



WORKFORCE DEVELOPMENT BOARD, INC.

Building a world class workforce

ORGANIZATIONAL OVERVIEW

The Fox Valley Workforce Development Board (FVWDB) is one of Wisconsin's 11 regional Boards originally established by the Workforce Investment Act of 1998 (WIA) to address local economic workforce issues in Calumet, Fond Du Lac, Green Lake, Waupaca, Waushara and Winnebago counties. The Workforce Innovation and Opportunity Act (WIOA) replaced WIA and will be in effect until 2020. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

The FVWDB works in collaboration with local elected officials, economic development corporations, businesses, and the community to address workforce issues in our 6 county area. It is committed to finding workforce solutions through long-term planning and timely responses to the changing economy.

Summary of Request

The FVWDB is a 501(c)(3) nonprofit corporation. We are seeing proposals from an experienced practitioner or vendor that can provide bookkeeping/accounting services for the FVWDB, and prepare the required year end returns. Preference will be given to individuals or vendors who have experience working with quasi-governmental agencies and working with state or federal grants. In accordance with Department of Labor competitive procurement processes, the Board is prepared to compensate the selected vendor or individual up to the maximum dollar available.

Specific Information Requested Within Proposal

- **Explanation of Experiences:** Preference will be given to vendors who have experience working with quasi-governmental/not-for-profit agencies and working with state or federal grants.
- **Abilities and Backgrounds of Personnel:** Vendors should list key personnel who will be responsible for providing the monthly Bookkeeping and Accounting services, and provide resumes for those individuals. Include all relevant experience during the last 3 years with similar nonprofit corporations, and CPA licenses.
- **Ability to Complete the Scope of Work:** Individuals and vendors should comment on their ability to complete the scope of work listed below, being sure to list any items

they do not feel they would be able to complete, and any additional items they can provide above the scope.

- Detailed Explanation of Costs: Explain in detail how costs are calculated and what the FVWDB can expect to pay for the services provided in year one and possible successive future years.
- References: Include a minimum of three (3) references for the FVWDB to contact. At least two references should be a former client.

SCOPE OF WORK

Services that will be required from the individual or vendor include:

- Bookkeeping Services
- Receive and record revenue, prepare bank deposits
- Receive and record expenses
- Prepare and process bi-monthly payroll
- Prepare annual 1099s and W2s
- Monthly and quarterly reconciliation of bank account
- Manage receipt, status, and release of temporarily restricted funds
- Financial Reporting
- Prepare monthly, quarterly, and annual reports
- Prepare reports for committees, board or funders as needed
- Provide all needed documentation and reports for auditor
- Assist auditor with tax preparation as needed
- Provide audit process support
- Comply with relevant reporting requirements
- Pre-work and onsite work for the annual Department of Workforce Development fiscal monitoring and audit
- FVWDB is seeking a partner to help streamline all financial operations and processes
- An on-site administrative assistant will be available to up to 25% of time to assist the sub recipient with appropriate administrative activities.

PROPOSAL REQUIREMENTS

The following must be received by the proposal due date:

- Title Page – The title page shall show the proposal subject, the firm’s name, address and contact person.
- Cover Page – The cover page shall briefly state your understanding of the work to be performed and statements as to why the firm believes it is qualified to perform the work.

- Firm's Qualifications and related experience – There must be sufficient information provided regarding experience working with quasi-governmental/not-for-profit agencies and working with state or federal grants
- References – Provide a listing of three (3) clients who are like the FVWDB for which your organization is providing bookkeeping /accounting services. At least two (2) references should be a former client. This section to include the services being provided and a short description of the client. Please provide contact information for the references.

EVALUATION CRITERIA

Evaluation Criteria: The following factors will be considered when evaluating the proposals. The factors are not listed in order of importance.

- Qualifications of firm
- Qualifications and experience of the staff to be assigned to the project
- Ability to meet the Scope of Work
- Project cost
- Services beyond the Scope of Work
- References

During the evaluation process, the FVWDB reserves the right to request additional information or clarifications from proposers and the right to reject any or all proposals. The costs of developing proposals are entirely the responsibility of the individual or vendor, and shall not be charged in any manner to the FVWDB. This includes, but is not limited to, the direct cost of vendor personnel assigned to prepare vendor's response to the RFP and any out-of-pocket expense (including, but not limited to travel accommodation, supplies, etc.) incurred by the individual or vendor in preparing the response to the proposal.

Send Proposals to: Anthony Snyder, CEO
 Fox Valley Workforce Development Board
 1401 McMahan Drive Suite 200
 Neenah, WI 54956
 asnyder@fvwdb.com

Due Date & Time: Noon, November 8, 2017

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