



**QUESTIONS & ANSWERS**  
**RFQ 25-04**  
**Posted March 25, 2025**

**Q1.** How would you define a contractor's success?

**A1.** Systematic in nature. Completion of the deliverables and making sure the processes are done thoroughly. Reviewing timesheets and payments made to participants for each contractor. Samples need to be adequate.

**Q2.** Are you looking for a firm or for an independent contractor?

**A2.** We are looking for a contractor.

**Q3.** Do you have a budget?

**A3.** We do not. Cost for reasonableness- we ask for price, statement of reasonableness. The cost of the RFQ is not part of the scoring criteria.

**Q4.** Have you ever outsourced this before?

**A4.** Yes, over 15 years ago.

**Q5.** How would you define a successful audit?

**A5.** A completion of the deliverables.

**Q6.** Questions:

It appears that there may be some overlap in Section 1.5 Scope of Work, items D, E, F, and N.

- a. For item D. Fiscal reviews and monitoring of budgeting and accounting systems – is it your intent that we review the contractors' processes, procedures, and internal controls for each of the sub-bullets listed in D?
- b. For item E. Cost analysis for planned programs/projects/ services and special fiscal reviews as appropriate – is it your intent that we review and document the costs each contractor incurred for programs, projects, and services each contractor administered? If yes, could you please identify the programs, projects, and services you would like us to analyze costs for?
- c. For item F. Determine whether expenditures have been charged to the cost categories and within the cost limitations specified in the applicable laws and regulations – is it your intent that we randomly select a sample of expenditures and test them for accuracy and compliance with applicable laws and regulations?
- d. For item N. Conduct a financial review for each contractor at least once – could you please clarify what additional or different financial review you would like us to perform that is not requested under items D, E, and F?

**A6.** Answers:

- a. Yes, this can be accomplished with an internal control questionnaire.
- b. There should be a risk analysis tool/process that determines the programs/sample.
- c. Yes.
- d. N is listed separately to clearly indicate that a fiscal review is required for each contractor.

**Q7.** The RFQ states that you expect the selected contractor to review the period from July 1, 2024 – June 30, 2025, and that all monitoring should be completed by September 1, 2025, and all work be completed by September 30th. Are we correct to assume that means we will start monitoring on July 1, 2025; we have two months to complete our monitoring, including the exit conferences, and we must submit our final reports by September 30th? If that is correct, then is your intent that under section 1.5 item O you are expecting us to perform a timesheet and payment review the month of July 2025 and a second review the month of August 2025? In addition, if we only have two months to complete our monitoring and one month to complete our reports could you please clarify under section 1.5 item what technical assistance you would expect to receive during this three-month period?

Are there any marketing processes or tools that have been particularly successful or challenging so far?

**A7.** The RFP indicates the initial award may have a one-year renewal; our fiscal year ends 9/30. If more time is needed, the work can be negotiated no later than the end of the calendar year. Technical assistance may or may not be necessary based on if there are findings in any of the reviews.

**Q8.** Can a copy of the most recent Communication with Those Charged with Governance letter for the financial/single audit (FYE September 30, 2023) be provided?

**A8.** Yes, this can be provided to the successful respondent; however, no issues noted.

**Q9.** Can a copy of management letter for FYE September 30, 2023, if applicable, be provided?

**A9.** Yes, this can be provided to the successful respondent; however, we have an unmodified audit option.

**Q10.** Can a copy of your annual budget for the current fiscal year end September 30, 2024 and 2025 be provided?

**A10.** The current budget is \$46M. This information can be found on our website. [www.workforcesolutionscb.org](http://www.workforcesolutionscb.org) -Please refer to Executive Finance Agenda Packet.

**Q11.** Do you have a budgeted amount of fee or hours for this RFQ?

**A11.** No, this is our first time outsourcing.

**Q12.** If you have a budgeted amount of fee or hours for this RFQ, what are they?

**A12.** N/A.

**Q13.** Are you hoping to have a fixed fee contract, or can it be based on hourly rates?

**A13.** It can be hourly; however, we will need a maximum of hours to determine a contract total.

**Q14.** Can you provide information regarding the size of the programs you expect to be monitored by program? Total revenue/expenses/ number of participants in the programs?

**A14.** This would be determined by risk analysis.

**Q15.** Can you provide copies of all the external fiscal monitoring reports for the last two (2) years (2023 and 2024)?

**A15.** This information can be found on our website. [www.workforcesolutionscb.org](http://www.workforcesolutionscb.org) in the Executive Finance Agenda Packet. Please refer to page 25 section 13.1 Monitoring Report.

**Q16.** Are there any pending litigation or federal or state oversight issues that would impact these external fiscal monitoring services?

**A16.** No.

**Q17.** Is there an incumbent?

**A17.** No.

**Q18.** What is the expected number of subrecipients/grantees that will be subject to fiscal monitoring on an annual basis?

**A18.** Two.