

FULL EMPLOYMENT COUNCIL, INC. (FEC)

**REQUEST FOR PROPOSAL FOR
AUDIT SERVICES**

**PRE-BID CONFERENCE
2:00 PM
FRIDAY, JULY 29, 2022**

**PROPOSAL DEADLINE
5:00 PM
AUGUST 19, 2022**

PROPOSALS SHOULD BE ADDRESSED TO:

**Tirhas Kidane
Vice President/Chief Financial Officer
FULL EMPLOYMENT COUNCIL, INC.
1740 PASEO BLVD.
KANSAS CITY, MISSOURI 64108
(816) 471-2330 ext. 1249**

INQUIRES SHOULD BE DIRECTED TO:

**TIRHAS KIDANE
CHIEF FINANCIAL OFFICER
FULL EMPLOYMENT COUNCIL, INC.
1740 PASEO
KANSAS CITY, MISSOURI 64108
(816) 471-2330, EXT. 1249**

TABLE OF CONTENTS

	PAGE
GENERAL INFORMATION.....	1
Instructions on Proposal Submissions.....	1
Description of Entity and Records to be audited.....	3
SCOPE OF WORK.....	3
FEC AND ITS ACCOUNTING SYSTEM.....	5
GENERAL PROPOSAL REQUIREMENTS.....	5
Performance.....	5
Delivery Schedule.....	6
Fee.....	6
Payment.....	6
Audit Review.....	7
Exit Conference.....	7
Work Papers.....	7
Confidentiality.....	7
AICPA Professional Standards.....	8
External Quality Review.....	8
Employment conflict.....	8
Client References.....	8
E-Verify Eligibility Verification Video.....	8
Affirmative Action.....	9
OFFEROR’S TECHNICAL QUALIFICATIONS.....	9
Relevant experience.....	9
Audit organization.....	10
Staff qualifications.....	10
Understanding of work to be performed.....	11
Certifications and other required forms.....	11
PROPOSAL EVALUATION.....	11
Pre-proposal conference.....	11
Submission of Proposals.....	11
Nonresponsive Proposals.....	11
Review Process.....	12
Assignment.....	12
STATEMENT OF QUALIFICATION S FOR AUDIT SERVICES.....	13
Attachmet A – Audit Services.....	14
Attachment B – Certification.....	15
Attachment C – Authorizing Resolution	17
Attachment D – Ethical Standards Affidavit.....	18
Attachment E – Conflict of Interest Affadavit.....	19
Attachment F – Offeror Assurance.....	20
Attachment G – Debarment Form.....	21

I. GENERAL INFORMATION

A. Purpose

This “Request for proposal” is to contract for financial and compliance audit of the grant funds administered by The Full Employment Council, Inc. and the funds awarded to its sub-grantees for the program year ending June 30, 2023.

B. Who May Respond

Only Certified Public Accountants licensed in the state of Missouri may respond to this RFP.

C. Instructions on Proposal Submissions

1. Closing submission Date

Proposals must be submitted no later than 5:00 pm on August 19, 2022.

2. Inquiries

Inquiries concerning this RFP should be directed to Tirhas Kidane, Chief Financial Officer of FEC, at the pre-bid conference only.

3. Conditions of Proposal

All cost incurred in the preparation of proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Full Employment Council, Inc. The evaluation and selection of a contractor and the contract will be based on the information submitted in the Contractor’s proposal plus references and any requested on-site visits or oral presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

4. Instructions to Prospective Contractors

Your Proposal should be addressed as follows:

**Tirhas Kidane
Vice President/Chief Financial Officer
Full Employment Council, Inc.
1740 Paseo, Suite D
Kansas City, Missouri 64108**

It is important that the Offeror’s proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal
5 pm, August 19, 2022
SEALED PROPOSAL
For Audit Services

Failure to do so may result in premature disclosure of your proposal.

It is the responsibility of the Offeror to ensure that The Full Employment Council, Inc., by the date and time specified above.

Late proposals will not be considered.

5. Right to Reject

The Full Employment Council, Inc. reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

6. Small and/or Minority-Owned Businesses

Efforts will be made by the Full Employment Council, Inc. to utilize small businesses and minority/women owned businesses.

