

**CHICAGO COOK WORKFORCE PARTNERSHIP**  
LOCAL WORKFORCE INNOVATION AREA #7

REQUEST FOR PROPOSALS  
FOR  
**Independent Audit Services**



CHICAGO COOK  
WORKFORCE PARTNERSHIP

A proud partner of the American **Job Center** network

**FUNDING PERIOD: January 1, 2019 – December 31, 2019**

**CHICAGO COOK WORKFORCE PARTNERSHIP  
69 W. WASHINGTON – SUITE 2860  
CHICAGO, IL 60602**

**RESPONSES DUE:**  
Friday, December 14, 2018 – by or before 4:30 pm\*

**\*Under no circumstances will proposals be accepted after the door locks at 4:30 pm**

Karin M. Norington-Reaves, CEO  
Chicago Cook Workforce Partnership

George Wright, Co-Chair  
Dr. Kenneth Ender, Co-Chair  
Chicago Cook Workforce Innovation Board



## REQUEST FOR PROPOSALS

### Independent Audit Services

The Chicago Cook Workforce Partnership (“The Partnership”) is soliciting proposals from experienced firms to provide a year-end audit, including the OMB Uniform Guidance Single Audit, 2 CFR 200 Subpart F (“Uniform Guidance”) audit, for the period ending June 30, 2018. All firms submitting proposals must be experienced in conducting such services.

#### **I. Background**

##### **1. Overview of The Partnership**

The Chicago Cook Workforce Partnership is a non-profit administrative agency formed in July 2012 under the joint leadership of Chicago Mayor Rahm Emanuel and Cook County Board President Toni Preckwinkle. The Partnership has programmatic and administrative responsibility for all WIOA services provided in Local Workforce Innovation Area Seven (LWIA 7), which serves the entirety of Cook County inclusive of the City of Chicago. The Chicago Cook Workforce Innovation Board, has statutory responsibility for the local implementation of WIOA and provides a forum for business, labor, education, government, community-based organizations and other stakeholders to work together to develop strategies that can address the supply and demand challenges confronting the local workforce. The Partnership serves as staff to the WIB which provides leadership, strategic planning, policy direction and oversight for WIOA services in LWIA 7.

The Partnership also secures, leverages, and manages funding from a variety of public and private sources to provide additional layers of workforce development services and increase the impact of the public workforce system in Chicago and Cook County.

The Chicago Cook workforce system is comprised of six means of service delivery:

- American Job Centers (AJCs) are high-capacity sites serving the general job-seeking population as well as businesses. AJCs must serve both Adult and Dislocated Workers (Youth optional) and must have active participation from the mandated WIOA partners – The Partnership, Illinois Department of Employment Security, Illinois Department of Human Services - DRS, and Title II.
- Delegate Agencies provide services to job seekers and businesses, differing from AJCs in that they serve fewer customers and may serve a smaller geographic area or special populations.
- Youth Delegate Agencies provide services to assist young adults ages 16-24 in achieving academic and employment success.

- Sector Centers are business service hubs concentrating on business and job seeker services related to a specific industry sector and are responsible for educating the other WIOA agencies on aspects of the given sector. The Partnership currently funds sector centers in the Information Technology, Healthcare, and Retail/Hospitality sectors.
- Business Intermediary is an entity that provides business services and activities to regional business customers and job seekers by working with The Partnership and partner agencies to enhance business services and develop training initiatives in response to current demand and growing trends to better meet employers' needs.
- Career Pathway Training Programs are typically cohort-based, occupational skills training programs that are demand-driven within The Partnership's focus industry sectors and may also include bridge programs designed to serve individuals with basic skills deficiency and/or limited English skills.

The Partnership staff work together with the agencies receiving funding pursuant to the above-referenced models to create and maintain a comprehensive workforce development system that effectively and efficiently serves job seekers and businesses throughout Chicago and Cook County. This collaborative system includes multiple entry points for both businesses and job seekers to access the full range of workforce development services.

