



**Request For Qualifications (RFQ)
For
External Independent Auditing Services**

Released by
The South Florida Workforce Investment Board (SFWIB)

Re-Release Date
April 3, 2023

Deadline for Receipt of Responses
All proposals shall be submitted by 12:00 p.m. ET, May 15, 2023

Submit Responses to:
**South Florida Workforce Investment Board Headquarters:
CareerSource South Florida, Reception Desk,
7300 Corporate Center Drive, Suite 500
Miami, Florida 33126**

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PART I Invitation

A. South Florida Workforce Investment Board (SFWIB) Background

The South Florida Workforce Investment Board (SFWIB or Board), is one of 24 Local Workforce Development Boards (LWDB) in the State of Florida. Each LWDB is designated by the Governor to oversee the Workforce Innovation and Opportunity Act (WIOA) services for geographical locations known as Local Workforce Development Areas (LWDA). The SFWIB is designated as the administrator for LWDA 23, which encompasses Miami-Dade and Monroe counties. Through its network of American Job Centers (AJC) located throughout LWDA 23, the SFWIB serves businesses, jobseekers, adults, youth, dislocated workers, refugees, and individuals transitioning from welfare to work.

The SFWIB is a governmental agency and instrumentality of both Miami-Dade and Monroe counties, eligible to exclude income under Section 115 of the U.S. Internal Revenue Code. The Board is composed of volunteers who represent local private sector businesses, educational institutions, economic development agencies, labor organizations, veterans' interests, community-based organizations, and state and local government agencies. The Board conducts its business in accord with federal and state laws, the Interlocal Agreement creating the SFWIB for LWDB 23 of the State of Florida, the By-Laws of the SFWIB and its approved policies. The following is a list of the Board's strategic goals:

- Build a Demand-Driven System with Employer Engagement;
- Strengthen the One-Stop Delivery System and Increase Integrated Service Delivery;
- Improve Services for Individuals with Barriers;
- Dedicated Commitment to Youth Participation;
- High Return on Investment through Continuous Improvement; and
- Strong Workforce System Leadership.

Additional information regarding the Board, its members and approved policies is located on the SFWIB website at www.careersourcesfl.com.

B. RFQ Purpose

The SFWIB is soliciting competitive responses from experienced and capable Certified Public Accounting firms to provide an audit of the SFWIB's financial statements in accordance with accounting principles in the United States of America and a single audit in accordance with the Federal Single Audit Act, 2 CFR Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Florida Single Audit Act, and the Florida Department of Economic Opportunity (DEO) Final Guidance 05-019 (Audit and Audit Resolution Responsibilities).

1. General Audit Requirements for Federal Funds

The Federal Single Audit Act of 1984 (Public Law 98-502), the Federal Single Audit Act Amendments of 1996, as modified in 2013 (P.L. 104-156) and 2 CFR Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), require an independent financial and compliance audit of each non-federal entity that is a recipient or sub-recipient of Federal funding and has cumulative expenditures of Federal funds of \$750,000 or more in a fiscal year. The Uniform Guidance also states that the audits are to be conducted in accordance with applicable auditing standards set forth in the Standards for Audit of Governmental Organizations, Programs, Activities, and Functions issued by the Comptroller General of the United States.

2. General Audit Requirements for State Financial Assistance

Any recipient of the DEO funds that expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year from all combined state sources must have a state single audit conducted for that fiscal year. Guidance regarding the DEO requirements can be found in **Attachment A, Final Guidance Audit and Audit Resolution Responsibilities**. Whenever State single audits are required, they must be done in accordance with Florida Statutes, section 215.97 (Florida Single Audit Act) and Chapter 10.650, Rules of the Auditor General, and Chapter 27D-1, Rules of the Executive Office of the Governor.

Part II
RFQ Calendar and Process

A. Solicitation Timetable

RFQ Event	Day	Date	Time
RFQ Issued	Monday	April 3, 2023	5:00 p.m.
Offerors' Conference	Tuesday	April 18, 2023	1:00 p.m.
Deadline for Receipt of Responses	Monday	May 15, 2023	12:00 p.m.
Technical Proposal Response Review – Finance and Efficiency Council/Public Forum	Thursday	May 25, 2023	9:30 a.m.
Presentations before Finance & Efficiency Council Recommendation	Thursday	June 15, 2023	8:30 a.m.
The SFWIB Approves Funding Recommendation	Thursday	June 15, 2023	9:30 a.m.
Contract Start Date		July 1, 2023	
Contract End Date		June 30, 2024	

The SFWIB reserves the right to change this schedule, in its sole discretion, when it is in the best interest of the SFWIB.

B. Method of Solicitation

A Request for Qualifications (RFQ) is being used as the method of solicitation that ensures the greatest degree of open competition and identifies organizations best qualified to provide high quality auditing services in the workforce environment. Notice of this RFQ will be published in LWDA 23 major newspapers and posted on the SFWIB website. The SFWIB no-longer maintains a bidders list or provides e-mail notifications to providers regarding upcoming solicitations. Thus, the respondent is responsible for routinely checking the SFWIB website at www.careersourcesfl.com for amendments to this RFQ.

