



**REQUEST FOR PROPOSALS**

**ACCOUNTING SERVICES**

**Available- December 8, 2022**

**Closes- January 25th, 2023 10 a.m. Central Time**

For Information Contact:

Chad Pettera  
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300 W Douglas  
Suite 850

Wichita KS 67202

316-771-6602

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***READ THIS REQUEST CAREFULLY***

***Failure to abide by all of the conditions and requirements of this RFP may result in the rejection of a bid.***

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## 1. Introduction

### 1.1. Purpose

The Workforce Alliance of South Central Kansas, Inc., (Workforce Alliance or WA) is issuing this Request for Proposal (RFP) for the purpose of securing accounting services for the organization.

### 1.2. Funding Sources

The primary funding source for the organization is the Workforce Investment and Opportunity Act of 2014 (WIOA). The purpose of the Act is to provide workforce investment activities, through statewide and local workforce development systems. These systems will increase the employment, retention, and earnings of participants, and increase the attainment of occupational skills by participants resulting in a qualified workforce, which reduces welfare dependency and enhances the productivity and competitiveness of the nation.

There are four WIOA programs: Adult, Youth, Dislocated Worker, and Senior Community Service Employment Program (SCSEP). Funds are distributed by formula to Local Areas by the Kansas Department of Commerce (KDC). A maximum of 10% of each WIOA program fund may be used for local administration. KDC also makes available Set Aside funds to Local Areas for specific purposes and projects. The WA also operates other grants and initiatives funded through multiple different sources. The WA operates Workforce Centers across the region that provide labor exchange and job training services to the community.

### 1.3. Funding Overview

WIOA funds are allocated and made available to Local Areas twice a year. The program year for WIOA programs generally is July 1-June 30. Funds are available for expenditure by the Local Areas for a period of two years. Funds unexpended within the two-year period are subject to recapture by KDC. Funds for the Adult, Dislocated Worker Program, and SCSEP are allocated according to a July 1 to June 30 program year, which includes "Program Year" funding allocation for the period July 1-June 30, and a "Fiscal Year" funding allocation for the period October 1-June 30. Youth Program funds are made available annually in a single allocation on April 1.

Based on the two year availability of funding, each WIOA program may have open budgets during three program years. For local financial reporting purposes, the "program year" and "fiscal year" allocations may be combined into a single program year budget.

WA also receives from time to time State-Set-Aside and Rapid Response funds from KDC to provide services.

Discretionary Grants, National Emergency Grants, and other funding sources are incorporated into the scope of work and historically makes up between 30 to 60% of the organization's annual budgets. Those additional grants all have different reporting requirements based on funder, either local, private, or governmental.

## 2. Proposal Instructions

### 2.1. Request for Application

The Workforce Alliance is soliciting proposals from qualified entities to provide accounting services for the Workforce Alliance. The purpose of this Request for Proposal (RFP) is to solicit proposals and provide the general guidelines and procedures for submitting such a proposal. The individual(s) named below will be the point of contact to obtain the RFP package:

Workforce Alliance of South Central Kansas  
300 W Douglas  
Suite 850  
Wichita, KS 67202  
(316) 771-6602  
Chad Pettera  
[chad@workforce-ks.com](mailto:chad@workforce-ks.com)

## 2.2. Submission of Proposals

Proposals should be submitted as an electronic copy attached in PDF sent by email to [admin@workforce-ks.com](mailto:admin@workforce-ks.com) with the subject line "Accounting Services RFP" or through WA's dropbox.com account. Proposals sent via email cannot exceed 9 mb. If the proposal exceeds 9 mb, other electronic delivery methods will be required; it is the responsibility of the proposer to request a dropbox.com folder no later than January 20<sup>th</sup> at noon central time by sending a request to [admin@workforce-ks.com](mailto:admin@workforce-ks.com). WA will provide a drop box link no later than January 24<sup>th</sup> to those requesting to submit via dropbox.com. Proposals must be received or uploaded to dropbox.com no later than 10:00 a.m. local time Wednesday, January 25, 2023. Proposals received after the stated time will not be considered.

The cost of developing and submitting the proposal is entirely the responsibility of the bidder. This includes costs to determine the nature of engagement, preparation of the proposal, submitting the proposal, negotiating for the Contract, and other costs associated with this Request for Proposal. All responses will become the property of Workforce Alliance and will be a matter of public record subsequent to the award of the Contract or rejection of the bid.

## 2.3. Key Dates

December 8, 2022	RFP Available at <a href="http://www.workforce-ks.com/rfps">www.workforce-ks.com/rfps</a>
January 6, 2023 12:00 p.m.	Pre-Bid Questions Due
January 11, 2023 3:00 p.m.	Pre-Bid Conference via Zoom
January 25, 2023 10 a.m.	Deadline for Proposals to be received
February 2 <sup>nd</sup> 1 p.m.-5 p.m.	Presentation from Proposers via Zoom (if needed) for the Taskforce
February 8 <sup>th</sup> 11:30 a.m.	Board Executive Committee Reviews Taskforce Recommendation

## 2.4. Pre-proposal Conference

A pre-proposal conference will be held at 3:00 p.m. Central Time on Wednesday, January 11, 2023 via Zoom. Interested proposers can request a link to attend the Zoom meeting by sending a request to attend to [admin@Workforce-ks.com](mailto:admin@Workforce-ks.com). Requests to attend should be submitted no later than Tuesday, January 10<sup>th</sup> at noon.

Attendance is not required at the pre-proposal conference but is encouraged.

**ALL QUESTIONS REQUESTING CLARIFICATION OF THE RFP TO BE ADDRESSED AT THE PRE-PROPOSAL CONFERENCE MUST BE SUBMITTED BY EMAIL TO ADMIN@WORKFORCE-KS.COM PRIOR TO 12:00 P.M. CENTRAL STANDARD TIME ON JANUARY 6, 2023.**

Impromptu questions will be permitted and spontaneous unofficial answers provided; however, proposers should clearly understand that the only official answer or position of the Workforce Alliance of South Central Kansas would be in writing.

Failure to notify the Workforce Alliance of any conflicts or ambiguities in the Request may result in items being resolved in the best interest of the Alliance. Any modification to this Request as a result of the pre-proposal conference, as well as answers to written questions, shall be made in writing and posted at [www.workforce-ks.com](http://www.workforce-ks.com). Only written communications are binding.

