



**The Southwest Ohio Region**  
WORKFORCE INVESTMENT BOARD

**REQUEST FOR QUALIFICATIONS AND QUOTATIONS  
FOR BOOKKEEPING AND FINANCIAL MANAGEMENT SERVICES**

**Bid Date: January 3, 2017**

**Deadline for Receipt of Response: 3:00 p.m. February 1, 2017**

**Pre-bid Conference: January 20, 2017, 2:00 p.m.**

The Southwest Ohio Region Workforce Investment Board invites you to submit a written proposal to provide Bookkeeping and Financial Management Services.

**Background**

The Southwest Ohio Region Workforce Investment Board (SWORWIB) is an 12 year-old 501(c)3 non-profit entity in the State of Ohio under contract with Hamilton County and the City of Cincinnati to provide business leadership and oversight of the use of Workforce Innovation and Opportunity Act of 2014 (WIOA) dollars for the development, maintenance and improvement of the public workforce development system. The SWORWIB board is comprised of 50 board members with 51% business representatives and the remaining public, nonprofit community and other partners. The SWORWIB is funded with federal (WIOA) dollars that are funneled through the State of Ohio to various counties and municipalities which then subcontract through the Local Workforce Area (LWA) which, in this case, is Ohio Area #13, serving the City of Cincinnati and Hamilton County. The SWORWIB is the provider of WIOA programs in this LWA. The entity has a One Stop Employment Center known as the Ohio Means Jobs Center of Cincinnati and Hamilton County and located at 1916 Central Parkway. The OMJ Center facility is three full floors, 45,000 square-feet with an adjacent two-story parking structure. The SWORWIB has a lease with Hamilton County as part of a state based Memorandum of Understanding for multi-agency participation in facility costs which the SWORWIB negotiates and manages. The funds for maintenance and repair of the OMJ Center comprise approximately 50% of the SWORWIB's annual operating expenses, minus other grants and contributions received by the SWORWIB.

The SWORWIB is also funded with private and foundation resources. The SWORWIB operates on a fiscal year of July 1-June 30. Formerly, the SWORWIB budget was approximately \$450,000 annually. However, with the impacts of sequestration and improved economic results with lower unemployment, the SWORWIB budget is somewhat less for federal funds. On average, the SWORWIB issues 50 checks routinely for such services not including payroll related checks. Payroll and benefits are handled through an agreement with the Cincinnati USA Regional Chamber which serves as paymaster handling all aspects of these services with the exception of leave reconciliation. Human Resource services are provided by the Chamber agreement as part of the paymaster services. SWORWIB staff has access to a variety of benefits through this paymaster agreement including qualified health insurance and pension plans. SWORWIB has an office rental agreement with Great Oaks for a dedicated space in Building 100 at the Scarlet Oaks Campus in Sharonville, OH. Historically, the Cincinnati USA Regional Chamber previously provided the accounting service to the SWORWIB but with their conversion to more complicated accounting software interfacing with customer management software and the move from the chamber's offices to Great Oaks, the SWORWIB adopted QuickBooks effective with the July 1, 2013 fiscal year and maintains its bookkeeping and financial management functions through a contracted provider.

**WE QUOTE YOU AS INDICATED ON THE ATTACHED REQUEST FOR QUOTATIONS**

Individual Contractor or Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Title \_\_\_\_\_

Quotation Amount: Year 1: \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION OF BID QUOTATION AND/OR VENDOR**

*(Required to submit with Bid)*

I certify this bid/quotation is not made in connection with any other bidder submitting a bid for the same commodity(s) and this bid is in all other respects fair and without collusion, fraud or conflict of interest.

I additionally certify, by affixing by signature below and submission of this bid/quotation, or proposal, that neither I nor my principals are presently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency.

I hereby certify and verify that the establishment/facility/individual business person making this bid/quotation does not discriminate on the basis of sex, race, color, religion, ancestry, national origin or disability.

Concerning the certifications above, if you are unable to certify to any of the statements in this certification an explanation must be attached to your bid/quotation, proposal or vendor application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

## REQUEST FOR QUALIFICATIONS AND QUOTATIONS

Please quote on the following services and mail or deliver your hard copy response as soon as possible and no later than 3:00 p.m. February 1, 2017 to:

*Sherry Kelley Marshall, President/CEO SWORWIB  
100 Scarlet Oaks Drive, Building 100, R  
Sharonville, OH 45241  
513-612-3643  
smarshall@SWORWIB.org*

### **Requisitioned Services Included in this Request for Quotation:**

The SWORWIB does not require a full time financial officer due to limited resources, budget and accounting, bookkeeping and financial management demands. Consequently the SWORWIB bids for financial bookkeeping services. However, the SWORWIB expects to be treated respectfully and as a priority customer. Additionally, the SWORWIB requests identification of a single point of contact to manage services to the SWORWIB. We recognize that bidders may have a variety of staff who will be involved in delivery of our services, but we expect a Single Point of Contact (SPOC) to manage communications and assignment of their internal staff rather than expect the SWORWIB team to understand and manage the contractor's communications and staffing assignments. In the event of an absence or departure of the SPOC, an alternative contact must be identified and trained to the SWORWIB's specific needs under this service contract.