Collectively the system strives to achieve our vision and mission:

***Our Vision:*** Every person has the opportunity to build a career; every business has the talent to grow and compete in a global economy.

***Our Mission:*** To create, promote, and effectively manage a network of workforce development organizations that:

- Designs innovative solutions to address business needs, and,
- Prepares individuals for, and connects them to, career opportunities.

## **2. Workforce Innovation and Opportunity Act (WIOA)**

WIOA is a federal program funded through the U.S. Department of Labor (DOL) and administered by the State of Illinois Department of Commerce and Economic Opportunity (DCEO). WIOA is designed to help job seekers access employment, education, training, and supportive services needed to succeed in the labor market; and to match employers with the skilled workers they need to compete in the global economy. WIOA is the main source of federal funds for workforce development activities throughout the nation. WIOA funding, which is distributed to states and, subsequently, local workforce development boards (WDBs), is used to serve two primary customers: (1) businesses and (2) job seekers. Services are managed and provided by local entities, which must meet performance goals set by DOL, DCEO, and The Partnership.

### **3. Non-WIOA Funding**

Since inception, The Partnership has raised over \$50 million in private, corporate, and other public workforce development dollars to supplement efforts funded through Federal WIOA resources. An example of this is Opportunity Works, an initiative created by The Partnership at the request of the Office of the President of the Cook County Board of Commissioners (Office of the President). Opportunity Works' service model helps employers develop their future workforce by creating opportunities for young adults in the region to engage in career exploration and paid internships. The Partnership develops funding for Opportunity Works through commitments from the Office of the President and investments from other donors.

### **4. Tentative Schedule of Events**

RFP Release	November 29, 2018
Proposal Submittal Deadline	December 14, 2018
Award Announced on Website	Week of January 4, 2019
Anticipated contract commencement	January 7, 2019

## **II. Description of Requested Services**

The auditing services required by The Partnership will be both a year-end audit and a 2 CFR 200 et. Seq., Uniform Guidelines audit which is required of organizations receiving more than \$750, 000 in federal grants in a fiscal year. The services will include the completion and timely filing of all required reports related to a non-profit organization including federal income tax returns. Presentation of a synopsis of the completed audit report to The Partnership's Oversight Committee, Executive Committee and finally to the full Chicago Cook Workforce Partnership is required.

## **III. Deliverables**

Deliverables to be part of this project include:

- Independent Auditor's Report with all required financial statements for the year ended.
- Uniform Guidance audit and related reports;
- Completion and delivery of at least 25 bound Audit reports
- Form 990 Federal Income Tax Return;
- Form AG990-IL Illinois Charitable Organization Annual Report;
- Form SF-SAC Audits of States, Local Governments, and Non-Profit Organizations to the Federal Audit Clearinghouse;
- Presentation of Audit results to the Workforce Investment Board and Other Committees, as needed;
- Delivery of electronic copy of all completed reports.

#### **IV. Project Duration**

The term of the contract will be for a one-year period effective January 7, 2019 through December 31, 2019. The Partnership reserves the right to modify the initial contract to include an extension for an additional period, for up to three additional years depending upon the availability of funds, the contractor’s performance, and the needs of the Chicago Cook Workforce Partnership.

#### **5. Eligible Respondents**

Any governmental, not-for-profit, educational institution, or for-profit entity properly operating in accordance with Federal, State and local law, and in business for at least three years, may submit a proposal for consideration. Proposals from respondents who have had a previous Partnership contract terminated for inadequate performance, or for any WIOA proscribed action, within the previous 12 month period are ineligible to apply. Minority-owned and women-owned businesses are encouraged to apply.

Respondents must be eligible to do business with the City of Chicago, Cook County, the State of Illinois, and The Partnership.

