

REQUEST FOR PROPOSAL
For Audit Services

The **South Western WV Region 2 Workforce Investment Board** is seeking written proposals to perform our annual financial and compliance audit. The audit proposal and cost must be received on or before July 31, 2010.

1. Entity name and address:

**South Western WV Region 2 Workforce Investment Board
2699 Park Avenue, Suite 240
Huntington, WV 25704**

2. Contact person and phone number:

**Claude J. Hunt, Executive Director
(304) 429-5900**

3. Location and phone number of the office where the accounting records are maintained, if different from above.

Same as above

4. Audit year(s) to be contracted:

Fiscal Year Ending: **June 30, 2010**

Type of Audit: **Financial and Compliance Audit Performed in Accordance with Government Auditing Standards issued by the Comptroller General & Single Audit in accordance with OMB Circular A-133**

5. Financial statements and accounting records will be ready for audit on October 15, 2010.

6. We would like the audit to be scheduled to begin by November, 2010 (**or sooner**).

7. The audit needs to be completed/issued by December 31, 2010

8. The primary type(s) of service(s) provided to our citizens:

The Region 2 WIB is a not-for-profit organization (501(c)-3) that serves businesses, workers and individuals in the following counties: Boone, Cabell, Lincoln, Logan, Mingo, Putnam and Wayne in the State of West Virginia.

The Region 2 WIB began operations in July 2000 after the WORKFORCE Investment Act legislation of 1998 created a system for federal WORKFORCE Development Funds to be administered by regional WORKFORCE Investment Boards (WIB). Each local region now has the ability to meet local economic and WORKFORCE development needs.

The primary purpose of the Region 2 WIB is to provide policy guidance for, and exercise oversight with respect to, activities under the Workforce West Virginia System for its service delivery area, according to the provisions of the Workforce Investment Act of 1998.

9. The total number of bank accounts maintained:

The Organization maintains two bank accounts.

10. We participated in the following Federal Grant Programs with the CFDA number and the total dollars expended or anticipated to be expended during the fiscal year for each.

CFDA Numbers	10.561	93.558	17.258	17.259	17.260
	<u>ABAWD</u>	<u>EXCEL</u>	<u>Adult</u>	<u>Youth</u>	<u>Dislocated</u>
Total Amount					
Expended	\$ 150,000	\$ 720,690	\$486,876	\$ 429,146	\$ 276,309
Stimulus Funds			\$281,570	\$ 553,694	\$ 301,576

11. Form of accounting records (manual or computerized; include the name of the software used):

We utilize 2009 QuickBooks software.

12. We have the following numbers of employees:

22 Full-time 4 Part-time

13. We have approximately **700-800** invoices paid during the year.

14. Our employees participate in the following pension plans:

401-K and Cafeteria Plan

15. We require 25 copies of the issued report.

By: _____
Signature

Title: Executive Director
Region 2 Workforce Investment Board

Date: June 25, 2010

Please send sealed proposals (for Fiscal Year End 6/30/2010) to:

**South Western WV Region 2 Workforce Investment Board
2699 Park Avenue, Suite 240
Huntington, WV 25704**

Attention: Audit RFP