## **2.5. Proposal Components**

Bids should be prepared simply and economically, providing a straightforward, concise description of the bidder's capacity to satisfy the requirements of the RFP package. Emphasis should be on completeness of the proposal and clarity of content. Repetition of the terms and conditions of the RFP package, without additional explanation will not be considered responsive.

No paperwork or form is provided by the Alliance for the proposal. Instead, vendors are asked to prepare proposals in a format that best conveys the details of the offering.

As a general guideline in preparing the narrative, bidders should be careful to thoroughly identify themselves, both individually and/or corporately. At minimum, all bidders shall provide the following identifying information in the narrative portion of their proposals:

- Bidder Identification - Name, address, phone number, and authorized signature of bidder.
- Corporate identification - If applicable, bidder's corporate or other business information, date established, structure (trust, partnership, corporation, non-profit, etc.), federal tax identification number, Federal Unique Identifier, and DUNS.
- All proposers shall include the following with their bid submissions:
  - Table of Contents with page numbers
  - Signature Sheet (provided as Attachment A and available for download)
  - Response
  - Project Cost Proposal
  - Bidders Financial Ability, Experience and Qualifications
    - date established;
    - ownership (public, partnership, subsidiary, etc.);
    - number of personnel, full and part-time, assigned to this project by function and job title;
    - location of the project within the proposer's organization;
    - relationship of the project and other lines of business
    - most current audit/peer review

Beyond these general guidelines, bidders are invited to submit additional information in the narrative section that they may consider important in fully explaining their proposal and the advantages for its selection. Any information submitted must be clearly understood by the reviewing WA Staff or Board Members.

The narrative response, cost information, and bidders financial ability, experience, and qualifications shall not exceed 25 pages. The narrative section should be typed and double spaced using a font of size 11 or larger. This section should be published on 8 ½ X 11 plain paper stock printed on one side only.

### 3. General Provisions

- 3.1. **Inquiries:** All inquiries, written or verbal, shall be directed to the Workforce Alliance.

Mr. Chad Pettera  
The Workforce Alliance of South Central Kansas  
300 W Douglas, Suite 850  
Wichita, Kansas 67202  
Telephone: 316-771-6602  
E-mail Address: [chad@workforce-ks.com](mailto:chad@workforce-ks.com)

Communication is prohibited between the proposers, its employees, representatives, or agents, and any Workforce Alliance employee, representative, or agent, other than as stated above, regarding this Request, except with designated participants in attendance **ONLY DURING:**

- Negotiations
- Contract Signing
- As otherwise specified in this Request

Violations of this provision by the proposer or Workforce Alliance personnel may result in the rejection of the proposal.

- 3.2. **Negotiated Procurement:** Final evaluation and award is made by the Workforce Alliance.
- 3.3. **Appearance Before Committee:** Any, all, or no proposers may be required to appear before the Workforce Alliance to explain their understanding and approach to the project and/or respond to questions from the Workforce Alliance concerning the proposal. The Workforce Alliance reserves the right to request information from proposers as needed. If information is requested, the Workforce Alliance is not required to request the information of all proposers. The WA has scheduled February 2, 2023 from 1-5 p.m. as a time for presentations before the taskforce, if requested by the task force or as needed. If a proposer is requested to give a presentation or meet with the taskforce, a request will be made to those identified on the signature sheet as representatives. Proposers are encouraged to hold February 2, 2023 from 1-5 on their calendars.
- 3.4. **Negotiation:** Proposers selected to participate in negotiations may be given an opportunity to submit a best and final offer to the Workforce Alliance. Prior to a specified cut-off time for best and final offers, proposers may submit revisions to their proposals. Meetings before the Workforce Alliance are subject to the Kansas Open Meetings Act.
- 3.5. **Revisions:** No additional revisions shall be made after the specified cut-off time unless requested by the Workforce Alliance
- 3.6. **Acceptance or Rejection:** The Workforce Alliance reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify any criteria in this Request, and unless otherwise specified, to accept any item in a proposal.

- 3.7. **Agreement:** The successful bidder will be required to enter into a formal contract that is acceptable to the Workforce Alliance of South Central Kansas. Special Provisions within the agreement allow for the addition of attachments, amendments, and special conditions that may be negotiated by the successful bidder and the Workforce Alliance. The bidder's response to this RFP shall be included as a legal part of the agreement. In the absence of any language to the contrary, this RFP will be the determining document in questions of compliance with the specifications for this project.
- 3.8. **Contract Formation:** No contract shall be considered to have been entered into by the Workforce Alliance until all statutorily required signatures and certifications have been rendered and a written contract has been signed by the successful proposer and the WA.
- 3.9. **Open Records Act (K.S.A. 45-205 et seq.):** All proposals become the property of the Workforce Alliance of South Central Kansas. Information contained in proposals will become open for public review once a contract is signed or all proposals are rejected. Any information deemed proprietary by the vendor should be labeled as such. The final determination of proprietary will be the responsibility of the Workforce Alliance. Price/Cost information is not considered proprietary.
- 3.10. **Federal, State and Local Taxes-Governmental Entity:** Unless otherwise specified, the proposal price shall include all applicable federal, state and local taxes. The successful proposer shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this Request.
- 3.11. **Debarment of Contractors:** Any vendor who defaults on delivery as defined in this Request may be barred after reasonable notice to the person involved and reasonable opportunity for that person to be heard. The chief executive officer (CEO), after consultation with the attorney of record for the Workforce Alliance Board, may debar a person for cause from consideration for award of contracts. The debarment shall not be for a period exceeding three years. The CEO, after consultation with the attorney, shall have authority to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity which might lead to debarment. The suspension shall not be for a period exceeding three years unless an indictment has been issued for an offense which would be a cause for debarment, in which case the suspension shall, at the request of the attorney, remain in effect until after the trial of the suspended person.
- 3.12. **Insurance:** The WA shall not be required to purchase any insurance against loss or damage to any personal property nor shall the Alliance establish a "self-insurance" fund to protect against any loss or damage. Subject to the provisions of the Kansas Tort Claims Act, the vendor shall bear the risk of any loss or damage to any personal property.
- 3.13. **Assurances:** Contractor will comply with assurances under the Workforce Investment and Opportunity Act and pursuant to this proposal will be subject to the laws, policies and procedures, including but not limited to the list below:
- WIOA Workforce Innovation and Opportunity Act Public Law H.R. 803 and all rules and regulations
  - 2 CFR Parts 200
  - other such laws, regulations, policies, procedures and/or guidance as may be promulgated

Submission of the RFP Package with all required signatures signifies the proposer understands and agrees with all the assurances listed above and any new additions from funders during the term of any contract.

