

**REQUEST FOR PROPOSAL
For Financial Audit Services**

The **South Western WV Region 2 Workforce Development Board (Region 2 WDB)** is seeking written proposals to perform its annual financial and compliance audit, Cost Allocation Plan review and IRS Form 990 preparation. The audit proposal and cost must be received on or before September 14, 2026.

1. Entity name and address:

**South Western WV Region 2 Workforce Development Board Inc.
2699 Park Avenue, Suite 210
Huntington, WV 25704**

2. Contact person and phone number:

**Melissa Bias, Executive Director
(304) 508-2696**

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

**Region 2 Workforce Development Board
2699 Park Ave. Suite 210
Huntington, WV 25704**

4. Audit year(s) to be contracted:

Fiscal Year Ending: **June 30, 2026**, with 2 renewals at 1 year each, total of 3 years

Type of Audit: **Financial and Compliance Audit Performed in Accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America, the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).**

5. Financial information and accounting records will be ready for audit on or before October 1, 2026.

6. It is preferred the audit be scheduled to begin by November 1, 2026 **(or sooner)**.
7. The audit and Form 990 must be completed/issued by February 28, 2027. This is a date certain. If the audit is not completed/issued at stated time, the audit services will not be renewed for June 30, 2027.

8. The primary type(s) of service(s) provided to citizens within Region 2 WDB's area:

The Region 2 WDB is an IRC 501(c)(3) tax-exempt organization 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 WDB began operations in July 2000 after the WORKFORCE Investment Act legislation of 1998 created a system for federal WORKFORCE Investment Funds to be administered by regional WORKFORCE Development Boards (WDB). Each local region now has the ability to meet local economic and WORKFORCE Development needs.

The primary purpose of the Region 2 WDB 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 Innovation and Opportunity Act of 2014.

9. Region 2 WDB maintains two bank accounts.
10. Region 2 WDB participated primarily in the following Federal Grant Programs with the total dollars awarded and anticipated to be expended during the fiscal year for each. Note the WIOA grants are two-year grants and the full grant amounts are presented:

Grant Name	ABAWD		WIOA Adult	WIOA Dislocated	WIOA Youth		
CFDA Number or ID	10.561		17.258	17.278	17.259		
Grant Amounts	\$112,646.00		\$540,772.03	\$915,076.12	\$563,176.31		

11. Region 2 WDB uses Intuit's QuickBooks Enterprise desktop software.
12. Region 2 WDB has an average of 8-10 full-time and 1 part-time employee.
13. Region 2 WDB processes approximately 1500-2000 invoices during the year.
14. Region 2 WDB requires 10 hard copies of the issued report and a full pdf copy.
15. All interested providers should participate in the Bidders Tele-Conference Call scheduled on:

Monday, August 24th at 1:00 pm EST.

Please call (267)-930-4000 -ID Code# 852738266

By:

Melissa A. Bias

Melissa A. Bias

Title: Executive Director, Region 2 Workforce Development Board

Date: 8/05/26

Please send sealed proposals (for Fiscal Year End 6/30/26) to:

South Western WV Region 2 Workforce Development Board

P.O. Box 9009

Huntington, WV 25704-0009

Attention: Audit RFP