Respondents may submit proposals in which subcontractors are identified to provide program components. Respondents may also identify organizations with which they will collaborate to enhance the project design and program delivery. However, any proposal submissions from a collaboration of two or more entities should clearly do the following in the narrative portions of the proposal:

- Identify the lead agency for the collaborative partnership;
- State the roles and responsibilities of each collaborator;
- Include an organizational chart for each organization and for the collaborative;
- Describe how funds will be allocated within the collaborative;
- Identify the percentage of each partner’s fiscal responsibility; and
- Identify the qualified fiscal agent for the collaborative partnership

Entities are ineligible if they: 1) are currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal, State, City or County department/agency, quasi-governmental agency (including but not limited to CHA, City or Suburban community Colleges, CPS et.al), or The Partnership; 2) have existing grants with any Federal, State, County or City agency that have been suspended or otherwise not in good standing within the past two years; or 3) are not in compliance with the Illinois Department of Revenue or the Federal Internal Revenue Service or Federal Office of Management and Budget requirements.

Awards made to entities subsequently found to have been ineligible may have funds clawed back at The Partnership's sole discretion.

## **V. Project Cost**

A fixed cost contract will be awarded with payment based on project activities and deliverables. The initial contract may be modified in writing by mutual agreement of the parties to include additional activities reasonably related to the project, with additional funding to support completion of those additional activities pending availability of resources and performance of the contractor.

### 1. Period of Solicitation

**The deadline to submit a response(s) to the RFP is Friday, December 14, 2018 no later than 4:30 p.m. (CDST). Please note that any application submitted after 4:30 pm will be deemed ineligible for review.**

### 2. RFP Inquiries, Questions and Answers

The primary mode of communication between The Partnership and potential respondents will occur via The Partnership website at <http://www.workforceboard.org>. All questions pertaining to the RFP must be received in writing via email at [auditrfp@workforceboard.org](mailto:auditrfp@workforceboard.org) by 12:00 P.M. (Noon) (CDST) Monday, December 10, 2018.

Only those questions directed to the above email will be answered. Questions will not be answered over the phone or in person or by individual email.

## **VI. Submittal of Proposals**

All proposals must be received by December 14, 2018 no later than 4:30 p.m. CST.

Bidders must submit 1 electronic copy and 3 manual copies of the proposal to The Partnership addressed as follows:

Illona Sheffey-Rawlings  
Chief Administrative Officer and General Counsel  
Chicago Cook Workforce Partnership  
69 W. Washington, Suite 2860  
Chicago, IL 60602

Electronic copies of proposals are to be sent to: [auditrfp@workforceboard.org](mailto:auditrfp@workforceboard.org)

Proposals will NOT be accepted via fax transmittal.

## **VII. Inquiries**

Questions related to preparation of proposals and services to be provided must be received by The Partnership via email by December 10, 2018. Questions should be directed via e-mail **ONLY** to: [auditrfp@workforceboard.org](mailto:auditrfp@workforceboard.org)

## **VIII. Form and Content of Proposals**

Proposal requirements include the following:

- The proposal must include a table of contents.
- Charts and diagrams should be included in the proposal section to which they pertain.
- If a bidder intends to use a subcontractor for any portion of the project, specific information requested for the bidder must also be provided for any subcontractor.
- The bidder should include only the facts and data necessary to present a complete and effective proposal.
- The proposal should contain the following information and be organized into the following sections and sequence:

- **Cover Sheet** - Prepare a cover sheet which identifies the bidder and provides full contact information.

- **Section A – Organizational Structure and Experience**

Describe your firm and its professional experience relevant to the requirements of this RFP by providing a summary of your firm's experience in non-profit fiscal management or audits. Please state the nature of that experience and list representative customers. While not required, identify any experience or knowledge that your firm might have as it relates to the Workforce Innovation and Opportunity Act; workforce boards; local, state or federal workforce systems or initiatives. Describe any areas or subjects related to the services to be provided in response to this RFP in which you feel your firm has special expertise and the nature of that special expertise. Attach a copy of the firm's own audit if one is available. Identify a minimum of three references for whom you have provided similar work and include the contact name, address and telephone number.