## 4. Proposal Evaluation

- 4.1. **Criteria for Evaluating Bid Proposals:** The Workforce Alliance shall make the award in the best interest of the Workforce Alliance.
- 4.2. **General.** The vendor should develop a proposal through a process that considers the mission and vision of the WA. All proposals submitted in response to the RFP will be evaluated by the Workforce Alliance using the following criteria and factors (listed in no particular order of importance):
- 4.3. **Technical Response.** The extent to which the bidder effectively demonstrates an understanding of the needs of the agency as described in this RFP, and offers appropriate solutions to meet those needs. The quality of the technical response is measured by the extent to which the specifications are adequately addressed within the bidder's proposal, and the extent to which the bidder may suggest recommendations for improvements.
- 4.4. **Response Format and Completeness.** Adequacy and completeness of the proposal is required and carries an important weighting in the evaluation of all proposals. The proposal is to be complete, clear, and understandable. Pages are to be consecutively numbered.
- 4.5. **Financial Ability.** The bidder's demonstrated financial ability to implement, manage and maintain the proposed offering.
- 4.6. **Experience and Qualifications.** The bidder's general experience and qualifications, and the Workforce Stability of staffing and assigned staff's qualifications will be evaluated. Alliance's assessment of bidder's ability to perform the work in a timely and professional manner will be considered. The experience and professionalism of security services is also a consideration.

## 5. Contractor Requirements

To be qualified as a bidder applying for the accounting services contract, the entity must meet the following requirements:

- Be an established entity in good standing with the Kansas Secretary of State with a proven record of experience providing accounting services or similar types of services;
- Have an accounting system adequate to record WIOA and other grant funding (grant fund management or similar system) assuring transactions are properly recorded and executed, and reports and books of accounts are auditable;
- Have a Certified Public Accountant on staff assigned to oversee or conduct the work;
- Have established controls and firewalls in place to reduce the risk of fraud and abuse;
- Comply with Generally Accepted Accounting Principles and all applicable requirements as set forth by other funding organizations.
- Generate all payments by check or electronic funds transfer;
- Abide by such guidelines as may be required by the State of Kansas and/or WIOA regulations;
- It is requested that every office, director, agent or employee authorized to act on behalf of the bidder in receiving or depositing funds into program accounts or in issuing financial documents, checks or other instruments of payments for program costs be bonded to provide protection from loss.

## 6. Scope of Work

### 6.1. Contract Period

The contract period for the services will be from July 1, 2023 to June 30, 2028. The contract may be eligible for two one-year extensions; any extensions must be agreed upon in writing by both parties.



## 6.2. Contract Statement of Work

- 6.2.1. Have existing controls and firewalls in place to reduce the risk of fraud, waste, and/or abuse
- 6.2.2. Establish and maintain an accrual accounting system for each designated program to reflect each funded program and funding year. Programs may include:
- WIOA Adult Program
  - WIOA Youth Program (Out of School Youth and In School Youth)
  - WIOA Dislocated Worker Program
  - WIOA SCSEP
  - WIOA Administration
  - Rapid Response
  - US DOL National Emergency Grant(s)
  - US DOL H-1b Visa Training Grant(s)
  - US Dept of Health and Human Services Training Grant(s)
  - City of Wichita Training Grants (local or federal)
  - Sedgwick County Training Grants (local or federal)
  - KDC authorized Set Aside programs or State Grants
  - Funding provided by foundations, governments, local organizations, and private corporations for specific activities
  - Any additional funding sources as obtained by the Workforce Alliance
- 6.2.3. Within each fund, establish line item program budgets and sub-contract budgets as determined by the Workforce Alliance. Maintain current, accurate financial records for each budget. Ensure that all financial transactions and records are kept in accordance with generally accepted accounting principles applicable under state and federal laws and regulations.
- 6.2.4. Maintain all general ledger accounts for the Workforce Alliance programs.
- 6.2.5. Maintain and reconcile all required bank/checking accounts.
- 6.2.6. Import in-house accounting done by WA staff on an emergency basis.
- 6.2.7. Establish and maintain an appropriate disbursement account(s) for receipt and disbursement of funds from KDC and other sources. Accounts must be maintained with an institution with Federal Deposit Insurance coverage and with some kind of coverage for when FDIC limits are exceeded.
- 6.2.8. Process payroll for WA staff through an online system. Disburse payroll funds for all Workforce Alliance staff in accordance with time sheets or other documents submitted by WA. The WA currently has approximately 60 employees and processes payroll every other week. The accounting firm will be responsible for providing an online system on which staff can login to view pay, tax, and other human resource related items. Direct deposit capabilities will be required.
- 6.2.9. Disburse funds to program operators, sub-contractors, administrative agencies, training providers, vendors/suppliers, board members, program participants, employees and others in accordance with the Workforce Alliance approval process. Assist the Workforce Alliance to ensure valid documentation of determining fund accountability and detailing the daily cash balances for WIOA funds, and to ensure funds are expended consistent with data submitted. It is anticipated the number of checks to be produced and mailed will be approximately 200 per month. The number of checks/EFT's produced may vary substantially from month to month. The Paymaster will be responsible for mailing checks or processing electronic payment to designated recipients. All costs for processing and mailing checks should be included in the work costs proposal fee.
- 6.2.10. Process all refunds and overpayments.
- 6.2.11. Ensure expeditious processing and payments; generally, checks are to be issued and mailed within one week of receipt of authorization. Have the capability to issue checks within two days in emergency situations.
- 6.2.12. Provide financial reports to the Workforce Alliance staff and/or Workforce Alliance board members to include the following information for each program/program year.
- Budget—Total program year, YTD, Current Month
  - Expenditures-YTD, Current Month (KDC Expenditure Summary)

