

WORKFORCE DEVELOPMENT BOARD OF KANAWHA COUNTY

Serving the County of: Kanawha

REQUEST FOR PROPOSAL FOR ACCOUNTING SERVICES

Release Date: 06/05/2026

Mandatory Letters of Intent due: 06/10/2026 by 3pm

Mandatory Bidders Conference: 06/12/2026 9am

Proposals Due: 06/22/2026 by 3pm

Funding Period: July 1, 2026 – June 30, 2027

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Section I: Program Description & Background

1. Purpose of RFP

The Workforce Development Board of Kanawha County (WDBKC) is seeking proposals from qualified accounting firms or accountants to provide professional accounting, financial management, and grant compliance services for Workforce Innovation and Opportunity Act (WIOA) funded programs and related federal grant activities.

The selected proposer must possess and demonstrate substantial experience in:

- Federal grant management and compliance;
- Uniform Guidance requirements under 2 CFR Part 200;
- Governmental and/or nonprofit accounting principles;
- Preparation and review of financial reports and reconciliations;
- QuickBooks or other nonprofit accounting software and Microsoft Office products;
- Financial internal controls and risk management practices.

Requires a minimum of ten (10) years of professional accounting experience, preferably with a strong background in federal grant administration, fiscal control management, and regulatory compliance (e.g., 2 CFR Part 200, Single Audit).

The selected accountant will provide financial oversight, technical assistance, analysis, and recommendations to support WDBKC fiscal operations. Services may include reviewing work of WDBKC's bookkeeper, preparing monthly financial statements for the WDBKC and WorkForce WV (WFWV), grant reconciliation, preparing annual federal grant closeout reports, budgeting assistance, preparing monthly federal financial reports in the WFWV reporting system, internal control review, perform annual compliance monitoring for subaward recipients/project operators, oversight of grant monitoring by third parties, and consultation on fiscal procedures and new initiatives.

More information regarding WDBKC, Workforce West Virginia, and the U.S. Department of Labor may be found at:

- WDBKC: <https://www.wdbkc.org>
- Workforce West Virginia: <https://workforcewv.org/>
- U.S. Department of Labor: <https://www.dol.gov/agencies/eta/wioa>

2. Workforce Innovation and Opportunity Act (WIOA)

The Workforce Development Board of Kanawha County's workforce development system and programs are funded through the Workforce Innovation and Opportunity Act of 2014 (WIOA).

WIOA provides workforce development activities through statewide and local workforce systems designed to increase employment, retention, earnings, and occupational skill attainment for participants.

3. Workforce Development Board of Kanawha County (WDBKC)

WDBKC is a 501(c)(3) nonprofit organization designated as the administrative entity, organizer, and grant recipient of Workforce Innovation and Opportunity Act (WIOA) funds for Kanawha County, West Virginia.

Mission Statement:

The Workforce Development Board of Kanawha County will forecast, fulfill, and monitor the education and skill needs of employers and individuals in order to meet the needs of both businesses and workforce participants.

WDBKC will:

- Reduce or eliminate barriers to employment and economic development;
- Increase the efficiency and effectiveness of workforce system resources;
- Monitor and encourage continuous improvement of workforce programs;
- Coordinate training, education, and economic development systems to meet community needs.

Vision Statement:

A skilled workforce that enables economic growth and individual self-sufficiency through an integrated workforce development system.

4. American Job Center Service Area

WDBKC currently operates within Kanawha County, West Virginia.

Comprehensive Center Location:

426 Leon Sullivan Way
Charleston, WV 25301

Section II: Scope of Work

1. Role of the Accountant(s)

The selected accounting firm or individual will assist WDBKC fiscal staff and the Executive Director in carrying out financial management responsibilities related to federal grant administration, fiscal oversight, accounting systems, reporting, and compliance.

Responsibilities may include, but are not limited to:

- A. Assisting in the preparation and review of annual budgets and monthly financial statements.
- B. Preparing monthly management reports for WDBKC Board members, including grant expenditure analysis and budget projections.
- C. Reviewing accounting systems and internal controls to ensure compliance with WIOA, Uniform Guidance, and generally accepted accounting principles (GAAP).
- D. Assisting with federal and state fiscal reporting requirements.
- E. Preparing or assisting with tax reporting requirements including Form 990, W-2s, and 1099s, as applicable.
- F. Providing technical assistance regarding grant management, allowable costs, procurement standards, cost allocation, and fiscal compliance.
- G. Assisting with audit preparation, corrective action plans, monitoring responses, monitoring of subaward recipients, and financial risk management.
- H. Assisting with policy and procedure development related to financial operations and grant compliance.
- I. Providing consultation and support related to federal grant drawdowns, reconciliations, and financial reporting.
- J. Participating in meetings with staff, Board members, auditors, monitoring agencies, or funding agencies as requested.
- K. Review WDBKC's bookkeeper's financial work to assure accuracy and internal control compliance.
- L. Following all WDBKC policies and procedures.

2. Eligible Respondents

Respondents may be any qualified organization, accounting firm, or individual legally authorized to conduct business in the State of West Virginia and possess demonstrated experience in accounting, financial management, and federal grant compliance.

