

EASTERN KENTUCKY



CONCENTRATED EMPLOYMENT PROGRAM, INC.

Request for Proposals

for

Auditing Services

Issued by

**Eastern Kentucky
Concentrated Employment Program, Inc.**

July 1, 2025

I. Description of the Eastern Kentucky Workforce Innovation Board (WIB) and Eastern Kentucky C.E.P. Local Workforce Area

The Eastern Kentucky Workforce Innovation Board (WIB) is the workforce development strategy and policy board for the Eastern Kentucky C.E.P. local workforce area, formed and certified under the provisions of the federal Workforce Innovation and Opportunity Act (WIOA) of 2014. The Eastern Kentucky C.E.P. local workforce area consists of these 23 counties in far Eastern Kentucky: Bell, Breathitt, Carter, Clay, Elliott, Floyd, Harlan, Jackson, Johnson, Knott, Knox, Lawrence, Lee, Leslie, Letcher, Magoffin, Martin, Menifee, Morgan, Owsley, Perry, Pike, Wolfe.

Eastern Kentucky C.E.P. (EKCEP), Inc. is a non-profit corporation that serves as the administrative entity and staff for the Eastern Kentucky WIB, executing the WIB's decisions and pursuing its objectives. However, EKCEP, Inc. does not provide Direct Workforce Services to clients of the workforce system, preferring instead to contract for the delivery of those services. Although Direct Workforce Services are provided through contractors, EKCEP staff and/or partners may provide workshops, seminars, etc. (e.g., soft skills training, computer literacy) that are aimed at actively engaging private industry in ways that support the placement efforts and other Direct Workforce Services provided by its contractors. Once those contracts have been awarded, EKCEP, Inc. interacts administratively with the contractors, providing leadership, guidance, professional development, technical assistance, monitoring, and other activities to ensure that the contractors faithfully execute the strategies and policies of the Eastern Kentucky WIB.

Primary funding for EKCEP, Inc. comes from the U.S. Department of Labor, Employment and Training Administration, through the Kentucky Cabinet for Education and Workforce Development, under WIOA. EKCEP also provides services funded by grants from a variety of other sources, both public and private.

II. Services Solicited by This Request for Proposals (RFP)

A. Overview

This Request for Proposals (RFP) seeks proposals from qualified firms for audit and tax services for the agency's Program Year 2024 (PY 2024), beginning July 1, 2024 and ending June 30, 2025, with a potential two-year extension.

The purpose of the audit is to determine whether EKCEP is appropriately administering funds; complying with federal laws, regulations, and terms of federal grant awards; serving eligible participants; and maintaining adequate financial controls. The audit should also evaluate internally prepared financial

reports and determine whether they accurately represent the agency's operation and financial position.

B. Audit Scope and Deliverables

1. EKCEP (the agency) desires to contract with a public accounting firm whose principal officers are independent certified public accountants, certified or licensed by an appropriate regulatory authority. The audit(s) must be performed in accordance with generally accepted government auditing standards established by the Comptroller General of the United States and standards issued by the Office of Management and Budget regarding audits of organizations receiving federal grants contained in OMB Uniform Guidance.
2. The auditing firm selected from this RFP will complete a financial and compliance audit of agency funds expended during PY 2024, including other postemployment benefits (OPEB), along with the annual required tax form 990. The auditor's report will include all required reports and financial statements, such as Independent Auditor's Report, Statement of Financial Position, Statement of Activities, Statement of Cash Flows, Statement of Functional Expenses, and notes to the financial statements for all financial activities occurring during the program year.

The firm should also report on and describe the scope of testing of the agency's internal controls as they relate to financial statements and compliance with applicable laws and government regulations.

The report may also include supplemental information such as:

- Statement of Activities by Program
- Schedule of Program and Administrative Expenses by Program
- Schedule of Contracted Services by Program
- Schedule of Expenditures of Federal Awards
- Notes to the Schedule of Expenditures of Federal Awards
- Report on Internal Control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards
- Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance in Accordance with the Uniform Guidance
- Schedule of Findings and Questioned Costs
- Summary Schedule of Prior Audit Findings, if applicable

Upon request, the audit firm will provide a copy of the working papers pertaining to any questioned costs identified in this audit. The working papers must be concise and provide the basis for the questioned costs as well

as an analysis of the problem. All working papers are to be retained for a period of at least three years from the end of the audit period.