- Each Fund Balance Weekly
  - Variance—YTD, Current Month
  - Monthly Fiscal Reports required by funders
  - Quarterly Financial Statements – trial balance, balance sheet and income statement
  - Summary of all budgets within each program fund for program YTD and current month
  - Monthly report listing checks outstanding (uncashed more than 60 days from date of issuance)
  - Bank reconciliation
- 6.2.13. Upon request, provide copies of any and all transaction reports, account reconciliation reports, etc.
- 6.2.14. Provide periodic financial reports to WA for KDC in designated format. Submit all required financial reporting designated under WIOA and by KDC
- 6.2.15. Prepare Request for Payments to KDC and draw funds for program expenditures from KDC in accordance with established procedure
- 6.2.16. Close out program year budgets at end of each program year
- 6.2.17. Provide/prepare work papers, schedules and additional information to assist with the annual A-133 Audit
- 6.2.18. Provide support to A-133 Auditors as necessary
- 6.2.19. Create Annual Reports required by the State of Kansas and the Internal Revenue Service including 1099's and annual 990
- 6.2.20. Affordable Health Care reporting
- 6.2.21. Assist WA in any fund transfers between WIOA-funded programs as directed by Workforce Alliance
- 6.2.22. Assist Workforce Alliance with staff cafeteria benefit plan administration. Benefits may include, but are not limited to, health care benefits, retirement plans, and paid leave.
- 6.2.23. Assist WA in management of its retirement benefit. Preparation and filling of annual retirement fund 5500's (3 annual reports) with DOL/IRS.
- 6.2.24. Assist Workforce Alliance with securing and compliance with any necessary approval of cost allocation plans and/or indirect cost rates under the applicable federal cost principles guidelines.
- 6.2.25. Assist Workforce Alliance with establishing and enforcing internal controls regarding compliance with laws and regulations.
- 6.2.26. Assist Workforce Alliance in establishing fiscal controls and fund accounting procedures as may be necessary to assure the proper disbursement and accounting for covered funds.
- 6.2.27. Assist Workforce Alliance to prepare for Federal, State and/or independent fiscal and program audits.
- 6.2.28. Other related activities as requested by the Workforce Alliance.

### **6.3. Funding/Cash Management:**

The Contractor will employ the following funding/cash management system:

- 6.3.1. **Drawing of Federal Funds:** Funds for the payment of participant and participant related costs will be drawn (by the Contractor) through the KDC Fiscal Department. Funds for all participant, employer or vendor payments will be drawn as determined by documentation provided to the Contractor by the Workforce Alliance. These funds will be drawn as required and not in advance. The Contractor will contact the KDC Fiscal Department and request funds by local area and program or fund source. Authorized officials designated by the Contractor who have completed an "Authorized Signature Card" and have been approved by the State of Kansas will then complete the "Request for Payment" and forward to KDC. Upon receipt of the Request, funds will be approved for wire transfer to the Contractor's designated financial institution.

KDC draws funds once weekly (or on occasion twice a week depending on holidays or other unexpected changes to the normal schedule), based on requests received. Transfer to the Contractor's financial institution should be accomplished within two to four working days.

Contractor will imprint all checks issued on behalf of WA with “void after 90 days” or similar language.

**6.3.2. Deposits of Federal Funds:** Contractor must deposit federal funds in an institution with Federal Deposit Insurance. Any balance exceeding deposit insurance limits must be collaterally secured. Consistent with federal and state goals of expanding opportunities for minority business enterprises, the contractor is encouraged to use minority owned financial institutions. In order to assure accountability of funds under federal regulation, the Contractor will maintain separate books of accounts per funding. Bank reconciliations will be performed monthly and completed within fifteen days after the close of each month.

**6.3.3. Interest Earned:** Interest earned on deposits will be credited to the Workforce Alliance book of accounts monthly and applied to the next voucher (payment order) received from the Workforce Alliance, thereby reducing the funds to be drawn. The Workforce Alliance will be notified of any monthly accrued interest.

#### **6.4. Fiscal MIS/Database System**

6.4.1. The Workforce Alliance and the Contractor will use a fiscal system for processing of WIOA and other vouchers as designated by WA. WA will work with Contractor and fiscal system supplier to establish a process for the processing of vouchers for program participant expenses. WA currently uses the KansasWorks MIS/Fiscal Link System, and Geographic Solutions Generic Program MIS.

6.4.2. The Workforce Alliance will require input of all payments by contractors into Fiscal System, and compile the electronic voucher. The Workforce Alliance will email an electronically approved Voucher to the Contractor with a payment authorization signature. It will list the name, ID number of participant, employer or vendor, the amount of the payment, and any additional pertinent information, such as program number for funding code. Each page of the printout will be numbered and dated with the authorization signature at the bottom of the last page. Vouchers will be completed by The Workforce Alliance on Tuesdays by 5:00 pm.

6.4.3. Fiscal pay files will be compiled Tuesday evenings. A process will generate the files for transmission to Contractor. The files may include:

- Wage payment
- Non-wage payment
- Wage payment returned
- Non-wage payment returned
- Mailing Address

Upon completion of steps one and two, the Contractor will issue the checks or electronic fund transfers (providing each Workforce Alliance staff, employer or vendor a listing of the individual participants and amounts paid to each employer or vendor; Contractor will compare the warrant register with the printout from the Workforce Alliance to insure checks are issued in the correct amount and to the appropriate party, and mail or transmit payments directly to the participant/employer/vendor. Postage and/or EFT costs shall be part of the per check costs of the proposal. Data used for reconciliation must be generated from the Contractor’s check writing software. Contractor must complete the drawdown process by no later than 9 am each Thursday of the week.

The Contractor will provide a reconciliation file to use to update check number, check date, and employee contributions in the fiscal MIS system.

Emergency payments will follow the same process.

## 6.5. Record Keeping Requirements

**6.5.1. Record Retention-** Contractor is required to maintain all records for a period of six years from the closeout of funds. If, prior to the expiration of the six-year retention period, any litigation or audit is begun or claim instituted involving the grant or agreement covered by the records, the Contractor will retain the records for three years after the litigation, audit finding or claim has been resolved. The Contractor must obtain written prior approval from the Workforce Alliance for the destruction of any records relating to this contract.

**6.5.2. Types of Records-** Records of expenditures will be maintained to enable monitoring of the program. Contractor will maintain the following records:

- Workforce Alliance instructions and Authorization regarding amounts of all checks and the party to be paid
- Verification of bonding costs
- Copies of all reports
- Any and all documentation relating to the activity performed by the Contractor for the Workforce Alliance

**6.5.3. Access to Records-** Contractor will ensure the Secretary of Labor, the Controller of the United States, the Inspector General, representatives of the State of Kansas, Chief Elected Officials, auditors contracted by the State of Kansas, or their duly authorized representatives have access to any pertinent Contractor books, documents, papers, electronic files, and/or records during normal business hours. Applicable federal, state and local law will determine public access to records.

