

**Career Resources, Inc.**

**RFQ**

**Auditing Firm**

Career Resources, Inc. (CRI) is issuing this Request for Qualifications from Auditing Firms interested in performing the annual audit of CRI. Career Resources, Inc. is a 501(c) 3 corporation with an annual budget of approximately 9 million dollars. Our fiscal year ends June 30th.

Completed proposals will be accepted until Friday, March 27th, 2020 at which time the proposals reviewed, and a contract awarded. This RFQ may be downloaded from CRI's website at [www.careerresources.org](http://www.careerresources.org). To receive an electronic format of this RFQ, please contact:

**Scott K. Wilderman, President/CEO**

**wilderman@careerresources.org**

**Career Resources, Inc.**

**350 Fairfield Avenue**

**Bridgeport, CT 06604**

**(203) 650-7526**

**SECTION I: OVERVIEW – CRI**

Career Resources, Inc. is a not-for-profit, non-stock Connecticut corporation, exempt from federal income taxes under Internal Revenue Code 501(c)(3). Career Resources, Inc. provides job training, placement and support services for dislocated and economically disadvantaged individuals throughout Connecticut.

U.S. Congress has enacted the Workforce Innovation and Opportunity Act (WIOA) which provides employment and training services through a network of American Job Centers (AJC). Under WIOA, organizations are designated the Local Workforce Development Board (LWDB) for specified regions of a state and contract with other organizations to be the AJC Operator and Provider and the TANF case manager.

The WorkPlace, Inc. and the Northwest Regional Workforce Investment Board, Inc. have been designated the LWDB for the southwest and northwest regions of Connecticut, respectively. Career Resources, Inc. has been awarded various grants by The WorkPlace, Inc. and Northwest Regional Workforce Investment Board, Inc. to be the AJC Operator and Provider and the TANF case manager. Career Resources, Inc. is operating under a contract with The WorkPlace, Inc. that runs through June 30, 2021 and a four-year contract with Northwest Regional Workforce Investment Board, Inc. that began July 1, 2017.

Career Resources, Inc., through its merger with the Isaiah 61:1, Inc., has a contract with the Connecticut Department of Correction that runs through July 31, 2022 to provide community reentry services through the operation of three men's houses (serving as many as forty-five men) and one women's house (serving as many as fifteen women).

In addition to these three major funders, Career Resources, Inc. also receives a federal award from the Corporation for National and Community Service. The program provides volunteer opportunities for people 55 and older to assist children and youth who have special needs in order to help them achieve improvement in their lives.

## **SECTION II: APPLICANT ELIGIBILITY REQUIREMENTS**

Qualified firms will have a minimum of five years' experience of auditing government or non-profit entities in the State of Connecticut for the purpose of rendering an opinion on the financial statements in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States as well as the Federal and State Single Audit Acts.

Qualified firms must submit a list of past governmental or non-profit engagements of audits involving grant funds. Also, provide the resume(s) or summary of qualifications of partner(s) and auditors that will be assigned to the CRI audit. ***Proposals should be received by Career Resources, Inc. 350 Fairfield Avenue, Bridgeport, CT 06604 by Friday, March 13<sup>th</sup> 2020.***

## **SECTION III: SCOPE OF SERVICES**

Applicant is to provide the annual audit of the financial statement of Career Resources, Inc. and all required compliance reports including the preparation of the 990. The audit shall be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the *Government Auditing Standards*, issued by the Comptroller General of the United States; and the Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and the State Single Audit Guidelines issued by the State of Connecticut.

Applicants should provide a proposed flat fee for the engagement.

The fieldwork for the audit should be performed in October with an expected issue date of early/mid-December.