



nevada**works**

Coordinating Workforce Development for Northern Nevada

A proud partner of the **AmericanJobCenter** of Nevada network

# REQUEST FOR PROPOSALS

## AUDIT SERVICES

Submission Deadline: February 28, 2025 at 4:00pm (PDT)

Agency Contact:

Beth Wicks, Finance Manager  
(775) 284-1338  
bwicks@nevadaworks.com

9390 Gateway Dr, Ste 105, Reno, NV 89521

REQUEST FOR PROPOSALS  
**AUDITING SERVICES**

**1. Introduction**

The purpose of this Request for Proposal (RFP) is to obtain the services of an accounting firm whose principal officers are independent Certified Public Accountants for auditing of Nevadaworks for a maximum of five (5) Program Year periods, the first year beginning July 1, 2024, and ending June 30, 2025 (Program Year 2024) through Program Year 2029, ending June 30, 2030. Nevadaworks receives federal funds from the U.S. Department of Labor and the State of Nevada under the Workforce Innovation and Opportunity Act (WIOA).

**2. Description of Entity**

Nevadaworks was created pursuant to NRS 277.110 and 277.120, through a cooperative agreement between the thirteen northern Nevada counties as a separate, legal and administrative public entity to coordinate the performance of responsibilities of the chief elected officials in the northern Nevada local workforce area, to be the recipient of federal funds and other resources, and to coordinate the activities of the local workforce development board.

Nevadaworks is governed by the Nevadaworks Board, a composite board comprised of the Nevadaworks Council (local workforce development board) and the Local Elected Officials Board (representatives of the 13-county service area).

Nevadaworks contracts with Washoe County for healthcare insurance services.

Nevadaworks contracts with agencies, organizations, and non-profit and for-profit service providers for the delivery of services.

Nevadaworks is the fiscal agent for the American Job Center of Nevada located in Reno, Nevada. Fiduciary Fund Type - Custodial Funds account for pass-through funds that are equivalent to pure cash conduits. The funds account for assets held by Nevadaworks as an agent for various local governments and other organizations.

**3. Funding Sources**

**Nevadaworks**

WIOA - Title I (Adult, Dislocated Worker and Youth Programs).

The purpose of Title I Adult and Dislocated Worker Programs is to carryout workforce development activities including employer services and employment and training services for individuals through a universally available one-stop delivery system. The Title I Youth Program is to establish programs to prepare primarily low income and out-of-school youth for entry into the labor force.

**Other**

Nevadaworks may administer other Federal, State and non-federal programs during the course of the contract period.

#### 4. Scope of Services

##### **Nevadaworks**

Audit services are to include examination of financial statements of Nevadaworks in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Generally Accepted Governmental Auditing Standards (GAGAS); and U.S. Office of Management and Budget (OMB) Uniform Guidance.

Audit services must include an examination for compliance with applicable directives of the State of Nevada, laws, regulations, and contracts. Compliance references include Public Law 113-128 (Workforce Innovation and Opportunity Act) implementing regulations for programs and others as applicable.

The Auditor shall determine whether:

1. The financial statements present fairly the financial position of governmental activities, each major fund and aggregate remaining fund information of Nevadaworks, and the changes in financial position in accordance with Generally Accepted Governmental Accounting Standards and other accounting principles generally accepted in the United States.
2. The internal control over financial reporting and operations provide reasonable assurance that Nevadaworks is managing federal financial assistance programs in compliance with applicable laws and regulations that could have a material impact on the financial statements.
3. Nevadaworks has complied with laws and regulations that may have material effects on its financial statements and on each major federal assistance program.

#### 5. Projected Funds

The Nevadaworks projected funds to be audited for period ending June 30, 2025 are as follows:

Grant Program	CFDA No.	Amount
WIOA Title I – Adult	17.258	\$ 3,245,969
WIOA Title I – Dislocated Worker	17.278	\$ 1,237,753
WIOA Title I – Youth	17.259	\$ 1,973,189
Total WIOA formula funding		<u>\$ 6,456,911</u>
WIOA – National Dislocated Worker – Quest	17.277	\$ 532,099
WIOA Title I – Youth – Governor’s Reserve	17.259	\$ 187,500
Economic Adjustment Assistance	11.307	\$10,513,733
Registered Apprenticeship – Building America	17.285	\$ 573,410
ACWIA – H-1B – Rural Healthcare	17.268	<u>\$ 359,254</u>

Total Federal Funding Projected	<u>\$18,622,907</u>
Battery Workforce	\$ 250,000
Youth Hub – State of Nevada funding	\$ 750,000
High Sierra AHEC - State of Nevada funding	\$ 116,221
Incumbent Worker – State of Nevada funding	\$ 1,160,460
Next Up Nevada – State of Nevada funding	\$ 3,297,134
Total State Funding Projected	<u>\$ 5,573,815</u>
<b>Total Funding Projected</b>	<b><u>\$ 24,196,722</u></b>

**6. Contractual Terms and Payment**

Nevadaworks shall pay a flat fee for performing each audit. This fee is to include all of the expenses for labor, communications, travel and other miscellaneous costs to be incurred in the performance of the audit services.