## 6.6. Transition Period

If the Contractor is other than the current provider, there will be a transition period of up to sixty (60) days prior to the new Contractor taking on the responsibilities. During the transition period, the new Contractor will coordinate with the current provider to ensure all records needed to perform the services and responsibilities are in place. Cost for this transition should be identified in the proposal.

## 7. Required Contractual Provisions

### 7.1. Acceptance of Proposal Content

The bidder's proposal, this RFP package, and any addenda will become part of the awarded Contract.

### 7.2. Termination

The Contract will be subject to termination for non-compliance with WIOA and other applicable laws, non-performance/default, convenience or lack of funding.

### 7.3. Assignment

The Bidder shall not assign this Contract or any part thereof, without the written consent of the Workforce Alliance. In no case shall such consent relieve the bidder from the obligation under, or change the terms of this Contract. The transfer or assignment of any part of this Contract to include contract funds, either in whole or part, and interest therein, which shall be due or become due the bidder, without the written consent of the Workforce Alliance, shall not obligate the Workforce Alliance for any associated expenditures.

#### **7.4. Subcontracting**

In the event that the bidder elects to subcontract any of the services relative to the Contract, the bidder will notify the Workforce Alliance. The Workforce Alliance must approve any subcontract prior to subcontract providing any services to the Workforce Alliance. All subcontractors will be required to meet all laws, regulations and State policies pertaining to the administration of this contract.

#### **7.5. Independent Contractor**

The bidder is an independent contractor and not an employee of the Workforce Alliance. Neither the bidder nor any agent or employee of the bidder shall be considered an employee of the Workforce Alliance for any purpose whatsoever. The bidder agrees that it has, or will secure at its own expense, all personnel required to perform all the services required under this Contract. The bidder agrees that bidder will be responsible for all taxes, social security payments, unemployment compensation and all other obligations of an employer.

#### **7.6. Contract Modification**

The Workforce Alliance reserves the right to make changes to the Contract, provided the changes are within the scope of work described in the Contractor Work Plan/Statement of Work. The Workforce Alliance agrees to make any such change in the Contract only through a written modification, and to provide a copy of the modification to the Contractor. All modifications initiated by the Contractor will be bilateral. The contractor will provide the Workforce Alliance a letter clearly stating the reason(s) for the proposed modification and the effect on the Work Plan or Budget.

**7.6.1. Reasons for Modification-** Contract Modification will be necessary if any of the following occurs:

- There is a change in the scope of the project funded under the contract;
- There is a material change in the Work Plan/Statement of Work.
- There is a change in the implementation of governing federal and/or state rules and regulations affecting the Contract.

**7.6.2. Modification Due to Change in Legislation or Regulation-** Any alterations, additions, or deletions to the terms of the Contract which are required due to changes in federal or state laws, regulations or directives are automatically incorporated in the Contract unilaterally without written modifications and will go into effect on the date designated by the law, regulation or directive. In the event the CONTRACTOR is unable to comply with any required contract modification, the Workforce Alliance shall be notified by the CONTRACTOR within 30 days, at which time the Workforce Alliance may declare this Contract canceled and proceed under the Contract cancellation provisions. Further, in the event the CONTRACTOR is unable to meet the contractual goals and/or obligations as specified herein or in any subsequent contract amendment, the CONTRACTOR may request modification of the Contract. The Contract may also be modified upon agreement of all parties to this Contract.

**7.6.3. Disagreement Regarding a Modification-** In the event that either party does not accept a Contract modification request, the party of the disagreement will respond to the other party in writing delineating the issues of the disagreement within fifteen (15) days of receipt of the request to modify the Contract.

#### **7.7. Indemnification**

The Contractor agrees to pay all debts for labor and/or materials contracted by it, if any, for and on account of the services to be performed hereunder. The Contractor will assume the defense of, and hold the Workforce Alliance and its officers, agents and employees harmless from all suits and claims against any of them arising from any act or omission of the Contractor, or anyone directly employed by them or anyone from whose acts any of them may be liable. The indemnification obligation of the Contractor will not be

limited in any way under The Worker's Compensation Acts, disability benefits acts or other employee benefits acts.

#### **7.8. Terms and Conditions**

The Contractor understands and agrees to comply with all requirements stated in this RFP package. If there is a difference between what is stated in the bidder's proposal and what is included in the RFP package, the RFP package will take precedent over the bidder's proposal.

- The Contract will be made contingent upon the availability of funding.
- The Contractor agrees to obtain prior written approval from the Workforce Alliance for major service changes.
- The Workforce Alliance reserves the right to accept or reject any or all applications received, or to negotiate with qualified bidders.

#### **7.9. Changes/Modifications to RFP**

In the event it becomes necessary to revise any part of this RFP package, the revisions will posted at [www.workforce-ks.com](http://www.workforce-ks.com). IT IS THE PROPOSER'S RESPONSIBILITY TO CHECK FOR UPDATES/CHANGES. The Contractor agrees to conduct activities subject to, and will conduct business under, the Contract in accordance with any and all federal, state or local regulations, rules, policies, directives, issuances and ordinances, in effect or promulgated during the term of the Contract.

## Attachment A- Signature

### SIGNATURE SHEET

Agency: Workforce Alliance of South Central Kansas RFP: Accounting Services Dec 2015

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We submit a proposal to furnish requirements during the contract period in accordance with the specifications. **I hereby certify that I (we) do not have any real or substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest, or the appearance thereof, is defined as any circumstance which would lead a reasonable person to believe a compromise of an open competitive bid process has occurred.**

Addenda: The undersigned acknowledges receipt of the following addenda:

Legal Name of Person, Firm or Corporation: [Click here to enter text.](#)

Toll Free Telephone: [Click here to enter text.](#) Local: [Click here to enter text.](#) Fax: [Click here to enter text.](#)

Mailing Address: [Click here to enter text.](#)

City: [Click here to enter text.](#) State: [Choose an item.](#) Zip Code: [Click here to enter text.](#)

FEIN Number: [Click here to enter text.](#) E-Mail: [Click here to enter text.](#)

DUNS Number: [Click here to enter text.](#)

Signature: [Click here to enter text.](#) Date: [Click here to enter a date.](#)

Typed Name of Signature: [Click here to enter text.](#) Title: [Click here to enter text.](#)

.....