- **Section B – Staffing Plan**

Describe how you would staff the engagement. Identify the individuals who will be involved and the primary role and responsibilities of each member, as well as the principal/senior officer who will serve as the Engagement Leader. Please provide resumes for these individuals. Also, include the physical location of each identified team member or resource.

- **Section C – Costs**

Discuss and present your firm's standard hourly billing rates and the proposed hourly billing rates at which you would provide your staff to the Chicago Cook Workforce Partnership for the next year. Please include all levels of staff from partner level down through the administrative support.

To the extent you anticipate the use of any specialists to provide any of the relevant services, please provide all special rates for those individuals.

Provide a discussion of all anticipated out-of-pocket expenses. In no event should this charge exceed 10% of the total annual contract value.

State any special considerations with respect to billing or payment of fees and expenses that your firm offers and that you believe would differentiate it from other Proposers and make your firm's services more cost effective.

#### **IX. Review and Selection Process**

The maximum points any proposal can receive is 100. A review team will evaluate proposals according to the following criteria:

- **Organization/structure and Cover Sheet** – Overall completeness, clarity, quality of the proposal and responsiveness to the RFP. The bidder followed instructions in structuring the proposal and preparing a cover sheet. **Maximum points: 10**
- **Section A** – Demonstrated record of the bidder's experience with accounting services. The bidder's background, experience and financial condition reflect relevant experience and a capability to provide requested services; reference indicates that their experience with the bidder has been positive. Demonstrated understanding of the scope of work and the auditing needs of the Chicago Cook Workforce Partnership in relation to the proposed services as a whole and special expertise that may be described. The firm's audit is attached if applicable. **Maximum points: 40**
- **Section B** – The qualifications, experience and availability of the lead person(s) and any other individuals identified as part of the team possess relevant skills and experience related to the scope of work to be performed. The organization/management structure and time commitment of staff resources adequately support completion of project activities and preparation of deliverables. **Maximum points: 30**
- **Section C – Costs** The proposed fees are at an acceptable level. The proposed budget is clearly tied to project activities and preparation of deliverables. **Maximum points: 30**

Applications will be evaluated by a team of reviewers, which may include WIB members, outside experts and Partnership staff. An entity's failure to submit a complete proposal or to respond in whole or in part to RFP requirements may cause The Partnership to deem the proposal non-responsive and thus ineligible for review.

**Fiscal Review.** The Partnership will also conduct a fiscal review of all qualified proposals including, budgets, agency audits, and responses to questions related to fiscal operations. The Partnership reserves the right to review and request further information regarding the respondent's financial situation, if not sufficiently outlined in the submission. The Partnership reserves the right to assess the risk posed by any recent, current or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event that might



affect an organization's ability to operate the requested program.

Program Narrative Review Members of the review team will conduct an in-depth assessment of the program narrative section for each proposal.

Each proposal will be assigned a point value based on an average of all individual reviewer scores. The Partnership may request bidders to make oral presentations prior to a final selection. Proposals evaluated with a score below 70 out of a possible 100 points may not be considered. Proposals that do not meet minimum standards will be considered non-responsive. The Partnership is not required to contract with the entity receiving the highest score as a result of the proposal review process.

All proposals will be scored according to the evaluation criteria set forth above and rank ordered from highest to lowest score. A recommended funding level will be determined based on a number of factors including overall ranking of proposal rating scores, the availability of funds, the number of applications submitted, reasonable unit cost as determined by The Partnership, the need for the proposed services, and past performance.

#### **6. Pre-Award Limitations**

- a) The Partnership shall not pay for any costs incurred by the respondent agencies in the completion of this RFP.
- b) The Partnership reserves the right to cancel in part or in its entirety this RFP process if it is in its best interest to do so.
- c) Submission of an RFP does not, in any way, obligate The Partnership to award a contract.
- d) The Partnership reserves the right to accept or reject any or all proposals received and to negotiate with any and all offers on modifications to proposals.
- e) The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the respondent.