Respondents must:

1. Demonstrate experience with federal requirements and regulations;
2. Be in good standing with federal, state, and local authorities;

No entity may compete for funds if:

1. The entity has been debarred or suspended or otherwise determined ineligible to receive federal funds;
2. Previous contracts have been terminated for cause;
3. The entity has failed to comply with official orders to repay disallowed costs.

Respondents must comply with:

- 2 CFR Part 200 Uniform Administrative Requirements;
- Section 504 of the Rehabilitation Act of 1973;
- Americans with Disabilities Act (ADA);
- Federal Drug-Free Workplace Act of 1988;
- Applicable federal, state, and local procurement regulations.

3. Project Timeline & Funding

The table below provides the anticipated timeline for this procurement process.

Activity	Date
RFP Release	06/05/2026
Mandatory Letter of Intent	06/10/2026 by 3pm
Mandatory Bidder Conference	06/12/2026 9am via TEAMS (invite will be sent after letter of intent is received)
Proposal Deadline	06/22/2026 by 3pm
Proposal Review/Scoring	06/24/2026
Recommendation to Board	TBD
Contract Start Date	07/01/2026

Respondents shall include proposed billing rates and all anticipated costs associated with the services described in this RFP.

The resulting contract may be renewable annually for up to 3 years based upon performance, funding availability, and approval by the WDBKC Board.

Section III: Submission & Evaluation

1. Letters of Intent: submit electronically to mpainter@wdbkc.org by 3pm
2. Bidders Questions : submit questions electronically to mpainter@wdbkc.org
3. Proposal Instructions: Proposals are to be submitted electronically to mpainter@wdbkc.org by 06/22/2026 by 3pm
4. Evaluation and Award

Proposals should be developed and organized as outlined below. Interested bidders should respond to each section's requirements completely.

Experience & Capacity (15 Points)

1. Briefly describe your history, including years of experience, and services provided.
2. Describe your experience with grant accounting. .
3. Describe your experience with:
 - o Federal grant accounting;
 - o Uniform Guidance (2 CFR Part 200);
 - o Internal control systems;
 - o Audit preparation and response.
4. Describe your experience working with nonprofit organizations, governmental entities, or workforce development boards.
5. Describe your experience with accounting systems, technologies, and financial reporting capabilities.
6. Describe your ability to provide ongoing technical assistance and consultation to WDBKC staff and Board leadership.

Qualifications (15 Points)

7. Describe your experience with:
 - o Federally funded programs;
 - o Accrual based accounting
 - o Budget-to-Actual reporting
 - o Budget and Cash Flow Forecasting
 - o Single audits and corrective action plans.
8. Describe your experience developing and implementing financial controls and compliance procedures.
9. Describe your familiarity with:
 - GAAP standards;
 - Governmental accounting;
 - Nonprofit accounting;
 - 2 CFR 200

10. Provide three (3) contacts (Name, Email, Phone number) to verify experience with federal grant management and accounting services.

Staffing Plan (10 Points)

11. Identify all staff who will provide services under this contract, including title and percent effort.
12. Describe the role and responsibilities of each proposed staff member.
13. Describe the management and reporting structure for the proposed project team.
14. Identify the lead accountant responsible for delivery of service and describe:
 - Professional credentials;
 - Education and certifications;

Appeal Process

1. Right to Protest

Any actual or prospective proposer who believes they have been aggrieved in connection with the solicitation, evaluation, or award of a contract resulting from this RFP may file a written protest.

2. Grounds for Protest

Protests may be filed for:

- Alleged improprieties in the RFP process;
- Failure to follow published procurement procedures;
- Errors in evaluation or scoring;
- Conflicts of interest;
- Other actions are believed to be inconsistent with applicable federal, state, or local procurement requirements.

3. Filing Requirements

The protest must be submitted in writing and include:

- Name, address, telephone number, and email of the protestor;
- Identification of the RFP being protested;
- Detailed statement of factual and legal grounds for the protest;
- Copies of supporting documentation;
- Requested remedy or corrective action.

4. Filing Deadlines

Protests regarding the contents of the RFP must be submitted no later than five (5) business days prior to the proposal due date.

Protests regarding contract award decisions must be received within five (5) business days following issuance of the Notice of Intent to Award or written notification of award decision. Similar workforce board procurement policies commonly establish deadlines ranging from 5–10 business days after award notification.

5. Submission of Protest

Written protests via email shall be submitted to: mpainter@wdbkc.org

6. Review Process

The Executive Director shall acknowledge receipt of the protest within three (3) business days and conduct an initial review.

If necessary, the Board Chair may appoint an independent review committee that was not involved in the evaluation process.

The Board may request additional information from the protestor and other affected parties.

7. Written Determination

A written determination shall be issued within fifteen (15) business days after receipt of the protest whenever practicable.

The determination shall include:

- Findings of fact;
- Conclusions;
- Decision on the protest; and
- Any corrective action to be taken.

8. Final Appeal

If the protestor is dissatisfied with the determination, a written appeal may be submitted to the Chair of the Region III Workforce Development Board within five (5) business days of receipt of the determination.

The Board Chair's decision shall be issued in writing and shall constitute the Board's final administrative decision.