7. Notification of Award

It is expected that a decision selecting the successful audit firm will be made within two (2) weeks of the closing date for the receipt of proposals. The One Stop Operator expects to award funds on or about July 01, 2004. Proposals will be evaluated by the Selection Committee and will be recommended to the Board for approval. Upon acceptance of the successful bidders proposal, all Offeror's will be informed.

It is expected that the contract shall be a one-year fixed unit price contract with an option for extension for (2) two additional years.

8. The Full Employment Council, Inc. reserves the right to vary the provisions set forth herein at any time prior to the execution of the contract.

9. The Full Employment Council, Inc. is under no legal requirement to grant a contract based on making this Request for Proposal.

10. Proposers are cautioned not to contact employees of the Full Employment Council, Inc. concerning this RFP during the competitive evaluation process. Failure to comply with this instruction is sufficient cause for disqualification.

D. Description of Entity and Records to be Audited

The Full Employment Council, Inc. is a nonprofit organization primarily engaged in administering Workforce Investment Opportunity Act - WIOA, which serves two regions Kansas City and Vicinity and Eastern Jackson County.

The Full Employment Council, Inc. is a private, nonprofit corporation and is therefore, exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue code. It is governed by a volunteer Board of Directors. Administrative offices and all records are located at 1740 Paseo, Suite D, Kansas City, Missouri 64108.

The Full Employment Council, Inc. maintains an automated accounting system using MIP Fund Accounting system. Records and ledgers can be made available for review prior to the submission of the RFP, upon request.

E. Options

At the discretion of the Full Employment Council, Inc., this audit contract can be extended for one additional one-year period. The cost for the option periods will be agreed upon by the Full Employment Council, Inc. and the Offeror. It is anticipated that the cost for the optional years will be based upon the same approximate cost per thousand dollars of audited expenditures as the contract of the initial year.

II. SCOPE OF WORK

The objective of the audit contract is to provide an opinion on the financial statements and compliance with laws and regulations. The audit must be performed in accordance with general accepted auditing standards, Government Auditing Standards, Office of Management and Budget (OMB Circular), and the Audit Guide issued by State of Missouri, Office of Workforce Development.

The audit has the following important segments:

- A.** Audit of FEC in accordance with 2 CFR 200 Subpart F (Uniform Guidance Subpart F – Audits). Services will also be based on Generally Accepted Auditing Standards (GAAS), State of Missouri Office of Workforce Development Guidelines, the Department of Labor’s adoption of Uniform Guidance 2 CFR 2900, the Department of Health and Human Services’ adoption of Uniform Guidance 45 CFR Part 75.
- B.** FEC administers WIOA programs for the KCV and EJAC Regions, which covers several counties in the Kansas City, Missouri region. In addition to WIA programs, FEC administers several privately funded and local governmental programs.

- C.** The report issued shall contain an opinion on the financial status of the grant, report on compliance and internal control structure.
- D.** All FEC's sub-recipients of federally or State funded programs must have an audit report. Any subcontractors with awards greater than \$50,000 are monitored by an independent firm.
- E.** In the event the audit is not completed or the audit reports are not delivered by the specified dates, the Full Employment Council, Inc. may construe this failure as liquidated damages and may assess a sanction not to exceed 10% of the contract amount, unless approved by the Full Employment Council, Inc.
- F.** All work papers must be retained for the statutory five (5) year period. In addition, all work papers must be made available upon request to the Full Employment Council, Inc. The Missouri Office of Workforce Development (OWD), Department of Labor or any other Federal Regulatory Agencies.
- G.** FEC reserves the right to engage the auditor to conduct additional work in conjunction with this audit.
- H.** Total expenditures to be audited each year may vary.

Financial and Compliance Audit of FEC

- a. Independent auditor's report on examination of general purpose financial statements.
- b. Balance sheet of August 30, 2023.
- c. Statement of Revenues and Expenses for the fiscal year ended August 30, 2023.
- d. Statements of changes in financial position.
- e. Notes to financial statements.
- f. Independent auditor's report on supplementary information.
- g. Combining balance sheet of funds.
- h. Combining statement of revenues and expenses and charges in fund balance.
- i. Schedule of Functional Expenses.
- j. Individual statement of all grants showing budget, actual and variance of each grant.

