

Request for Price Quotation

The East Central Workforce Investment Board, Inc. (ECWIB) is requesting a price quotation for which your firm would provide the goods/services shown below. If you are interested in submitting a price quotation, please complete section 2 below, sign in the appropriate location in section 2, and mail or fax this page to:

David Daugherty
East Central Workforce Investment Board, Inc.
14101 Acme Road
Shawnee, OK 74804
T. (405) 878-0759
F. (405) 878-1369
Daviddaugherty1@sbcglobal.net

Additionally, if you have any questions about the RFP please submit your inquiries in writing, preferably via e-mail to the above address. Questions may be submitted until Friday, June 23, 2008 - 2:30 p.m. Questions that are submitted after this date and time will not be answered.

Please mail or fax your price quotation so that it is received not later than 12:00 Noon on July 1, 2008. Quotations received after this date and time will not be considered. Bidders must be Certified Public Accountants or Public Accountants.

Section 1 Description of Goods/Services for Which Price Quotation Is Requested

1. An A-133 single audit of the East Central Workforce Investment Board, Inc. for the period July 1, 2007 through June 30, 2008.
2. Preparation of Income Tax Returns (Non Profit)

To assist you in determining your price quotation, additional pages of information are presented. These pages provide data on expenditures, programs, and other data. ECWIB will not consider a price quotation that does not include all items listed above (1 and 2).

Section 2 Bidder Information and Price Quotation

Bidder's Name	
Bidder's Address	
Bidder's Telephone #	
Bidder's Contact Person	
Bidder's Price Quotation	Total Price: _____
Date	*Signature of Bidder _____

**By signing above the organization/individual submitting this quotation certifies the following:*

Certificate Regarding Debarment

The bidder certifies that it and its principles: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (3) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in this paragraph; and (4) have not within a three-year period preceding this proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

General Information

The East Central Workforce Investment Board, Inc. (ECWIB) is a private non-profit corporation which was organized for the purpose of administering various Federal and State programs. The ECWIB is the grant recipient for the five county Workforce Investment Area. Additionally, ECWIB serves as the fiscal agent for various purposes. The area of the State of Oklahoma which is included in the Workforce Investment Area is Lincoln, Pottawatomie, Seminole, Hughes, and Okfuskee Counties.

The ECWIB maintains its administrative office at 14101 Acme Road – Shawnee, OK 74804.

During the period to be audited, programs were administered under the Workforce Investment Act and other programs including:

- ❖ Title I WIA Adult Programs
- ❖ Title I WIA Youth Programs
- ❖ Title I WIA Dislocated Worker Programs
- ❖ National Emergency Grant
- ❖ Rapid Response Grant

Period and Costs to Be Audited

The period to be audited is July 1, 2007 through June 30, 2008. The accompanying chart lists each grant and the total amount expended. Only the amounts shown in the “Expended This Period” column are to be included in the current year’s audit.

Some contracts are currently being expended as of the time of this request for proposal. Costs for these contracts have estimated cumulative costs of \$1,650,000 for the period ending June 30, 2008. To date ECWIB has issued approximately \$1,205,926 in checks through its accounts payable system and payroll modules. Those checks represent all of the disbursements made during the year.

Income Tax Preparation

ECWIB is a not for profit corporation which has been granted tax exempt status from the Internal Revenue Service. The tax year for ECWIB is July 1, 2007 through June 30, 2008. The auditor must include as a part of the cost and the work to be performed, the preparation of the Federal Form 990 and State of Oklahoma Form 512-E, A Return of Organization Exempt from Income Tax. These returns should be prepared based upon the final version of the audit report and must be prepared and delivered to ECWIB for signature prior to the required submittal date to the Internal Revenue Service and Oklahoma Tax Commission.

Award of Bid

The ECWIB does not guarantee to award the bid. Proposals which are received are to be good for 90 days. The bidder should be sure that his/her firm can perform on the contract within the time limits.

Award of a contract will be made after an evaluation is made of all bids received. The evaluation will be based upon the following criteria:

➤ Cost

Other Information

A standard contract will be held between the parties setting forth the terms and conditions of the engagement. The A-133 audit must be completed by December 31, 2008. Completion is to mean that the final report has been issued.

