



WorkSource

M O N T G O M E R Y

Connecting Employers & Job Seekers

Serving Montgomery County, Maryland

SCOPE OF WORK FOR ACCOUNTING and FINANCE CONSULTANT SERVICES

Release Date: October 9, 2024

Bids Due: November 1, 2024, no later than 5:00 pm ET

Contract Period: January 1, 2025 – December 31, 2025*

**A maximum of three (3) one-year extensions may be exercised based on performance and funding.*

WorkSource Montgomery (WSM), its programs and contract service providers are Equal Opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Programs and initiatives offered by WSM are supported in part by Montgomery County and the American Recovery Plan Act.

1. Purpose for Scope of Work (SOW)

WorkSource Montgomery (WSM) invites responses to the following Scope of Work (SOW). The purpose of the SOW is to select a single organization to provide finance consulting services in support of WSM's Finance Department.

2. WorkSource Montgomery

[WorkSource Montgomery](#) (WSM) focuses on linking local and regional economic development and workforce efforts in Montgomery County, Maryland. WSM develops a deep understanding of target and emerging industry demands, creating sustainable workforce solutions that are tailored to the region. This increases the ability of individuals to compete for higher-quality jobs and employers to compete within the marketplace.

Vision:

- Economic development, education, and the system of talent development are aligned locally and regionally to sustain a vibrant economy in Montgomery County.

Mission:

- To meet the talent attraction, development, and retention needs of strategic industries.
- To meet the needs of the underemployed and unemployed.
- To develop career pathways that lead to sustainable wage jobs and support a thriving mission.

WorkSource Montgomery's Roles:

- We catalyze change in the community to build an effective workforce development system.
- We are a community facilitator and convener to identify issues and act collectively with partners to address them.
- We act as an intermediary/broker between the supply and demand sides of the workforce system about current and future skill needs to ensure mutually beneficial relationships and outcomes.
- We advocate addressing workforce development issues at the local, state, and national levels.

3. Scope of Work/Services Requested

- Review, reconcile and/or summarize WSM's accounting transactions and records to support an annual financial audit and preparation of federal and state tax returns by WSM's independent public accountants.
- Review, reconcile and/or summarize WSM's accounting transactions and records to support and/or prepare internal financial statements and reports monthly. Internal financial statements are a Statement of Financial Position, Statement of Activities, Statement of Cash Flows and certain agreed upon Key Performance Indicators.
- Assist with the internal review, approval and submission of budget data supporting the award of federal funds administered by the Maryland Department of Labor and other funders.
- Prepare financial analyses and reports for costs incurred or expected to be incurred for program, indirect or corporate expenditures for budgetary or other reasonable reporting purposes.
- Participate in recurring management meetings, board meetings, projects and/or initiatives to provide general management advice and analytical support. These services cannot be relied upon to disclose errors, fraud, or illegal acts that may exist or have occurred.
- Inform WSM of any errors and/or any evidence or information that comes to its attention during

the performance of these services that errors, fraud or illegal acts may have occurred.

- Support Director of Finance in the development of WSM's annual budget.
- Provide strategic guidance in effort to increase the efficacy of WSM's fiscal management operations.

4. Period of Performance

Contract Period begins January 1, 2025, and ends December 31, 2025. A maximum of three (3) one-year extensions may be exercised based on performance and funding.

5. Eligible Applicants

- Your firm has been selected as a candidate for consideration to provide the finance consulting services described herein. You are invited to submit a written response to SOW
- There is no expressed or implied obligation for WSM to reimburse firms for any expenses incurred in preparing proposals in response to this request.
- The specific details outlined herein shall be considered minimums unless otherwise indicated. The specifications, terms, and conditions included with this IFB shall govern in any resulting contract(s) unless approved otherwise in writing by WSM.
- All applicants must have the technical competence, knowledge, expertise, management and administrative capabilities and capacity, professional staff, financial resources and stability, and administrative and fiscal systems to carry out the work described in this IFB. Applicants must meet high standards of public services and fiduciary responsibility. WorkSource Montgomery requires assurance that the selected applicant's performance of the terms and conditions of any agreement resulting from this IFB be undertaken in accordance with the highest level of integrity and business ethics. Applicants must be able to implement a system of self-monitoring, including the review of key data related to performance, quality assurance, financial integrity, and accuracy. If WorkSource Montgomery determines, at its sole discretion, that the selected applicant is not responsible, that it does not possess the administrative, fiscal, and/or technical resources and capabilities necessary to successfully perform under the terms and conditions of an agreement, it shall terminate the agreement immediately.

6. Application Process

Selected bidders must submit proposals on or before **October 31, 2024, by 5:00pm ET** to procurement@worksourcemontergy.com. Emails with attached proposals must have the subject line "Finance Consultant Services [Organization Name]." Late or incomplete proposals will not be considered. Proposals must contain all the components listed below in the same general order provided. Strong proposals will demonstrate a full understanding of the requirements described in this IFB and validate the capacity, expertise, and certifications to meet WSM's standards and goals. Bids that fail to follow this order or are missing components may not be considered.