- k. Independent auditor's report on internal control (per GAO Standards and OMB Circular).
- l. Independent auditor's report on compliance with major program requirements.
- m. Independent auditor's report on schedule of federal financial assistance.
- n. Schedule of federal financial assistance.
- o. Notes to schedule of federal financial assistance.
- p. Schedule of findings and questioned costs.
- q. Disposition of prior year findings and questioned costs.

III. FEC AND ITS ACCOUNTING SYSTEM

A. Type of Organization

The Full Employment Council, Inc. is the administrator and grant recipient of Workforce Innovation Opportunity Act Funds, the amount of which is determined by formula and is distributed by the State. The Workforce Investment Opportunity Act requires that local elected officials appoint persons to a Workforce Development Board (WDB). The majority of WDB members must be from the private sector. Under the law, the WDB has certain responsibilities with respect to the delegation of responsibilities for the administration of programs under WIOA.

FEC Uses Abila's MIP Fund Accounting Software, double-entry accounting system. FEC prepares its financial statements on accrual basis using MIP Fund Accounting System.

IV. ASSISTANCE AVAILABLE TO THE AUDITOR

- A. The Fiscal Department Staff of The Full Employment Council, Inc. will be available to answer appropriate questions. Additional supporting documentation, where appropriate, will be prepared to assist the audit process. Staff will be available to answer questions and to locate documents as needed
- B. Copy machines will be made available at no charge, but the auditors will be expected to provide the labor to make the necessary copies.
- C. No original documentation or primary books of accounts will be permitted to be physically taken outside of the administrative office of the Full Employment Council, Inc.

V. GENERAL PROPOSAL REQUIREMENT

A. Performance

The records of The Full Employment Council, Inc. should be audited through July 29, 2022.

B. Delivery Schedule

Offeror is to deliver three copies of the draft audit report to the Full Employment Council, Inc.'s President/CEO. The draft audit report is due by August 19, 2022.

C. Price

The Offeror's proposed price should be submitted separately and is not to exceed \$75,000. Include information indicating how the price was determined. For example, the Offeror should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level. Any out-of-pocket expenses should be indicated. The pricing information should be in a separate sealed envelope.

The Audit Firm shall deliver 70 copies of the audited basic financial statements, compliance Reports, Management letter, as well as an electronic copy. In addition, a comments report must be presented to the FEC Board of Directors. It is customary that the report is officially presented by the auditing firm at a Kansas City Vicinity, Eastern Jackson County Regions Workforce Development Boards, the oversight committee and the FEC Board.

The contractor shall deliver all final audit reports for Program Year 23 on or before August 30, 2022, and for subsequent years, the August following each program year end. Unless individual arrangements are made, reports may be submitted earlier than the above schedule. However, if the Audit Firm fails to make delivery of the audit reports within the time schedule specified herein, or if the Audit Firm delivers audit reports which do not conform to all the provisions of this contract, the Full Employment Council, Inc. may, by written notice of default to the Audit Firm terminate the whole or any part of this contract. Under certain extenuating circumstances the Full Employment Council, Inc. may extend this schedule upon written request of the Audit Firm with sufficient justification.

D. Payment

Payment will be made when the Full Employment Council, Inc. has determined that the total work efforts have been satisfactorily completed.

Should the Full Employment Council, Inc. reject a report, the Full Employment Council, Inc.'s representative will notify the Audit Firm in writing of such rejection giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for ninety (90) days after the Auditor submits the final invoice for payment.

Progress payments will be allowed to the extent that the Full Employment Council, Inc. can determine that satisfactory progress is being made.

Upon delivery of the 70 copies of the final reports to the Full Employment Council, Inc. and their acceptance and approval, the Auditor may submit a bill for the balance due on the contract for the audit.

E. Audit Review

All audit reports prepared under this contract will be reviewed by the Full Employment Council, Inc. and its funding sources to ensure compliance with General Accounting Office's (GAO) Government Audit standards – Standards for Audit of governmental Organization, Program, Activities, and Functions and other appropriate audit guides.