If awarded a contract and the primary contact will be other than above, indicate name, mailing address and telephone number below.

Name: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City: [Click here to enter text.](#) State: [Choose an item.](#) Zip Code: [Click here to enter text.](#)

Toll Free Telephone: [Click here to enter text.](#) Local: [Click here to enter text.](#) Fax: [Click here to enter text.](#)

E-Mail: [Click here to enter text.](#) Website: [Click here to enter text.](#)

**Attachment B – Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion**

CERTIFICATION REGARDING

DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

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By signature hereon, Proposer certifies that neither the Vendor nor its Principals are suspended, debarred, proposed for debarment, declared ineligible or voluntarily excluded from the award of contracts from United States (“U.S.”) federal government procurement or nonprocurement programs, or are listed in the List of Parties Excluded from Federal Procurement or Nonprocurement Programs issued by the U.S. General Services.

Administration. “Principals” means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager, plant manager, head of a subsidiary, division or business segment, and similar positions). Vendor shall provide immediate written notification to the Workforce Alliance of South Central Kansas, Inc. if, at any time prior to award, Vendor learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances. This certification is a material representation of fact upon which reliance will be placed when making an award. If it is later determined that Vendor knowingly rendered an erroneous certification, in addition to the other remedies available to the Workforce Alliance of South Central Kansas, Inc., the Workforce Alliance of South Central Kansas, Inc. may terminate the contract resulting from the solicitation for default.

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Printed Name

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Signature Date



**Attachment C- Evaluation Criteria-** Each proposal will be rated and scored against the following point system:

<b>PROPOSAL EVALUATION CRITERIA</b>	<b>Maximum Points</b>
<p><b>Adequacy and completeness of Proposal</b></p> <p>Demonstrated completeness and clarity of content. Proposal does not contain repetition of the terms and conditions of the RFP package, without additional explanation.</p>	20
<p><b>Understanding of Workforce Alliance’s approach to Accounting Services</b></p> <p>Demonstrated grasp of the required functions and principle duties and responsibilities of the Paymaster and its requirements. Understand a grant funded not for profit and the required accounting to maintain compliance with rules, regulations and laws.</p>	60
<p><b>Compliance with terms, conditions and other provisions of the RFP.</b></p> <p>Documented compliance, or ability to comply, with all terms, conditions and provisions outlined in the RFP.</p>	30
<p><b>Qualifications of the entity and staff capacity</b></p> <p>Documented ability to deliver all services described in the proposal and qualifications of proposed staff to perform the required services. Demonstrate internal controls and separation of duties are adequate.</p>	60
<p><b>Accuracy and completeness of cost proposal with full explanation of all costs.</b></p> <p>Complete and accurate cost proposal and explanation with reasonable costs.</p>	20
<p><b>Financial Capability</b></p> <p>The proposal must be financially sound and have an audit/peer review reporting sound financial abilities.</p>	10
<p><b>TOTAL POINTS</b></p>	200
<p><b>Price</b></p> <p>If two or more proposals tie for the highest score, the proposal with the lowest price will be selected. This price evaluation must include the entire cost proposal (excluding transition costs) including any fixed fee or profit.</p>	

Attachment D – Sample Financials, Reports, and Chart of Accounts

**WORKFORCE ALLIANCE OF SOUTH CENTRAL KANSAS, INC.**  
**Statement of Financial Position**  
**June 30, 2022**

**ASSETS**

**Current Assets:**

Cash - WIOA	\$276,108.34
Cash - Workforce Alliance general	288,439.49
Cash - PACES	10,459.20
Cash - Jobs Fore Youth	27,120.17
Cash - REAP	164,457.20
Cash - Flex Spending	3,781.81
Accounts Receivable	811,011.76
Prepaid Expense	129,455.93
Total Current Assets	<u>1,710,833.90</u>

**Fixed Assets:**

Furniture, Fixtures & Equipment	264,376.28
Less: Accumulated Depreciation	<u>(125,286.51)</u>
Total Fixed Assets	<u>139,089.77</u>

**Total Assets** \$1,849,923.67

**WORKFORCE ALLIANCE OF SOUTH CENTRAL KANSAS, INC.**  
**Statement of Financial Position**  
**June 30, 2022**

**LIABILITIES AND NET ASSETS**

**Current Liabilities:**

Accounts Payable	\$417,948.17
REAP Deposits	164,457.20
Flex Spending Payable	3,781.81
Accrued Wages	239,587.54
Accrued Vacation Payable	219,394.19
Deferred Revenue	66,937.69
Current Maturities of Long-Term Debt	84,172.11
	1,196,278.71
<b>Total Current Liabilities</b>	<b>1,196,278.71</b>

**Long-Term Liabilities:**

Capital Lease, De Lage Landen	48,668.93
Capital Lease, NEC Financial	32,787.10
Capital Lease, Cisco Capital	35,800.15
Less Current Maturities of Long-Term Debt	(84,172.11)
	33,084.07
<b>Total Long-Term Liabilities</b>	<b>33,084.07</b>
<b>Total Liabilities</b>	<b>1,229,362.78</b>

**Net Assets:**

Net Assets - Unrestricted	620,560.89
	620,560.89
<b>Total Net Assets</b>	<b>620,560.89</b>
<b>Total Liabilities &amp; Net Assets</b>	<b>\$1,849,923.67</b>

**WORKFORCE ALLIANCE OF SOUTH CENTRAL KANSAS, INC.**  
**Statement of Activities**  
**For the Twelve Months Ended June 30, 2022**