Two (2) hard bound copies and a PDF version of the final Nevadaworks audit report shall be submitted to Nevadaworks. Reports should be submitted within thirty (30) days of audit work completion.

The Auditor shall submit progress reports and invoices as work progresses. Nevadaworks will notify the Auditor within thirty (30) days of receipt of the audit report if the report is rejected. If an audit report is rejected, the Auditor shall have thirty (30) days after receipt of notification to revise the report and submit it in a form acceptable to Nevadaworks.

Contracts will be issued on an annual basis and may be terminated by either party upon thirty (30) days written notice. Work to be performed under the contract may not be assigned to other firms or individuals without the written consent of Nevadaworks.

Nevadaworks reserves the right to renew the contract after the initial contract year, based upon the audit firm’s prior performance, for a maximum of five audit years. Contract terms and price of each year’s subsequent audit may be renegotiated with Nevadaworks. Nothing in this section shall be construed as a guarantee or assurance of re-contracting. Renewal shall be at the sole discretion of Nevadaworks.

**7. Public Record Law**

Proposals, once opened, become the property of Nevadaworks and will not be returned to applicants. At the completion of the Board’s proposal review and recommendation for funding, proposals become "public records" and shall be subject to public disclosure unless the proposal or specific parts of the proposal can be shown to be exempt by law (NRS 333.333). An applicant may invoke the exemptions to disclosure provided by law in response to this RFP and identify the data or other materials to be protected on the face of such document, state the reasons in a written memorandum why such exclusion from public disclosure is required, and that the proposer holds harmless and indemnifies Nevadaworks from liability for non-disclosure.

## **8. Licenses**

Proposers, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the *State of Nevada* at the time of RFP submission. The proposal of any Proposer that is not fully licensed and certified shall be rejected.

## **9. Work Papers**

The Auditor shall retain work papers for a minimum of five (5) years from the end of contract or until resolution of the audit with the State and/or the U.S. Department of Labor, whichever is later. Copies of work papers shall be furnished to Nevadaworks upon request.

The Proposer shall, in its proposal, state whether it will need the assistance of Nevadaworks staff in preparation of the work papers. If assistance is needed, the Proposer shall estimate the number of man-hours required from Nevadaworks staff.

## **10. Restrictions Against Disclosure**

The Auditor shall agree to keep the information related to all funds audited and related contracts and all other information obtained in the course of the audit, in strict confidence. Other than reports submitted to Nevadaworks, the Auditor agrees not to publish, reproduce or otherwise divulge such information, in whole or in part, in any manner or form, or authorize or permit others to do so, taking reasonable measures as are necessary to restrict access to information to those employees on its staff, Nevadaworks staff, the State or U.S. Department of Labor staff who must have information on a need-to-know basis.

## **11. Code of Ethics**

If any Proposer violates the Code of Ethics as set forth by Government Finance Officers Association (GFOA), such Proposer may be disqualified from performing the work described in this proposal, or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from bidding on any future proposal for work, goods or services for Nevadaworks.

## **12. Staffing**

The work plan should include time estimates for each significant segment of the work and the staff level position. The same staff shall not be assigned to both audits and other Nevadaworks services, if applicable, if a conflict may occur.

## **13. Evaluation of Proposals**

Each Proposal will be independently evaluated by the Nevadaworks Audit Workgroup which will make their suggestions to the Nevadaworks Board for approval. Proposals will be ranked and considered in accordance with the required elements listed below.

## **14. Procedures for Submitting Proposals and Proposal Budgets**

Proposals must include the following elements:

- Letter of Transmittal
- Title Page
- Table of Contents
- Profile of Proposer
- Summary of Qualifications
- Work Plans
- Attachments - Certifications
- Exhibits

Proposal Budget

### **Letter of Transmittal**

Briefly state the Proposer's understanding of the work to be done and make a positive commitment to perform the work within the established time period.

State the name(s) of the person(s) who will be authorized to make representations for the Proposer, their titles, addresses and telephone numbers, and that the person(s) signing the letter will be authorized to bind the Proposer.