F. Exit Conference

An exit conference with the Full Employment Council, Inc.'s representatives and the Auditor's representative will be held at the conclusion of the fieldwork. Observations and recommendations must be summarized in writing and discussed with the Full Employment Council, Inc. It should include internal control and program compliance observations and recommendations.

G. Work Papers

1. Upon request, the Auditor will provide a copy of the work papers pertaining to any questioned costs determined in the audit. The work papers must be concise and provide the basis of the questioned costs, as well as, analysis of the problem.
2. The work papers will be retained for at least five years from the end of the audit period.
3. The work papers will be available for examination by authorized representatives of the cognizant Federal or State audit agency, the General Accounting Office, and the Full Employment Council, Inc.

H. Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to the Full Employment Council, Inc., the Offeror agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit other(s) to do so. The Offeror also agrees to take reasonable measures to restrict access to the information, while in the Offeror's possession, to those employees on the Offeror's staff who must have the information on a "need-to-know" basis. The Offeror agrees to immediately notify, in writing, the Full Employment

Council, Inc.'s authorized representative in the event the Offeror determines or has reason to suspect a breach of this requirement.

I. AICPA Professional Standards

The AICPA Professional Standards state:

Ethics Interpretation 501-3 – Failure to follow standards and/or procedures or other requirements in governmental audits.

Engagements for audits of government grants, government units or other recipients of government monies typically require that such audits be in compliance with government audit standards, guides procedures, statutes, rules and regulations, in addition to generally accepted auditing standards. If a member has accepted such an engagement, and undertakes an obligation to follow specified government audit standards, guides, procedures, statutes, rules and regulation, in addition to generally accepted auditing standards, the member is obligated to follow such requirements. Failure to do so is an act discreditable to the profession in violation of Rule 501, unless the member discloses in his report the fact that such requirements were not followed and the reasons thereafter.

J. External Quality Review

The Offeror's firm must have successfully completed External Quality Review as required by Governmental Auditing Standards and AICPA Professional Standards. A copy of the most recent quality review report and acceptance letter from applicable state society must be included in the technical section of the proposal.

K. Employment Conflict

The Offeror's agrees to not employ the services of any person or persons now employed by the FEC; without the written consent of FEC.

L. Client References

In this section, provide a minimum of three references; list the names, addresses, and phone numbers of government/WIA and Not for profit audit client references.

M. E-Verify Eligibility Verification System

On June 6, 2008, President Bush issued Executive Order 13465, "Economy and Efficiency in Government Procurement through Compliance with Certain Immigration and Nationality Act provisions and the Use of an Electronic Employment Eligibility Verification System." The order mandates that all feeral agencies that enter into contracts shall require, as a condition of each contract, that the Offeror agrees to use an electronic employment eligibility verification system designated by the Department of Homeland Security (DHS) to verify all

new employees and all persons assigned by the Offeror to perform work within the United States on the federal contract. On June 9, 2008, DHS designated E-Verify as the system to be used in carrying out the order. For more information on E-Verify, go to www.uscis.gov.

N. Affirmative Action

This is to notify you that FEC is an equal employment/affirmative action employer. As such, we are subject to Executive Order 11246, the Vietnam Era Veteran's Readjustment Assistance Act (VEVRAA) of 1974, as amended and Section 503 of the Rehabilitation Act of 1973, as amended. These regulations require that we take affirmative action to employ and advance in employment females, minorities, veterans and qualified individuals with disabilities.

O. PROPOSAL ORGANIZATION AND FORMAT

In order to facilitate the evaluation of the proposals, it is requested that the required RFP information be organized and in the order listed:

- i. **Section 1:** Proposal Coversheet (Attachment A) with all signed Copy of Certification and other forms (Attachment B-G).
- ii. **Section 2:** The total all-inclusive maximum price; all direct and indirect costs including out of pocket expenses.
- iii. **Section 3:** Technical Proposal as follows

VI. OFFEROR'S TECHNICAL QUALIFICATIONS

The Offeror, in its proposal, shall, as a minimum, include the following:

A. Relevant Experience

The Offeror should describe its prior auditing experience including the names, addresses, contact persons, and telephone numbers of similar organizations audited during the past three years. Experience should include the following categories:

1. Prior experience auditing private non-for-profit corporations.
2. Prior experience auditing WIA programs funded by any Federal or State agency.
3. Prior experience auditing programs financed by the Federal Government.

