

REQUEST FOR QUOTATIONS

To: Interested, qualified individuals or entities interested in providing financial services and oversight for the Area 20 Workforce Development Board.

From: Fairfield County Economic Development

Issued: April 8, 2024

Deadline: April 22, 2024

PURPOSE

The Fairfield County Workforce and Economic Development department, serving as administrative and fiscal agents for the Area 20 Workforce Development Board, is seeking quotes from qualified individuals or entities to provide financial management services (5-10 hours per week) for WIOA programming.

QUALIFICATIONS

Previous experience serving in a role with financial oversight, including creating budgets, tracking expenses, creating and monitoring forecasting reports, and understanding and adhering to financial policies. Experience with Workforce Innovation and Opportunity Act (WIOA) fiscal policies and experience interpreting and implementing state and federal financial policies is a plus.

SCOPE OF WORK

The person or organization chosen will regularly monitor and meet (virtually) with the OhioMeansJobs fiscal staff and provide technical support when necessary. They will monitor the Area's spending and use their subject matter knowledge to make projections and judgements on the Area budget. The awardee will approve financial draws, manage the fiscal aspects of WIOA grants, oversee WIOA fiscal monitoring and audits, and perform other duties as necessary. The individual or a representative from the organization will be required to attend quarterly Area 20 Board meetings in person. These meetings are held in Fairfield, Pickaway, and Ross counties. Individual will also provide recommendations on fiscal policies and how to best provide fiscal oversight for the Area.

REQUIREMENTS

Interested parties must submit a brief Statement of Qualifications and a fee structure for services between April 8, 2024 and April 22, 2024 at 4 p.m. Eastern Standard Time. This project is estimated to begin on May 1, 2024, and run through June 30, 2025 with the option for automatic renewal for two subsequent years. The Statement of Qualifications should include the individual or organization's history of similar services. Parties should have the ability to meet with Fairfield County Economic Development staff and stakeholders virtually and provide the aforementioned services in a timely and professional manner.

The individual or organization chosen will need to provide their own computer and the required equipment to perform job requirements.

COMPENSATION

A contract will be negotiated with the chosen provider for an estimated \$15,000 per 12-month period.

Responses to this R.F.Q. should be forwarded to:

area20rfp@fairfieldcountyohio.gov

All proposers will be notified of their status. If you have questions or need additional information, call 740-652-7161 or email area20rfp@fairfieldcountyohio.gov.