	<u>LWIB</u>	<u>WAI</u>	<u>Total</u>
<b>Changes in Net Assets:</b>			
<b>Revenue</b>			
Grant	\$3,583,930.96	\$3,727,381.12	\$7,311,312.08
Miscellaneous	0.00	377.15	377.15
Program	48,789.99	0.00	48,789.99
<b>Total Revenue</b>	<u>3,632,720.95</u>	<u>3,727,758.27</u>	<u>7,360,479.22</u>
<b>Expenses</b>			
Wages	1,652,043.43	1,336,554.13	2,988,597.56
Payroll Taxes	128,502.43	103,340.01	231,842.44
Benefits	299,828.73	184,651.38	484,480.11
Rent	270,158.83	57,166.44	327,325.27
Building Enhancement	647.98	529.98	1,177.96
Security	25,770.90	7,905.60	33,676.50
Utilities	9,788.79	20,540.34	30,329.13
Insurance	16,385.62	14,339.82	30,725.44
Office Supplies	20,858.26	21,588.87	42,447.13
Office Equipment/Furniture	68,968.14	27,616.18	96,584.32
Postage	416.98	203.82	620.80
Dues & Subscriptions	14,028.79	21,151.62	35,180.41
Conference	13,205.58	16,731.04	29,936.62
Job Fairs	37.53	16,590.13	16,627.66
Meetings	3,381.94	17,271.44	20,653.38
Outreach	153,847.44	238,437.81	392,285.25
Performance Incentives	0.00	22,920.00	22,920.00
Staff Development	24,906.17	1,722.13	26,628.30
Travel	8,823.64	10,024.06	18,847.70
Contract Services	185,775.29	67,009.44	252,784.73
Subrecipient Grants Awarded	147,310.79	283,357.92	430,668.71
Miscellaneous	0.00	2,439.63	2,439.63
Depreciation Expense	0.00	61,550.31	61,550.31
Interest Expense	0.00	11,078.22	11,078.22
Incumbent Worker Training	0.00	109,654.79	109,654.79
On the Job Training	538.12	208,025.20	208,563.32
Incentives	1,250.00	13,128.31	14,378.31
Education & Training	62,789.35	579,882.73	642,672.08
Work Experience	492,069.49	0.00	492,069.49
Supportive Services	31,386.73	52,189.71	83,576.44
<b>Total Expenses</b>	<u>3,632,720.95</u>	<u>3,507,601.06</u>	<u>7,140,322.01</u>
Change in Net Assets	0.00	220,157.21	220,157.21
<b>Net Assets - Unrestricted, Beginning of Year</b>	<u>0.00</u>	<u>400,403.68</u>	<u>400,403.68</u>
<b>Net Assets - Unrestricted, End of Year</b>	<u>\$0.00</u>	<u>\$620,560.89</u>	<u>\$620,560.89</u>

**WORKFORCE ALLIANCE OF SOUTH CENTRAL KANSAS, INC.**  
**Combined (All Funding Streams)**  
**PY21 Budget Report**  
**For the Month and Twelve Month(s) Ended June 30, 2022**

	<u>BUDGET</u>	<u>CURRENT MONTH</u>	<u>CUMULATIVE</u>	<u>BUDGET BALANCE</u>	<u>% REMAINING</u>
<b>REVENUE</b>					
FUNDING RECEIVED	\$10,273,171.19	\$544,555.16	\$7,258,117.49	\$3,015,053.70	29.3%
ACCRUED REVENUE	0.00	231,229.82	53,194.59	(53,194.59)	0.0%
MISCELLANEOUS INCOME	0.00	0.00	377.15	(377.15)	0.0%
PROGRAM INCOME	0.00	11,260.00	48,789.99	(48,789.99)	0.0%
<b>TOTAL REVENUE</b>	<b>10,273,171.19</b>	<b>787,044.98</b>	<b>7,360,479.22</b>	<b>2,912,691.97</b>	<b>28.4%</b>
<b>EXPENDITURES</b>					
WAGES	3,013,189.08	244,473.85	2,988,597.56	24,591.52	0.8%
PAYROLL TAXES	264,604.31	21,889.81	231,842.44	32,761.87	12.4%
BENEFITS	495,932.89	41,421.16	484,480.11	11,452.78	2.3%
RENT	314,177.48	(15,710.40)	327,325.27	(13,147.79)	(4.2%)
BUILDING ENHANCEMENT	0.00	0.00	1,177.96	(1,177.96)	0.0%
SECURITY	30,680.00	(4,184.99)	33,676.50	(2,996.50)	(9.8%)
UTILITIES	61,993.00	(9,266.56)	30,329.13	31,663.87	51.1%
INSURANCE	20,460.00	4,883.25	30,725.44	(10,265.44)	(50.2%)
COMMUNICATIONS	0.00	0.00	0.00	0.00	0.0%
OFFICE SUPPLIES	75,871.00	9,033.19	42,447.13	33,423.87	44.1%
OFFICE EQUIPMENT/FURNITURE	41,500.00	4,759.10	96,584.32	(55,084.32)	(132.7%)
COPIER LEASE	0.00	0.00	0.00	0.00	0.0%
POSTAGE	1,440.00	88.39	620.80	819.20	56.9%
DUES & SUBSCRIPTIONS	16,977.80	1,296.94	35,180.41	(18,202.61)	(107.2%)
CONFERENCE	15,000.00	5,975.22	29,936.62	(14,936.62)	(99.6%)
JOB FAIRS	13,400.00	0.00	16,627.66	(3,227.66)	(24.1%)
MEETINGS	23,313.00	3,380.19	20,653.38	2,659.62	11.4%
OUTREACH	19,350.00	152,313.49	392,285.25	(372,935.25)	(1927.3%)
PERFORMANCE INCENTIVES	0.00	660.00	22,920.00	(22,920.00)	0.0%
STAFF DEVELOPMENT	43,320.00	209.24	26,628.30	16,691.70	38.5%
TRAVEL	45,700.00	1,763.40	18,847.70	26,852.30	58.8%
CONTRACT SERVICES	327,833.14	(24,957.60)	252,784.73	75,048.41	22.9%
SUBRECIPIENT GRANTS AWARDED	283,764.00	124,784.93	430,668.71	(146,904.71)	(51.8%)
MISCELLANEOUS	20,666.25	310.29	2,439.63	18,226.62	88.2%
DEPRECIATION EXPENSE	0.00	15,387.57	61,550.31	(61,550.31)	0.0%
INTEREST EXPENSE	0.00	1,997.11	11,078.22	(11,078.22)	0.0%
INCUMBENT WORKER TRAINING	738,000.00	35,482.96	109,654.79	628,345.21	85.1%
ON THE JOB TRAINING	630,266.00	2,072.25	208,563.32	421,702.68	66.9%
INCENTIVES	20,000.00	6,210.00	14,378.31	5,621.69	28.1%
EDUCATION & TRAINING	2,200,895.38	91,757.59	642,672.08	1,558,223.30	70.8%
WORK EXPERIENCE	1,025,345.00	64,125.85	492,069.49	533,275.51	52.0%
SUPPORTIVE SERVICES	529,492.86	10,915.12	83,576.44	445,916.42	84.2%
<b>TOTAL PROGRAM EXPENDITURES</b>	<b>10,273,171.19</b>	<b>791,071.35</b>	<b>7,140,322.01</b>	<b>3,132,849.18</b>	<b>30.5%</b>
<b>FUNDING LESS EXPENDITURES</b>	<b>\$0.00</b>	<b>(\$4,026.37)</b>	<b>\$220,157.21</b>	<b>(\$220,157.21)</b>	<b>0.0%</b>