7. Proposal Components

- **Cover Sheet (1 Page Maximum)**
 - Use Cover Sheet template provided in Attachment A.
- **Executive Summary (1 Page Maximum)**
 - Describe the organization's qualifications, brief history, and alignment with the services requested. If applicable include ownership statuses of the firm if minority owned, woman owned, or locally owned in Montgomery County, MD.

- Describe the key personnel to be utilized on the contract, attach their resumes, and indicate their level of expertise and prior experience relevant to requested services.
- **Management Plan (3 Page Maximum)**
 - Describe how your Firm will obtain a basic understanding of WSM’s operations.
 - Describe the Firm’s overall approach financial management for non-profit clients with complex grant/financial management requirements.
 - Describe experience and approach to executing the scope of work.
 - Describe required assistance from WSM’s staff to be successful in executing the scope of work.
- **Past Performance / References (1 Page Maximum)**
 - Use Reference template provided in Attachment C.
- **Proposed Pricing (1 Page Maximum)**
 - List pricing in an hourly rate format.
 - Provided with a monthly or annual cost proposal for these services.
 - Proposed fee structure for each of the three (3) subsequent option years of the proposal period.
- **Other Required Documents**
 - Complete Conflict of Interest Form using Attachment B.
 - Certificate of Good Standing with the State of Maryland
 - Good standing with SAM.gov (if not available with response, proof will be required prior to contract execution)
 - Proof of licensure as Certified Public Accountant
 - Proof of insurance

8. Questions

All questions or requests for additional information must be emailed in writing to procurement@worksourceomtgomery.com with the subject line “Finance Consultant SOW Questions” by October 15, 2024, at 5:00 pm ET. Questions received after this date and time will not be answered. Responses to submitted questions will be posted on the “Procurement” page on the WorkSource Montgomery website by October 18, 2024, at 5:00 pm ET.

9. Timeline

The table below provides a timeline of activities for this procurement. In the event dates are changed, WSM will post an updated timeline to the procurement website.

Activity	Date
SOW Release	10/09/2024
Deadline for Questions	10/15/2024
Response to Questions	10/18/2024
Proposal Deadline (email only)	11/01/2024
Review of Submitted Proposals Completed	11/15/2024
Interviews Completed (if necessary)	12/06/2024
Notification to Respondents	12/13/2024

Contract Start Date	01/01/2025
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10. Review and Selection Process

Responses to this SOW should be complete according to the requirements and not exceed 7 pages, not including Other Required Documents. Responses should be typed in 12-point font, single-spaced, 1” margins on all sides, and with page numbers. Submit completed proposals electronically via email in PDF file format to WorkSource Montgomery at procurement@worksourceomtgomery.com with the subject line: “Finance Consultant Services [Organization Name].”

Selection Statement for Request for Proposal (RFP)

WSM is committed to ensuring that the selection process for this SOW is fair, transparent, and based on the qualifications of the respondents. The evaluation and selection of proposals will primarily focus on the respondent's ability to meet the requirements outlined in the RFP and demonstrate relevant experience, expertise, and capacity.

Key factors that will guide the selection process include, but are not limited to:

- Demonstrated expertise and qualifications specific to the scope of work.
- Relevant experience with similar projects, particularly within the non-profit, public, or other relevant sectors.
- Capacity to meet project timelines and deliverables.
- Overall approach, methodology, and understanding of the project scope.
- Quality of references and past performance.

WSM reserves the right to select the respondent that, in its sole discretion, is best qualified to meet the needs of the project and aligns with the organization's goals. Cost will be considered, but qualifications, experience, and alignment with project objectives will be the primary factors in making the final selection

11. Notice of Award

All respondents will be notified by email as to their selection status by November 13, 2024. Unsuccessful respondents who wish to obtain information on the evaluation of their proposal should submit a written request to procurement@worksourceomtgomery.com.

Attachment A: Cover Sheet

Please complete this **mandatory** cover sheet accordingly.

Organization Name	
Address	
Phone Number	
Number of Years in Business	
FEIN #	
DUNS #	
Contact Person	
Contact Person's Email Address	
Signatory Authority Signature	

Proposed Pricing (Hourly Rate):

\$ _____

Attachment B: Conflict of Interest Form

By submitting a proposal, the authorized signatory authority of the bidding entity certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the scope of work if WorkSource Montgomery awards a contract. A conflict of interest would arise if any individual involved in the preparation of this proposal and delivery of services has a financial or other interest or would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the IFB. WorkSource Montgomery reserves the right to disqualify a bidding entity should a conflict of interest be discovered during the solicitation process.

Signatory Authority Name

Signature

Date

*Note: Completion of this form is **mandatory** contract award consideration.*

Attachment C: References

Respondents are required to provide three letters of references who can verify their experience, along with a contact phone number or email. References should be for experience in the past 10 years.

Reference #1 Name: _____

Title and Organization: _____

Phone # and email: _____

Length of Partnership: _____

Reference #2 Name: _____

Title and Organization: _____

Phone # and email: _____

Length of Partnership: _____

Reference #3 Name: _____

Title and Organization: _____

Phone # and email: _____

Length of Partnership: _____