

Western Virginia  
 Workforce Development Board

**Request for Proposal for Audit Services**

The Western Virginia Workforce Development Board, Inc., seeks bid proposals from qualified Certified Public Accounting firms for audit services beginning with the audit for the fiscal year ended June 30, 2011. The board’s website is located at [www.westernvaworkforce.com](http://www.westernvaworkforce.com).

The Western Virginia Workforce Development Board (WVWDB) was established in 2002 as a 501(c)(3) non-profit corporation to provide workforce development services in Virginia Local Workforce Investment Area III, including the counties of Alleghany, Craig, Botetourt, Franklin and Roanoke and the cities of Roanoke, Salem and Covington.

As a 501(c)(3) non-profit entity WVWDB, Inc., also receives grants and funding external to the WIA funds and desires an audit of these funds that fall under its own Federal Identification Number. These board funds are derived from private corporate grants, state grants, non-profit agency grants and corporate donations.

Federal Workforce Investment Act (WIA) funds received from the U.S. Department of Labor, through the Commonwealth of Virginia by the City of Roanoke, as grant recipient, is administered by the board which serves as fiscal agent for WIA funds. WIA funding flows through the City of Roanoke and is included in the city’s annual audit, Comprehensive Annual Financial Report and Schedule of Expenditures of Federal Awards.

For the year ended June 30, 2011 the board’s funding received is as follows:

Federal Grants:	\$	232,805.30
State Grants:	\$	26,461.12
Private Grants:	\$	7,500.00
Nonprofit Grants:	\$	153,617.85
Partner Pass Through:	\$	25,438.61
Corporate Contributions:	\$	1,500.00
Event Registrations:	\$	940.00
Event Drink Sales:	\$	90.00
Pass Through:	\$	3,900.00
 Total:	 \$	 <u>452,252.88</u>

**Scope of Services Requested**

The scope of the audit will include the WVWDB’s corporate funding total of \$452,252.88 reported above in accordance with Generally Accepted Accounting Principles. Your proposal should include:

1. The audit must be completed by December 30, 2011 of the award of the contract.
2. The proposal shall include issuance of a letter to the Finance Committee outlining any issues with the audit or internal accounting controls and a letter expressing an opinion on the board’s financials.
3. Information to be supplied with your proposal shall include

- a. an overview of your firm, your firm's qualifications including specific experience with non-profits,
- b. an estimate of hours required for the engagement,
- c. audit fee (including any additional costs not part of the audit fee)
- d. payment provisions requested
- e. client reference
- f. other services your firm provides
- g. proof of liability insurance and amount
- h. agreement to indemnify the WVWDB from any liability resulting from the auditor's work on this engagement.

### **Successful Proposal – Selection Criteria**

The criteria for selection of the successful proposal will include general experience, qualifications, reputation, experience with similar organizations and audit fee. Although the audit fee will be an important factor, it will not be the only factor considered.

### **Due Date for Proposals**

**Proposals must be received by 4 p.m. on October 21, 2011, at the Western Virginia Workforce Development Board, 108 N. Jefferson Street, Suite 509, Roanoke, VA 24016.**

The proposal shall contain two (2) original, signed copies to the attention of Doloris E. Vest/President. Proposals received after that date will not be considered. The board reserves the right to accept or reject any or all proposals.

### **Notification of Successful Proposal and Questions**

The WVWDB expects to notify the firm submitting the successful proposal by November 1, 2011. Selection will be made by the board's Finance Committee.

Questions regarding this proposal can be addressed to Sherry Dean at the contact information provided below.

Sherry Dean  
Finance Director  
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