The service being requisitioned in this Request for Quotations is a standard contract for services related to the accounting/bookkeeping and financial management needs of the Southwest Ohio Region Workforce Investment Board as described:

- Accounting and financial management on an accrual basis utilizing fund accounting.
- Review and advice on the SWORWIB's financial management policies related to a small non-profit organization utilizing government funding.
- Prepare electronic and printed basic documents from material provided by the President and work with the President on the creation, maintenance and amendments of annual budgets, individual grant or funding sources.
- Assist the President with grant specific budgets and follow-up reporting.
- Obtain all needed W9s for other service providers.
- Create, maintain and adjust a chart of accounts.
- Maintain the general ledger, prepare, review and post journal entries, reconciliation, and month/year end closing of books.
- Financial statement preparation which includes balance sheet reconciliation and analysis, and materials to support financial understanding for the management and board such as budget to actual statements on a monthly basis, and including a specific email or memo to the President advising of any key issues noted in the reports such as variances, % comparisons, change in costs of benefits, charges, or other financial implication which could reasonably be expected by an organization of its accounting and financial management contractor.
- Compile, prepare and complete monthly reimbursement packets to the SWORWIB funding agents in accordance with the SWORWIB contracts for services and as specified by the President throughout the contract.
- Accounts payable which includes bi-weekly check runs, periodic report preparation, monthly analysis and reconciliation and tax reporting of 1099s in accordance with IRS

- deadlines, as well as any urgent or emergency check needs.
- Code all invoices in accordance with the chart of accounts and individual account budgets and prepare checks accordingly.
  - Coordinate with the SWORWIB Treasurer or other officer volunteer authorized to sign SWORWIB checks.
  - Deliver or arrange delivery of all invoices to Hamilton County Job and Family Services under our contract for WIOA Administration.
  - Accounts receivable which include periodic discrepancy and transaction reporting, analysis of pledges or reimbursement submissions that are not yet received.
  - Bank statement reconciliation. Cash/Check receipt/deposit.
  - Routine transfer of administrative fees from one fund account to another as designated by the President/CEO or other officer.
  - Coordination of internal control over the fiscal functions.
  - Tax reporting such as 1099s or matters required in the filing of a 990 by the audit contractor.
  - Monthly reports to management and responses to management needs for other reporting and financial research as needed.
  - Monthly financial reports.
  - Working with the Board representative for annual “closing of the SWORWIB” books and completion of any notations related to discrepancies, reconciliations, reclassifications, deficits and proceeds to carry forward for next year’s books.
  - Maintain financial/accounting records of the SWORWIB and coordinate with the SWORWIB to satisfy records retention recommendations related to the publicly financed efforts.
  - Assist the SWORWIB by cooperating with city, county, state, federal and independent fiscal auditors as needed.
  - Work with all auditors to show contracted finance service records and provide information produced by the provider to the SWORWIB auditors.
  - Assist the SWORWIB by cooperating with auditors hired by the SWORWIB to file annual or other audits.
  - Other financial services as periodically are identified in the course of expanding or retracting business operations.

## **Proposal Format:**

**Pre-Bid Conference: January 20, 2017, 2:00 p.m. Room 102, Scarlet Oaks, Building 100**

**A pre-bid conference will be held for this process, as noted above. Sherry Kelley Marshall, President/CEO, will be available to review the bid and answer bidder questions.**

Bid responses will be reviewed as received and considered at submission. All costs related to this request should be included in the quotation. Following the award of the contract and if mutually agreed to by both parties, this contract will be termed for a three year period and may then be extended for (3) additional one-year periods. The price will remain unchanged for the first two years of this contract. Pricing for year 3 should be submitted at time of this bid. In no instance shall the pricing of the extended years exceed 5% of the original quote.

The SWORWIB has had a bookkeeping consultant since July 1, 2013 who has given notice that she is taking a full-time position and will no longer be available. She estimates that her hours have routinely ranged between 20-25 hours a month, which also includes being available to forward requested materials from our independent fiscal auditors and to be available for them for the average of two days on site in October to conduct the independent audit review. She has agreed to assist us in orienting our new bookkeeping contractor after the traditional workday for two months; and will be able to respond to emails for another couple of months.

The Proposal Format has been prepared to facilitate the submissions. Proposers are required to include the signed Quotation and Certification Form. The following Proposal Content Outline should be used and include all of the following:

- Signed Quotation (page 1)
- Signed Certification Form (page 2)
- Qualifications of personnel who will undertake the work identified in this quotation response. A short biography and resume will suffice.
- Description of non-profit experience with firm demonstration of a history of successful service similar to this proposed engagement for services.
- Additionally, the successful proposal must demonstrate sufficient capacity and depth of personnel to provide these services on a timely and consistent basis.
- Plan of action for undertaking the work identified.
- At least two local non-profit references.
- Please provide an itemized fee schedule or hourly rate to simplify proposal analysis.

The quotation proposal must address all portions of the above outline and may be amended prior to the negotiated contract with a selected provider. SWORWIB reserves the right to request clarification or correction to proposals, to reject any and all proposals, or to cancel the RFP in its entirety at its sole discretion. Only the selected proposal will be contacted.