Affirm that the Proposer is currently a licensed Certified Public Accountant in the State of Nevada and that the Proposer meets the independence standards of the U.S. Government Accountability Office (GAO) Standards for Audit of Governmental Organizations, Programs, Activities and Functions. If applicable, describe any reprimands or penalties that the firm may have received in the past five (5) years from the State of Nevada Board of Accountancy.

### **Title Page**

Show the RFP subject, the name of the Proposer's firm, local address, telephone number, fax number, e-mail address, name of the contact person, and the date.

### **Table of Contents**

Identify the elements and materials enclosed.

### **Profile of the Proposer**

Describe the Proposer's organization and structure. Include size and scope of services performed, the location of office(s) from which the work is to be performed and the number of partners, managers, supervisors, seniors and other professional staff that will service the contract.

### **Summary of Proposer's Qualifications**

Identify the supervisor(s) who will work on the audit, including the staff from other than the local office. Resumes, including relevant experience and continuing education for each supervisory person to be assigned to perform the audit, must be included in Exhibits section of the proposal.

Describe recent auditing experience similar to the type and scope of the audit services requested. List the names and telephone numbers of the clients' official contact for the last three (3) audits for reference purposes.

### **Work Plan**

Provide a Work Plan to include start and completion dates, time estimates and estimated hours by staff level. Identify the amount and type of assistance to be provided by or required of Nevadaworks staff.

### **Attachments — Certifications and Quality Control Program Results**

The Certification Regarding Lobbying; Certification Regarding Debarment, Suspension and Other Matters; and the Certification Regarding a Drug-Free Workplace are required to be signed and submitted with the proposal. Participation in quality-control programs, either American Institute of Certified Public Accountants (AICPA)-sponsored or comparable should be addressed. Results of a current peer review, and a description of any regulatory action taken by any oversight body against the Proposer and/or its staff are required to be submitted with proposal.

### **Exhibits**

Attach any applicable exhibits in support of your proposal.

### **Proposal Budget — submitted in a separate file**

Identify the proposed all-inclusive fee for audit services for each of the five years.

Describe the agency's fee structure, and proposed costs for completion of the services requested with a breakout of Nevadaworks for each of the five (5) years.

## **15. Submission and Receipt of Proposals**

### **Proposal Deadline**

Completed proposals are due to Nevadaworks no later than 4:00 PM (PDT) on February 28, 2025. Proposals may ONLY be submitted electronically in a PDF or Word document format to [www.nevadaworks.com/system-partners/rfp/](http://www.nevadaworks.com/system-partners/rfp/). Two files must be submitted, one labeled Proposal and another one labeled Proposal Budget. Nevadaworks will acknowledge receipt of any electronic submissions.

Proposals and Proposal Budgets not submitted electronically in a PDF or Word document format by the stated due date and time will not be considered for contracting.

It is the responsibility of each Proposer to verify that Nevadaworks has received its proposal.

## **16. Procedure for Selection of the Services**

### **Notification and Distribution**

A notice of this RFP has been mailed to interested parties and is posted on the Nevadaworks website [www.nevadaworks.com/system-partners/rfp/](http://www.nevadaworks.com/system-partners/rfp/). All pertinent information will be posted on the Nevadaworks website under Request for Proposals. The Nevadaworks Audits for Program Year ending June 30, 2022, 2023 and 2024 are posted on the Nevadaworks website at [www.nevadaworks.com/system-partners/rfp/](http://www.nevadaworks.com/system-partners/rfp/). Potential Proposers are encouraged to submit questions to Nevadaworks via email to [bwicks@nevadaworks.com](mailto:bwicks@nevadaworks.com). These questions and answers will be posted on the Nevadaworks website at [www.nevadaworks.com/system-partners/rfp/](http://www.nevadaworks.com/system-partners/rfp/).

### **Initial Review of Proposals**

All proposals received timely and in the proper format will be examined by Nevadaworks staff. Those proposals meeting the RFP time and format requirements will be forwarded for review to the Nevadaworks Audit Workgroup, all others will be disqualified. Disqualification is without prejudice to the submission of a proposal in response to any future RFP.

### **Review by Nevadaworks Audit Workgroup**

The Nevadaworks Audit Workgroup will review those proposals successfully passing the initial screening by Nevadaworks staff. This workgroup will review proposals, score and rank them, and make a recommendation to the Nevadaworks staff for contracting.