B. Audit Organization

1. State whether your audit organization is nation, regional or local. Describe the organization, size, and structure of your firm.
2. State the address of the local office, which will be conducting the audit.

3. Indicate the number of people, by level, within the local office that will handle the audit. Indicate which other audits this staff will be working on concurrently. Also indicate the supervision to be exercised over the audit tem by the firm's management.
4. Provide a list of local office's current and prior government audit clients indicating the type(s) of services performed and the number of years served for each. Indicate your experience in auditing entities, which are similar in size and complexity to FEC.
5. Indicate the local office's experience in providing additional services to government clients by listing the name of each government, the type(s) of services performed and the year(s) of engagement.
6. The Offeror should describe its organization, size (in relation to audits to be performed) and structure. Indicate, if appropriate, if the firm is a small or minority-owned business. Offeror should include a copy of the most recent Peer Review, if the Offeror has had a Peer Review.

C. Staff Qualifications

The Offeror should describe the qualifications of staff to be assigned to the audits. Descriptions should include:

1. Audit team makeup
2. Overall supervision to be exercised
3. Prior experience of the individual audit team members

Only include resumes of staff assigned to the audits. Education, position in firm, years and types of experience, continuing professional education, state(s) in which licensed as a CPA, etc. will be considered. All members of the team responsible for substantial portions of the audit must have adequate CPA's as required by Government Audit Standards.

D. Understanding of Work to be Performed

The Offeror should describe its understanding of work to be performed, including audit procedures, estimated hours, and other pertinent information.

E. Certifications and Other Required Forms

The Offeror must sign and include, as an attachment to its proposal, the Certifications enclosed with this RFP. The publications listed in the Certifications will not be provided to potential Offerors by the Full Employment Council, Inc. because the Full Employment Council, Inc. wants to contract only with an Offeror who is already familiar with these publications.

VII. PROPOSAL EVALUATION

A. Pre-Proposal Conference

A pre-bid conference will be held on July 29, 2004, at 2:00 p.m. via zoom or at the administrative office of the Full Employment Council, Inc., at 1740 Paseo, Suite D, Kansas City, Missouri 64108. Questions regarding the RFP will be addressed at this conference.

B. Submission of Proposals

All proposals shall include five (5) copies of the Offeror's technical qualifications, five (5) copies of the pricing information (in a separately sealed envelope). These documents will become part of the contract.

C. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the follow occurs:

1. The proposal is not received on time in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications.
4. The proposal is not adequate to form a judgment by the review that the proposed undertaking would comply with the Government Audit Standards.

D. Review Process

The Full Employment Council, Inc. may, at its discretion, request presentations by or meetings with any or all Offeror's, to clarify or negotiate modifications to the Offeror's proposals.

However, the Full Employment Council, Inc. reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the Offeror can propose. The Full Employment Council, Inc. confers award of the contract to the responsible Offeror with the highest total points.

E. Assignment

The Offeror agrees not to subcontract, assign, transfer, convey, sublet or otherwise dispose of the contract of any right, title, obligation or interest it may have therein, without prior approval from the Full Employment Council, Inc.

CERTIFICATIONS

ON BEHALF OF THE OFFEROR:

- A.** The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- B.** The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- C.** The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D.** The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- E.** The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- F.** The individual signing certifies that the Offeror is a properly licensed certified public accountant.
- G.** The individual signing certifies that the Offeror meets the independent standards of the Government Auditing Standards.
- H.** The individual signing certifies that he/she is aware of and will comply with the GAO Continuing Education Requirement of 80 hours of continuing education every two years; and that 24 hours of the 80 hour education will be in subjects directly related to the government environment and to government auditing for individuals.
- I.** The individual signing certifies that the representing firm has successfully completed external quality review in accordance with AICPA and GAO Standards.
- J.** The individual signing certifies that the proposed engagement team has adequate training in the following publications relative to the FEC audit.
- K.** The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.

- L.** The individual signing certifies that the Offeror, and/or individual(s) to be assigned to the audits, does not have a record of substandard audit work and has not been debarred or suspended from doing work with any federal, state, or local government.

Dated this _____ day of _____, 20_____.