3. A pre-audit conference with the EKCEP Director of Accounting and other appropriate agency representatives will be held to discuss the scope of the audit, audit format, and supplemental schedules to be included in the audit.

An exit conference with appropriate EKCEP representatives will be held at the conclusion of the field work to review and discuss any findings. Observations and recommendations must address internal control and program compliance issues, be summarized in writing, and discussed during the exit conference.

A final audit report will be presented to the EKCEP Board of Directors and the Eastern Kentucky Workforce Innovation Board (EKWIB) during the boards' regular March 2026 meetings.

III. Project Timeline

The firm awarded a contract on the basis of this RFP should have completed all activities outlined above, including related field work and a final report, as dictated by the following timeline:

Preliminary Audit Conference: September 2025

Audit Field work: October 2025

Draft Audit Report: January 2026

Exit Conference: January 2026

Final Report: February 2026

Appropriate EKCEP staff will be available for the duration of the audit to assist the firm's personnel as needed to provide any documentation or other information required.

Procurement Timeline and Proposal Evaluations

This RFP will be available on the EKCEP, Inc. website at www.ekcep.org/rfp, beginning July 1, 2025. The timetable for this procurement process is:

- RFP Release: July 1, 2025
- Proposals Due: August 1, 2025
- Evaluation of Proposals: August 2025
- Approval of Contract: September 1, 2025

Each proposal will be evaluated by EKCEP's Review Team based upon the bidder's demonstrated ability to provide the necessary elements and complete the work described above.

Right to Cancel and Negotiate

EKCEP, Inc. reserves the right to delay, amend, reissue, or cancel all or any part of this RFP at any time without prior notice.

This RFP does not commit EKCEP to accept any proposal. EKCEP will not be responsible for any costs incurred by a bidder in the preparation of responses to this RFP.

EKCEP reserves the right to reject any or all proposals, to accept or reject any or all items in any proposal, and to award contracts in whole or in part as is deemed to be in the best interest of EKCEP, Inc. EKCEP, Inc. reserves the right to negotiate with any bidder after proposals are reviewed.

EKCEP, Inc. reserves the right to negotiate the final terms of the contract with successful bidders.

Bidders' Questions

Questions from prospective bidders may be submitted at any time before the due date to: rfp@EKCEP.org. Questions and answers that provide significant clarification of the intent of the RFP, the services requested by the RFP, or other factors affecting proposals will be posted on the EKCEP website at www.ekcep.org/rfp.

IV. Proposal Submission Instructions and Content Requirements

A. Submission Instructions

EKCEP, Inc. must receive proposals no later than 4:00 p.m. EDT on August 1, 2025. Bidders must submit an electronic copy of their proposal via email to: RFP@EKCEP.org.

Hard-copy submissions will not be accepted.

B. Content Requirements

The proposal should include the following information:

- Cover letter with the firm's complete legal name, contact person and their direct contact information, and the date of the proposal. This portion should also include the firm's physical and web addresses. The letter should also include the firm's commitment to completing the necessary work in the timeframe stated in this Request for Proposals, and the time during which this proposal is irrevocable.
- Table of contents with a clear identification of the material by section and page number.
- A description of the firm's experience in auditing the finances of workforce development boards.
- The proposed price of the audit should be included, along with a detailed description of how the price was determined, such as an estimated number of hours, any estimated travel costs, and average hourly billing rates. Any additional costs that are not included in the proposed price must be approved by EKCEP.

The overall proposal should demonstrate the qualifications of the firm and the particular staff assigned to complete the work outlined in this Request for Proposals.

IV. General Terms and Conditions

A response to this Request for Proposal does not commit EKCEP to a purchase agreement or contract, or to pay any costs incurred in the preparation of such response.

EKCEP reserves the right to contact any individual, agencies or employers listed in a proposal, to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or proposal; and to request additional information from any and all proposers.

EKCEP reserves the right to withdraw or reduce the amount of an award, or to cancel any contract resulting from this procurement if adequate funding is not available.

No employee, officer, or agent of EKCEP shall participate in the selection, award or administration of a contract if a conflict of interest, real or apparent, exists.

Proposers shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude joint ventures or subcontracts.