

WESTERN ILLINOIS WORKS, INC.  
Request for Proposal  
Fiscal Monitoring

Inquiries and Proposals should be directed to:

Western Illinois Works, Inc.  
P.O. Box 231  
49 North Prairie Street, Suite B  
Galesburg, IL 61402-0231  
[lwa14@grics.net](mailto:lwa14@grics.net)

# Request for Proposal

Western Illinois Works, Inc. is seeking bids to perform fiscal monitoring of our WIOA subcontractor for the period of April 1, 2016 – June 30, 2017. The bidder may submit a bid for a 2 year contract. The contract will be for monitoring the designated period of time but may be extended for similar services for the period July1, 2017 – June 30, 2018.

## ***Background***

The Workforce Innovation and Opportunity Act (WIOA) provides establishment and delivery of a national employment and training program. The program is designed to address the employability needs of dislocated workers and economically disadvantaged adults and youth. The program is administered at the federal level by the U.S. Department of Labor, Employment and Training Administration.

Federal funds are allocated to each state with oversight and administrative responsibilities delegated to the governor. In Illinois, Governor Rauner has designated the Department of Commerce to administer the WIOA program.

Western Illinois Works, Inc. is the fiscal agent for LWA 14 which covers nine counties: Adams, Brown, Hancock, Henderson, Knox, McDonough, Pike, Schuyler, and Warren Counties in Western Illinois. As fiscal agent, Western Illinois Works, Inc. administers the federal Workforce Innovation and Opportunity Act and other related grants, including TRADE Act funds.

## ***Required Services:***

*Monitoring of the subcontractor will include:*

- Personnel records / Payroll analysis
- Accrued Leave Account
- Disbursements
- Bank Reconciliations
- Cash receipts
- Accounting Procedures and Internal Controls, including Cost Allocation Plan
- Audit and monitoring findings resolution
- Insurance
- Other items contained in DCEO fiscal review manual
- Compliance with all applicable OMB circulars.

### ***Bid to Provide Services***

Monitoring should be completed by September 2017. If you are interested in providing the required services, submit a proposal which provides the following information:

- A work plan for *Monitoring of the subcontractor* which describes your approach and tasks to be performed in support of required services, identify timelines for their completion and anticipated costs;
- An explanation of your qualifications to provide services; and,
- Provide 2 business references.

Complete Proposal Cover Sheet (last page) and submit with the bid(s).

### ***Submission Requirements***

**All bids must be submitted via email to [lwa14@grics.net](mailto:lwa14@grics.net) no later than 4:30 p.m. CDT on, Tuesday, June 27, 2017, with required signatures.**

**It will be the responsibility of the bidder to obtain verification of receipt of the proposal. No proposal will be accepted after the date and time noted above.**

**Western Illinois Works, Inc. reserves the right to reject any or all bids, or parts thereof.**

**Western Illinois Works, Inc. reserves the right to expand the scope of work.**

**All bidders will be notified in writing concerning their acceptance or rejection as a contractor.**

**If you have any questions regarding bid preparation, email [lwa14@grics.net](mailto:lwa14@grics.net).**

**Proposal Cover Sheet  
Fiscal Monitoring**

**Entity** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Title** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone Number** (\_\_\_\_) \_\_\_\_\_ **FAX**(\_\_\_\_) \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Total Bid** \$ \_\_\_\_\_

**Date of Submission** \_\_\_\_\_

**Federal Employer's Identification No. (FEIN)** \_\_\_\_\_

**I hereby certify that I understand the duties and responsibilities of this proposal. Furthermore, I will ensure that this proposal will comply with all federal and state rules and regulations concerning the operation of said proposal. I consent to allow representatives from Western Illinois Works, Inc., the Workforce Board of Western Illinois and Chief Elected Officials Consortium, the Illinois Department of Commerce, and the United States Department of Labor to review any work product and administrative procedures.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

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**Date**