpected or unforeseen events occur to necessitate such an extension, the auditor shall be responsible for completing the paperwork required to secure the filing date extension.

7. The appropriate A-133 audit report shall be filed with the GAO Clearinghouse as required and within the appropriate deadlines.

### **Budget**

A detailed proposed budget should be included. Costs shall be stated as an hourly rate and identify on-site senior audit managers and/or field supervisors and other staff who will work on the audit, including staff from other than the local office, should this situation apply. Please be specific about any additional expected costs such as travel, communications, and expendable supplies.

### **Selection Process and Criteria**

It is MHGBWB's intent to solicit bids for audit services every three (3) years if unsatisfied with current vendor. This RFP is for an annual audit with the option to renew, based upon satisfactory performance and comparable costs. There will be a full review of the CPA firm's performance by the Executive Committee, or its designee, to determine whether to engage the same firm for the next year. Unsatisfactory performance will result in the recommendation to the full Board that new proposals be solicited.

A review panel including representatives of the Board and staff will participate in the process of selecting the auditor. Reviewers will assess applications based on the following criteria (maximum points awarded are 75):

#### 1. Design of the proposal (25 points)

- Demonstrated understanding of the scope and intent of the audit
- Consistency with the overall objectives of the scope of services
- Comprehensiveness and adequacy of the audit work plan; and
- Concrete benchmarks and a timeline

#### 2. Qualifications (20 points)

- Relevant professional experience of the firm and the staff selected to perform the actual audit duties
- Prior work samples (or equivalent) that demonstrate relevant professional experience
- Ability to meet the independence standards of the GAO Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, published by the U.S. General Accounting Office.
- Reference verification (a minimum of three references shall be submitted)
- Availability and ability to meet the timeline
- Professional liability insurance of at least one million dollars (\$1,000,000), and willingness to provide a certificate of insurance upon request

#### 3. Budget (20 points)

- Feasibility of carrying out the audit, internal control review, management letter, and various reporting requirements (Form 990, etc.) given the proposed budget;
- Justification for proposed fees and costs.

#### 4. References (10 points)

- Provides Names and contact information for three professional references.

### **Submission Instructions:**

One (1) original written proposal (including a signed certification), and an electronic version are to be submitted by 3:00 p.m. on Friday, May 21, 2021.

Mail or hand-deliver to:

Sheila Sullivan-Jardim  
Executive Director  
MassHire Greater Brockton Workforce Board  
34 School Street, 2<sup>nd</sup> Floor  
Brockton, MA 02301  
ssjardim@MassHireGBWB.org

Questions should be directed to Sheila Sullivan - Jardim via e-mail at [ssjardim@MassHireGBWB.org](mailto:ssjardim@MassHireGBWB.org), answers to submitted questions will be answered and posted to our website at **WWW.MassHireGBWB.ORG** no later than 3:00 p.m. Friday May 7, 2021.

Bidders will be notified of the final selection by no later than June 15, 2021 with the award of the auditor contract to follow.

### **Disclaimers**

MHGBWB reserves the right to reject any and all proposals, or portions of proposals. MHGBWB also reserves the right to partially award the scope of work, based on the quality of proposals received.

If deemed necessary, MHGBWB shall

1. conduct quality reviews of the audit work
2. require auditors to submit revised reports, at no additional cost, when findings or recommendations are unclear
3. take prompt and appropriate action to remedy deficient audit contractor performance
4. make alternative arrangements or follow-ups if auditors find records to be non-auditable



---

---

### Proposal Cover Sheet

Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Federal Tax ID \_\_\_\_\_

If awarded contract, the applicant hereby certifies and assures that it will fully comply with the following federal regulations (if applicable to your organization):

Applicant's signature below indicates organization is agreeing to comply fully with the assurances and certifications as part of its responsibilities as a successful vendor/contractor.

**Certification and Other Terms/Conditions**

1. The signing individual certifies that he/she is authorized to contract on behalf of the organization offering this proposal.
2. The signing individual certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreements made for the purpose of restricting competition.
3. The signing individual certifies that there has been no attempt by him/her or anyone in their organization to discourage any potential applicant from submitting a proposal.
4. The signing individual certifies that he/she has read and understands all of the information in this Request for Proposals.
5. The signing individual certifies that his/her organization, and any individuals to be assigned to the project, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state, or local government.
6. MHGBWB reserves the right to negotiate a best and final offer with applicant selected.
7. Payments shall be made on a cost reimbursement basis (no advances). Invoices shall detail expenses based on the line items in the proposal budget. Generally, MHGBWB will pay invoices within 15 days of receipt, unless questions arise as to the appropriateness of an expense.
8. All information received by the contractor during the course of the contract period is considered confidential, and shall be protected to the utmost ability of the contractor. The contract shall include more specific language on this issue.

---

**Signature**

---

**Date**

---

**Printed name**

---

**Title**