### **Proposal and Proposal Budget Scoring Values**

The proposal and proposal budget will be scored, with the following maximum point values:

Profile of the Proposer	5 points maximum
Summary of Proposer's Qualifications	5 points maximum
Presentation, Clarity, Understanding of the Services to be Provided	5 points maximum
Cost of Audit Services/Budget	5 points maximum
Total Possible Points to be Earned	20 points

### **Appeals Process**

All Proposers have the right to protest an award decision. Should a Proposer wish to appeal the award decision, the Proposer must provide written notice within ten (10) calendar days of the certified award notification to the Chief Executive Officer of Nevadaworks requesting an appeal based solely upon one of the four (4) criteria for appeal listed below:

1. Clear and substantial error or misstated facts upon which decision was relied on by the Nevadaworks Audit Workgroup.
2. Unfair competition or conflict of interest in decision-making process.

3. Any illegal or improper act or violation of law.
4. Other legal basis on grounds that may substantially alter the Nevadaworks Audit Workgroup's decision.

The Proposer will receive written notice via certified United States Postal Service mail that the appeal was received. All appeals will be heard before the Nevadaworks Board Executive Committee at a special meeting called to hear the appeal. This special meeting will occur within forty-five (45) calendar days after receipt of the Proposer's written notice for appeal which shall contain specific reference to one of the above four criteria. Upon the Nevadaworks Board Executive Committee hearing the appeal, its decision will be final. Nevadaworks reserves the right to refuse to consider an appeal that does not identify specific procedural shortcomings.

### **Nevadaworks Action on Proposals**

The Nevadaworks Audit Workgroup will make a determination of award and notice of the award will be sent to all Proposers on or before June 1, 2025.

The awarding of a contract is contingent upon resolution of appeals, if applicable, successful negotiations and funding availability. Nevadaworks is not responsible for any costs incurred prior to the complete execution of an agreement.

## **17. Requirements and Conditions for Proposals**

### **Requirements**

In addition to those requirements previously delineated, Proposers shall not be eligible for selection if the Proposer or a related party (subsidiary, affiliate, predecessor, or successor in interest, or substantially owned or operated by the same parties) has been debarred from contracting by action of any local, state, or federal government agency.

### **Conditions**

Nevadaworks is not bound to award a contract or to actually procure the requested services.

The submission of a proposal in response to this RFP constitutes a binding offer by the Proposer to provide the stated services and/or product on the terms and conditions set forth, subject to negotiations of specific contract terms, such offer to remain in effect for one hundred eighty (180) days from the date of submission of the proposal.

All proposals submitted become the property of Nevadaworks and as such are available for review by the public, upon furnishing a request to Nevadaworks Chief Executive Officer for review of such material.

Nevadaworks reserves the right to reject any or all proposals submitted in response to this RFP due to lack of responsiveness of proposals, changes in operating objectives, change in funding or for any reason determined by Nevadaworks at Nevadaworks' sole discretion.

**18. Timetable**

Nevadaworks and Proposer shall adhere to the following schedule in all actions concerning this RFP:

RFP Issuance	January 24, 2025
Proposal Submittal Date	February 28, 2025 4:00 PM (PDT)
Proposal Award Notification	on or before June 1, 2025
Audit Field Work	August - October
Initial Draft Audit Report Due	November 15, 2025
Final Report Due	December 31, 2025

Nevadaworks may change scheduled timeline and due dates if it is to the advantage of Nevadaworks to do so. Nevadaworks will notify Proposers of all changes in the timetable by posting on Nevadaworks website, written notice and/or agenda.

**CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid to or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities" (20 CFR Appendix B to Part 438) in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose the same accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Title 31, U.S. Code, Section 1352. Any person who fails to file the required certification, "shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Official and Title

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIBILITY AND VOLUNATRY EXCLUSION**

**LOWER TIER COVERED TRANSACTIONS**

This certification is required by regulations implementing Executive Order 12549, Debarment and Suspension, detailed in 2 CFR Part 180.300, Responsibilities of Participants.

1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
2. Where the prospective recipient of Federal assistance funds is unable to certify to any statement in this certification, such prospective participant shall attach an explanation to this statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Official and Title

**CERTIFICATION REGARDING DRUG — FREE WORKPLACE REQUIREMENTS**

The undersigned certifies that it will or will continue to comply with the requirements contained in 29 CFR Part 94 — Governmentwide Requirements for a Drug-Free Workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about (1) the dangers of drug abuse in the workplace; (2) the grantee’s policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; and (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would (1) abide by the terms of the statement; and (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying Nevadaworks in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected contract;
- (f) Taking one of the following actions, within thirty calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by a Federal, State or local health, law enforcement, or other appropriate agency;
  - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Official and Title