Signature

FULL EMPLOYMENT COUNCIL, INC.
REQUEST FOR PROPOSAL
AND
STATEMENT OF QUALIFICATIONS FOR AUDIT SERVICE

PART I. PROCUREMENT INFORMATION

- A.** The Full Employment Council, Inc., will accept bids with Statements of Qualifications from Certified Public Accounting Firms for the Full Employment Council, Inc.'s, audit service for the fiscal year ending June 30, 2004. Interested firms should submit five (5) copies of their proposal in the format described in Part V listed above by 12:00 p.m., June 23, 2004, to 1740 Paseo, Suite D. The proposals should be sealed and clearly marked on the outside as follows:
- B.** Technical information regarding the accounting system may be obtained from Sterling Stanford, Chief Administrative Officer.
- C.** Proposals will be evaluated by the Selection/Negotiating Committee appointed by the Full Employment Council, Inc.'s President. The committee will rank the top three (3) evaluated firms for approval by the President who shall make a recommendation to the Full Employment Council, Inc. Board. Firms will be ranked by the committee based on their evaluation of the lowest prices and best qualified proposer.
- D.** The contract will be negotiated for one (1) year term with an option to renew for one (1) additional year, with final unit fees to be established at the time of negotiation after award of the contract.
- E.** The Full Employment Council, Inc., reserves the right to reject any or all proposals and to select the firm, which, in its judgment, best meets the needs of the Full Employment Council, Inc. The Full Employment Council, Inc. may terminate the contract with proper notice or to extend the contract for an additional time upon satisfactory completion of the initial term.
- F.** Selection and award of contract is scheduled for no later than July 01, 2004.
- G.** The selection process entered into by this request for proposals will result in the selection of a firm to audit the Full Employment Council, Inc. and its sub-grantees.

FULL EMPLOYMENT COUNCIL, INC.
REQUEST FOR PROPOSAL
STATEMENT OF QUALIFICATIONS FOR AUDIT SERVICE
PROCUREMENT INFORMATION

- A. The Full Employment Council, Inc. (FEC) will accept bids with Statements of Qualifications from Certified Public Accounting Firms for the FEC's audit service for the fiscal year ending June 30, 2023. Interested firms should submit four (4) copies of their proposal in the format described in Part V listed above by 5 pm, August 19, 2022, to 1740 Paseo Blvd or by email to tkidane@feckc.org. Hand delivered proposals should be sealed and clearly marked on the outside as follows:
- B. Technical information regarding the accounting system may be obtained from Tirhas Kidane, Chief Financial Officer.
- C. Proposals will be evaluated by the Selection/Negotiating Committee appointed by the FEC's President. The committee will rank the top three (3) evaluated firms for approval by the President who shall make a recommendation to the FEC's Board. Firms will be ranked by the committee based on their evaluation of the lowest prices and best qualified answer.
- D. The contract will be negotiated for a one (1) year term with an option to renew for two (2) additional years, with final fees to be established at the time of negotiation after award of the contract.
- E. FEC reserves the right to reject any or all proposals and to select the firm which, in its judgment, best meets the needs of the FEC. FEC contracts with proper notice or to extend the contract for an additional time upon satisfactory completion of the initial term.
- F. Selection and award of the contract is scheduled for no later than September 1, 2022.
- G. The selection process entered into by this request for proposal will result in the selection of a firm to audit FEC.

ATTACHMENT A
PROPOSAL COVER SHEET

AUDIT SERVICES

Name of Applicant (as in the Articles of Incorporation):	
Address:	
Contact Person & Title:	
Telephone and Fax Number:	
Contact Person & Title:	
E-mail Address:	
Date/State of Incorporation:	

CHECK LIST (Please submit the following documentation with the proposal).

- Signed and Dated Assurances
- Signed and Dated Debarment
- Signed Authorizing Resolution
- Signed Conflict of Interest Affidavit
- Signed Ethical Standards Affidavit
- List of three references with address and telephone numbers
- Copy of the most recent quality review report and acceptance letter
- Offeror's Assurances
- Certificate of Liability
- Affirmative Action Plan Diversity Profile (Employee Census)
- E-Verification

Reminder: To be considered, one (1) original and four (4) copies of a proposal must be received and stamped by FEC no later than 5:00 pm, Friday, August 19, 2022 to the attention of Tirhas Kidane, Vice-President/Chief Financial Officer, Full Employment Council, Inc., 1740 Paseo Blvd., Kansas City, Missouri 64108.

