

Request for Proposals

Issued by:	United Workforce Development Board, Inc. (Career Link)
Services Requested:	Lease Accounting Services
Date Issued:	March 10, 2023
Due Date:	Proposals must be at lnorris@careerlink16.com by not later than 5:00 PM on April 7, 2023.
Bidder's Conference:	There will not be a Bidder's Conference
Limitations:	This application process does not commit Career Link to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.
Questions:	Questions should be addressed only to LeeAnn Norris, Fiscal Director, at lnorris@careerlink16.com or (309) 347-8492, x1602.
Evaluation and Review:	Applications will be evaluated according to the criteria attached in this packet and only in accordance with the written material submitted by the applicant. A committee will rate the proposals and the results will be submitted to the Workforce Innovation Board or a designated committee thereof for final approval.
Contract Terms:	Contracts will be entered into with successful applicants for a one-year period with options to renew the contract for two additional years. The contract can be renewed for two additional years if mutually agreed to.
Signature:	The proposal must contain a cover letter with the signature of the owner or other authorized individual requesting consideration for funding provided by Adobe PDF email.

Requesting Organization Information

The United Workforce Development Board (UWDB), a.k.a. Career Link, is a non-profit organization created under Section 501(c)(3) of the Internal Revenue Code. The fiscal office is located in Pekin, Illinois, with additional offices located in Canton, Eureka, Havana, Henry, Normal, Peoria, and Wyoming. The geographic area encompasses Fulton, Marshall, Mason, McLean, Peoria, Stark, Tazewell, and Woodford counties. Program operations are overseen by a cooperate board of directors. Oversight of Workforce Innovation and Opportunity Act program activities is the responsibility of the Workforce Innovation Board and the chief elected officials.

Statement of Need

Career Link is seeking assistance to comply with lease accounting regulations. In 2016, the Financial Accounting Standards Board issued ASU No. 2016-02, Leases (Topic 842). This standard is effective for fiscal years beginning after December 15, 2021. Our current fiscal year (FY22) is the first one requiring implementation. The year began on July 1, 2022 and ends on June 30, 2023. **Implementation of the Lease Accounting project must allow Career Link to be compliant by June 30, 2023.** Career Link currently has approximately 27 leases, consisting of office leases, copiers, and postage machines.

Career Link is currently seeking bids from interested parties to become compliant. All appropriate options will be considered. All proposals should be specific in describing the implementation process.

Equal Opportunity Assurances

The Offeror must abide by the following policies which promote fair hiring, promotion and recruiting practices in all job classifications in order to achieve equality in employment by complying with the non-discrimination and non-sectarian activities and provision under Section 188 of the Workforce Innovation and Opportunity Act, as well as abide by the following federal/state laws and regulations for EO/Non-discrimination:

Executive Order 11246;

Title VI and Title VII of the Civil Rights Act of 1964, as amended;

The Age Discrimination Act of 1975;

Sections 503 and 504 of the Rehabilitation Act of 1973, as amended;

Title IX of the Education Amendments of 1972, as amended;

U.S. Department of Labor Regulations at 29 CFR Part 37;

The Illinois Human Rights Act, as amended;

Americans with Disabilities Act of 1990;

The Equal Pay Act of 1963;

The affirmative action provisions of the Vietnam Era Veterans Readjustment Assistant Act of 1974;

The Age Discrimination in Employment Act of 1967; and

The anti-discrimination provision of the Immigration and Nationality Act.

General Submission Requirements

If the Offeror has a standard contract, it should be included in the submission.

All inquiries concerning this RFP should be directed to LeeAnn Norris at lnorris@careerlink16.com.

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the UWDB.

Efforts will be made to use small business and minority-owned businesses. An Offeror qualifies as a small business firm, if it employs fewer than 50 full-time employees.

Response Items

The Offeror shall address the following items in a concise, but thorough manner. All responses shall be typewritten.

Prior Lease Accounting Experience

The Offeror should describe its prior Lease Accounting experience.

Organizational Structure

The Offeror should describe its size, organizational structure and, if appropriate, that the firm is a minority-owned business.

Staff Qualifications

The Offeror should describe the qualifications of staff to be assigned to the project. Descriptions should include any prior experience of assigned staff, overall supervision to be exercised, and continuing professional education and licenses.

Scope of Work

The Offeror should describe its understanding of work to be performed, including integration process, estimated hours, and other pertinent information.

The following questions should all be addressed:

1. Who will process the information? Is the proposal for a software that would be in-house or for an entity to process the information for Career Link?
2. Is there an option for integration with our current accounting software (MIP Fund Accounting)?
3. What customer support options are included in the proposal costs? Are there additional premium support options available?
4. What are the initial implementation costs?
5. What are the ongoing annual charges?
6. Is there an option to preview the reports and outcomes?

Equal Opportunity Assurances

Provide an assurance of compliance with Equal Opportunity provisions.

Price

The Offeror should indicate the total price to perform the first year lease accounting in accordance with the specifications contained herein. The price must be a firm, fixed price amount. No additions or surcharges may be added. The explanation of costs should separate the initial implementation expenses and ongoing annual charges.

Submission and Review

The UWDB will select staff and/or other representatives to review bids and rate each proposal. The proposal with the highest number of points consistent with the ability to perform the work requested will be awarded a contract subject to negotiations.

Proposal receiving less than 60 points will not be considered for funding.

Proposals should be sent to LeeAnn Norris at lnorris@careerlink16.com. It is the responsibility of the Offeror to ensure that the proposal is received by the United Workforce Development Board, Inc. by the date and time specified above. Late proposals will not be considered.

All Offerors will be notified concerning their acceptance or rejection as a contractor.

Appendix

Attachment A

Proposal Rating Guide

Lease Accounting Services - 2023

Bidder _____

CRITERIA	Possible Points	Points Assigned
1. Lease Accounting Experience: To what degree has the applicant described prior experience that matches the minimum requested requirements listed in the Request for Proposals document? Prior experience with WIOA-funded organizations should be documented.	30	
2. Organizational Structure: <ul style="list-style-type: none">To what degree has the applicant adequately described its size and organizational structure? – 5 points maximumIs the organization a small business (less than 50 employees)? – 5 points maximumIs the organization owned by a female or minority? – 5 points maximum	15	
3. Staff Qualifications: To what degree has the applicant described the suitable qualifications of the assigned staff?	20	
4. Scope of Work: To what degree has the applicant described its understanding of the work to be performed?	20	
5. Has the applicant provided the necessary Equal Opportunity assurances?	0 or 5	
6. Price: Is there an adequate explanation of the price and is the amount reasonable?	20	
TOTAL	110	

To be eligible for a contract an applicant must receive a minimum of 60 points.

Rater _____

Date _____