#### **7. Notice of Award**

All respondents receiving an award will be notified by posting on the Partnership's website by January 4, 2019 – individual notifications will not be made. Unsuccessful respondents who wish to obtain their raw scores on the evaluation of their proposal should submit a written request to The Partnership's Chief Administrative Officer/General Counsel at:

[illona.sheffey-rawlingsworkforceboard.org](http://illona.sheffey-rawlingsworkforceboard.org).

#### **8. Post-Award Requirements**

- a) All sub-grantee awards by The Partnership, pursuant to this RFP, are contingent upon the availability of funds.

- b) Respondents are liable for any and all costs incurred prior to execution of a contract with The Partnership.
- c) The Partnership may require successful respondents to participate in negotiations prior to contract finalization. The Partnership shall reserve the right to terminate, with or without cause, any contract entered into as a result of this RFP process.
- d) The Partnership also reserves the right to:
  - a. Rescind an award and/or reallocate the funding to another respondent should the successful respondent fail to execute its grant agreement in a timely fashion;
  - b. Increase funding levels for any or all contractor(s) selected pursuant to this RFP, if additional funds become available, based on need and timeliness;
  - c. Change and amend as necessary its policies or procedures governing the delivery or scope of services described herein;
  - d. Perform an assessment of the risk that any recent, current, or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event might have on the contractor(s)' ability to operate a proposed program;
  - e. The content of the proposal submitted by the bidder selected for funding will become part of the contract.
  - f. Proprietary right to all data, materials, documentation and products originated by and prepared pursuant to the contract shall belong exclusively to The Partnership.
  - g. The contractor will be prohibited from disseminating products and information developed under the grant without the prior written consent of The Partnership.

### **Submission Requirements and Format**

1. To be considered for funding, respondents must submit a complete response to this RFP as described in this section. All proposals must be submitted in both electronic and paper form, according to the following rules:
  - PAPER: **ONE (1) ORIGINAL + THREE (3) COPIES** must be submitted for each proposal.
  - ELECTRONIC: **ONE (1) ELECTRONIC COPY OF ALL PROPOSAL DOCUMENTS.** Proposals must be submitted on a USB flash drive with narrative responses saved as a MS Word and the file with the fiscal and budget documents saved as a MS Excel file. All forms saved and any other documents as needed may be saved as PDFs.
  - Originals must contain original signatures in **blue ink** signed by the President, CEO,

or equivalent person with legal signature authority for the organization and **marked “Original.”**

Page limits exclude the Attachments (resumes, job descriptions, required forms).

- Financial Narrative and all fiscal attachments (audits, cost allocation plans, including additional copies of budget forms) must be clearly marked and identified by tabs (in a separate binder – only one copy needed.)

2. Submittal Documents Formatting

- 8 1/2 x 11 letter size paper
- Single-sided printing
- Numbered pages with organization name in footer
- One inch margins
- Double-spaced
- 12-point font
- Tabbed sections
- **Bind ONLY on the left side with a 2-hole punch and a sliding prong clasp.**

Here is an example of a 2-hole punched binding clip product:

<https://www.shoplet.com/Acco-Economy-Prong-Fasteners/ACC12992/spdv>. This link is only provided as an example, there are many products like this; this is not an endorsement.

3. The outside of each envelope or package should be labeled as follows:

Proposal for Independent Audit Services

Date of Submission:

Name of Respondent:

Package \_\_\_ of \_\_\_

Delivered to:

Illona Sheffey-Rawlings, CAO/General Counsel

c/o The Chicago Cook Workforce Partnership

69 W. Washington, Suite 2860

Chicago, IL 60602

Completed RFP responses must be submitted by Friday, December 14, 2018 at 4:30 p.m. (CDST). Proposals received after this date and time will not be accepted.