ATTACHMENT B
CERTIFICATIONS

ON BEHALF OF THE OFFEROR:

- A.** The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- B.** The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- C.** The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition.
- D.** The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- E.** The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- F.** The individual signing certifies that the Offeror is a properly licensed certified public accountant.
- G.** The individual signing certifies that the Offeror meets the independent standards of the Government Auditing Standards.
- H.** The individual signing certifies that he/she is aware of and will comply with the GAO Continuing Education Requirement of eighty (80) hours of continuing education every two years; and that twenty-four (24) hours of the eighty (80) hour education will be in subjects directly related to the government environment and to government auditing for individuals.
- I.** The individual signing certifies that the representing firm has successfully completed external quality review in accordance with AICPA and GAO standards.
- J.** The individual signing certifies that the proposed engagement team has adequate training in the following publications relative to the FEC audit.
- K.** The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.

L. The individual signing certifies that the Offeror, and/or individual(s) to be assigned to the audits, does not have a record of substandard audit work and has not been debarred or suspended from doing work with any federal, state, or local government.

Dated this _____ day of _____, 20_____

Signature & Title

Printed name & Title

ATTACHMENT C

AUTHORIZING RESOLUTION

(Note: must be completed by each Audit Services Provider)

WHEREAS, the Full Employment Council, Inc., is authorized to make awards for Audit Services: and, NOW, THEREFORE, be it resolved by the _____

_____ *(Corporation Name)*

that the _____ is authorized to execute the award agreement(s) on behalf of the _____ with the Full *(Corporation Name)*

Employment Council, Inc., for provision of Audit Services according to the requirements of this document and all applicable Local, State and Federal laws and regulations.

Adopted this _____ *day of* _____ *of 20* _____.

Signature: _____

Printed name: _____

Title: _____

ATTACHMENT D

ETHICAL STANDARDS AFFIDAVIT

(Must Be Notarized)

State of _____ County of _____

Contractors, after being first duly sworn, affirms that by its employment policy, standards and practices it does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, creed, color, national origin, ages or sex and that it is not in violation of and will not violate any applicable laws concerning the employment of individuals with disabilities.

Contractors understands that it shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore.

Contractors also understands that it shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractors under a contract to the prime Contractors or higher tier subcontractors or any person associated therewith, as an inducement for the award or a subcontract or order.

Contractors also understands that it shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a metropolitan government contract upon the agreement or understanding for a contingent commission, percentage or brokerage fee, except for the retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

Contractors represents that it has not retained anyone in violation of the foregoing.

Contractors also understands that a breach of ethical standards could result in civil or criminal sanctions and/or debarment or suspension from being a seller, Contractors or subcontractor under metropolitan government contracts.

And further, Contractors sayeth not.

Print name of Contractors: _____

Signature _____ **Date** _____

ATTACHMENT E

CONFLICT OF INTEREST AFFIDAVIT

(Must Be Notarized)

The advertisement for bids (and proposals) shall do all of the following:

State that the bid shall be accompanied by a sworn and notarized statement disclosing my familial relationship that exists between the owner or any employee of the Contractors and any member of the board, or board of directors, or chief executive officer that does not include this sworn and notarized disclosure statement.

CHECK ONE OF THE TWO BOXES BELOW.

List and describe all exist Conflicts of Interest. *(Attach an additional page if necessary.)*

To the best of my knowledge, no conflict of interest exists.

Print name of Contractors _____

Signature _____

Name of Company _____

City & State _____

Notary – State of _____ County of _____

Sworn to and subscribed before me, a notary public in and for the above state and county,

on this _____, Day of _____, 20 _____.

Notary Public _____

My Commission Expires _____

ATTACHMENT F

DEBARMENT FORM

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(Before completing certification, read attached instructions which are an integral part of the certification)

- (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 of the statements in this certification, such prospective participant shall attach explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Partied Excluded from Procurement or Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and /or debarment.

ATTACHMENT G

E-VERIFICATION