- The ECWIB, Inc. audit is to be performed as a single audit according to the guidelines set forth in the Single Audit Act and OMB Circular A-133, Audits of Institutions of Higher Education and Other Nonprofit Organizations.
- The audit is to be performed according to the Government Auditing Standards.
- The ECWIB, Inc. audit is to be completed and a final audit report issued not later than December 31, 2008.
- Payment arrangements may be made for progress payments for no more than 75% of the total cost of the audit with the remaining amount to be invoiced upon receipt of the final audit report. All invoices shall indicate the costs for performing the audit. Final payment will be made upon receipt of the final report.
- Any payments are contingent upon the work being performed according to the guidelines and standards referenced.
- The ECWIB, Inc. audit will be a financial and compliance audit. A review of internal control will be performed. All costs on all contracts [incurred during the audit period] will be tested or they will be included in the universe of costs to be sampled. A separate schedule in the audit report will be made for each contract. Separate schedules will be made on a cash and accrued basis. The necessary tests will be performed as required by the audit guides and as deemed necessary by the auditors to render an opinion.
- A presentation of findings may be requested to be given to the East Central Workforce Investment Board, Inc. and the Local Elected officials.

Grant Financial Information
East Central Workforce Investment Board, Inc.
May 12, 2008

Status of Grants (As Per Accounting Records)

	Prior Year		Expended		Total Expense	Grant Balance	Status	Contract End Date
	Grant Amount	Audited Expense	This Period					
9-99675 NEG	\$ 183,334.06	\$ 182,507.21	\$ -	\$ 182,507.21	\$ 826.85	Closed	6/30/2007	
10-170-020 TAA	\$ 100,000.00	\$ 22,042.88	\$ 606.14	\$ 22,649.02	\$ 77,350.98	Open	6/30/2008	
11-97076 NEG	\$ 77,006.00	\$ 3.35	\$ 2,342.27	\$ 2,345.62	\$ 74,660.38	Open	6/30/2008	
12-95276 Youth	\$ 538,678.55	\$ 316,521.69	\$ 222,156.86	\$ 538,678.55	\$ -	Open	6/30/2008	
13-94276 Adult	\$ 94,621.00	\$ 91,284.53	\$ 3,336.47	\$ 94,621.00	\$ -	Open	6/30/2008	
14-93276 DL	\$ 76,184.00	\$ 69,844.38	\$ 6,339.62	\$ 76,184.00	\$ -	Open	6/30/2008	
15-ECWD Donation	\$ 4,038.50	\$ -	\$ 1,061.10	\$ 1,061.10	\$ 2,977.40	Available		
16-94677 Adult	\$ 442,646.00	\$ 249,308.50	\$ 171,833.14	\$ 421,141.64	\$ 21,504.36	Open	6/30/2008	
17-93677 DL	\$ 189,006.00	\$ 28,958.11	\$ 70,890.83	\$ 99,848.94	\$ 89,157.06	Open	6/30/2008	
18-95676 Incentive	\$ 12,500.00	\$ 5,486.39	\$ 4,340.00	\$ 9,826.39	\$ 2,673.61	Open	6/30/2008	
19-98676 TAA	\$ 923.08	\$ -	\$ -	\$ -	\$ 923.08	Open	9/30/2009	
20-95277 07 Youth	\$ 554,490.00	\$ -	\$ 270,102.93	\$ 270,102.93	\$ 284,387.07	Open	6/30/2009	
21-94277 07 Adult	\$ 89,705.00	\$ -	\$ 80,735.00	\$ 80,735.00	\$ 8,970.00	Open	6/30/2009	
22-93277 07 DLW	\$ 66,751.00	\$ -	\$ -	\$ -	\$ 66,751.00	Open	6/30/2009	
23-94678 07 Adult	\$ 469,329.00	\$ -	\$ 284,590.29	\$ 284,590.29	\$ 184,738.71	Open	6/30/2009	
24-93678 08 DLW	\$ 115,922.00	\$ -	\$ 86,273.94	\$ 86,273.94	\$ 29,648.06	Open	6/30/2009	
25-97676 06 Incentive	\$ 9,375.00	\$ -	\$ 810.84	\$ 810.84	\$ 8,564.16	Open	6/30/2008	
26-95278 08 Youth	\$ 458,426.00	\$ -	\$ -	\$ -	\$ 458,426.00	Open	6/30/2009	
	\$ 3,482,935.19	\$ 965,957.04	\$ 1,205,419.43	\$ 2,171,376.47	\$ 1,311,558.72			