Chart of Accounts

Workforce Alliance				
Active GL Codes				
	<b>Segment 1 (Account)</b>	<b>Segment 2 (Department)</b>	<b>Segment 3 (Funding Stream)</b>	
<b>BALANCE SHEET:</b>		000 Balance Sheet	00 WIOA Admin	
100-000-00 CASH		004 Board	01 Adult	
105-000-99 CASH-WORKFORCE ALLIANCE GENERAL		104 Career Center	02 DW	
107-000-99 CASH-JOBS FOR YOUTH		204 Operations	03 ISY	
108-000-94 CASH - REAP		304 Program Operations	04 OSY	
110-000-95 CASH PACES INITIATIVE		404 Workforce Solutions	05 Rapid Response	
120-000-00 ACCOUNTS RECEIVABLE		504 Infrastructure	07 NEG-DWG (DOL)	
120-000-99 ACCOUNTS RECEIVABLE-OTHER		604 REAP	08 NEG-DWG Admin (DOL)	
122-000-00 PARTNER COST SHARING RECEIVABLE			11 Senior Admin	
130-000-00 EMPLOYEE ADVANCE			12 SENIOR SERVICES	
135-000-99 FLEX SPENDING DEPOSITS			13 OKEP	
140-000-99 PREPAID EXPENSE			14 RETAIN2	
150-000-99 FURNITURE AND EQUIPMENT			16 KHPOP IMPACT STUDY	
155-000-99 ACCUMULATED DEPRECIATION			17 RETAIN	
200-000-00 ACCOUNTS PAYABLE			18 WBL	
200-000-99 ACCOUNTS PAYABLE NON-WIA			27 KAMP	
201-000-00 ACCRUED ACCOUNTS PAYABLE			47 United Way	
210-000-94 REAP DEPOSITS			48 Pre_ETS Voc Rehab	
225-000-00 FEDERAL PAYROLL TAXES PAYABLE			52 WERAP	
230-000-00 ST WITHHOLDING TAXES PAYABLE			70 RA State Expansion (RASEG)	
250-000-00 RETIREMENT/403B PAYABLE			72 Apprentice Expansion	
255-000-00 FLEX WITHHOLDING			82 KHPOP yr 5 Extension	
255-000-99 FLEX WITHHOLDING NON-WIA			84 H1B (DOL)	
260-000-00 GARNISHMENTS			85 MUS-DW	
265-000-00 ACCRUED WAGES			86 MUS-DW Admin	
270-000-00 ACCRUED VACATION			87 Pathway Home	
275-000-00 CURRENT PORTION LTD			88 Pathway Admin	
276-000-00 LESS: CURRENT PORTION LTD			94 REAP	
281-000-99 NOTE PAYABLE-DE LAGE LANDEN			96 PACES	
282-000-99 CAPITAL LEASE-NEC FINANCIAL			97 NonWIOA Youth	
283-000-99 CAPITAL LEASE:CISCO			98 Boeing OJT	
290-000-00 DEFERRED REVENUE			99 NON-WIOA General	
320-000-00 RETAINED EARNINGS UNRESTRICTED				
320-000-99 RETAINED EARNINGS: NON WIA				
321-000-96 RETAINED EARNINGS PACES				

	Segment 1 (Account)			
<b>INCOME &amp; EXPENSE:</b>				
400	Grant Revenue			
401	ACCRUED GRANT REVENUE			
405	Program Income			
450	MISCELLANEOUS INCOME			
506	COMMUNICATIONS			
510	CONTRACT SERVICES			
511	BUILDING PREPARATION EXPENSE			
513	SECURITY			
514	CONFERENCE EXPENSE			
515	COPIER/PRINTING EXPENSE			
520	DUES & SUBSCRIPTIONS			
525	EQUIPMENT			
530	INDIRECT EXPENSE			
540	INSURANCE			
543	JOB FAIRS			
552	OUTREACH			
555	OFFICE SUPPLIES			
560	MEETING EXPENSE			
565	MISCELLANEOUS			
570	Paymaster			
572	POSTAGE			
576	RENT			
577	UTILITIES			
582	PERFORMANCE INCENTIVE			
585	STAFF BENEFITS			
586	STAFF PAYROLL			
587	STAFF PAYROLL TAX			
588	RETIREMENT			
590	TRAINING/DEVELOPMENT			
595	TRAVEL			
597	Transition Expense			
600	Eligibility/Serv Planning			
605	Case Management			
610	Job Placement			
612	Incentives			
615	Retention/follow-up			
620	Retention Bonus Expenses			
625	TUTORING			
630	Study Skills			
635	Drop out Prevention			
640	Mentoring			
650	Guidance/counseling			
655	Leadership Development			
700	Basic Skills			
705	GED			
710	Occupational Training			
715	OJT			
720	APPRENTICESHIP			
725	Work Experience			
727	WORK EXPERIENCE REIMBURSEMENT			
730	Customized Training			
740	Assessment			
742	LICENSING & CERTIFICATION			
745	RELOCATION			
750	Alternative Secondary School			
755	Summer Employment			
757	Summer Employment Reimbursement			
760	Transportation			
765	Childcare			
770	Supportive Services Work Experience			
805	Other services			
812	BOOKS			
820	ER PAYMENTS			
821	INCUMBENT WORKER TRAINING			
830	NEEDS RELATED			
838	MATERIALS & SUPPLIES-PARTICIPANTS			
840	TUITION			
901	DEPRECIATION EXPENSE			
902	INTEREST EXPENSE			
905	SUBRECIPIENT GRANTS AWARDED			



Workforce Alliance has also posted its latest 990 Tax Return and A-133 Audit with this RFP to assist proposers in understanding the organization to assist with proposal development.