The method of solicitation being used is intended to require a minimal expenditure of resources by responding organizations. In response to this RFQ, the SFWIB requests brief narratives that specify the proposed services, document qualifications and a demonstrated performance track record in providing the proposed services. Responses should illustrate governmental experience and capability in providing audit services. In addition, Respondents must be prepared to provide a 15 minute presentation before members of the SFWIB Finance & Efficiency Council.

C. Cone of Silence

All Respondents to this solicitation are limited by the "Cone of Silence" surrounding solicitations and prohibitions against ex parte communications. The "Cone of Silence" is in effect upon release of this RFQ. Communications regarding this solicitation between a current or potential contractor and any SFWIB member, SFWIB staff, or any other person serving as a selection committee member during the solicitation process are strictly prohibited. Respondents directly contacting SFWIB members, SFWIB staff, or selection committee members risk immediate disqualification from the competitive procurement process and elimination of their submitted response.

D. Offerors' Conference

An Offerors' Conference will be held to afford Respondents an opportunity to communicate questions and/or concerns relevant to the RFQ. Although attendance is not required, all potential Respondents are strongly encouraged to attend. The Offerors' Conference is scheduled at **1:00 p.m. EST, Tuesday, April 18, 2023**. Due to safety precautions the Offeror's Conference will be held via Zoom. Please check the SFWIB website (www.careersourcesfl.com) under RFQ Q&A section for the Zoom details.

The Offerors' Conference is the only forum available to Respondents to communicate questions and/or concerns to SFWIB staff and receive responses to the questions and/or concerns. Except for information provided at the Offerors' Conference, SFWIB staff is prohibited from communicating with Respondents. Any relevant questions and responses obtained during the Offeror's Conference will also be posted on the SFWIB website.

E. Request for Clarification

All communications are limited strictly to matters of clarification or procedure related to the RFQ and must be submitted in writing. Respondents shall submit all questions regarding clarification of any requirement or procedure via e-mail not later than **1:00 p.m. EST, Monday, April 17, 2023**. Written requests shall be emailed to Cheri Kavehersi at cheri.kavehersi@careersourcesfl.com.

1. The SFWIB reserves the right to accept or reject any or all request(s) for clarification, either in whole or in part, and may require requests to be supplemented through additional written submissions.
2. Oral requests for clarification will not be accepted. However, a respondent may ask questions during the actual offers conference. This will be the only time that staff will be allowed to answer any questions directly from a respondent.

Clarifications or modifications to the RFQ shall only be made by written addenda to the RFQ. No other sources of responses or clarification will be considered valid.

All written requests for clarification accepted by the SFWIB and the corresponding responses will be posted on the SFWIB website at www.careersourcesfl.com under the Q&A section for this RFQ.

Part III General Specifications

A. Services Solicited Under this RFQ

The SFWIB is seeking a single audit of its entity in accordance with the Federal Single Audit Act, Office of Management and Budget rule, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (this final guidance is located in Title 2 of the Code of Federal Regulations), Florida Single Audit Act, and DEO Final Guidance 05-019 (Audit and Audit Resolution Responsibilities).

1. Funds to Be Audited

- (a) Workforce Innovation and Opportunity act of 2014 (Adult, Youth and Dislocated Worker) received from the U.S. Department of Labor, Employment and Training Administration, through the Florida Department of Economic Opportunity (DEO).
- (b) Temporary Assistance to Needy Families Block Grant through the DEO.
- (c) Other funding that may be provided to the SFWIB must be included in the audit coverage.

2. Services

- (a) The auditor must examine the status of compliance with state and federal laws governing procurement, receipt and payments for goods and services, terms and conditions of Federal Awards and report any material noncompliance.
- (b) The auditor is required under federal and the DEO audit guidelines to test compliance with federal cash management requirements, the DEO state level cash management requirements and report any material problems. The DEO state level cash management requirements can be found in the Subrecipient Enterprise Resource Application (SERA) Manual published by the DEO with emphasis on Allowable Cash On Hand.
- (c) It is essential that the audit firm tests the reconciliation of the SFWIB financial records to the SERA system maintained by the DEO. The notes to the audit report must include supplementary information describing the reconciliation done by the SFWIB. A failure by the SFWIB to reconcile to SERA on a regular basis should be reported by the auditor. Any material discrepancies in the reconciliation process must be noted and recommendations be made for resolution of each material discrepancy as appropriate.
- (d) The auditor shall prepare and submit a Management Letter to the SFWIB for those findings and observations not included in the audit report, as opposed to providing only a verbal briefing.
- (e) Once the audit is completed, the auditor will appear before the SFWIB Finance & Efficiency Council and explain the opinions expressed by the auditor and discuss the significance of the audit findings, including any

findings contained in the Management Letter. The auditor will also be required to appear before the SFWIB.

- (f) The audit and all its underlying obligations must be completed by **January 31, 2024** to allow the SFWIB Finance & Efficiency Council to review the report and to insure that the SFWIB meets the March 31st deadline for receipt of the audit by the DEO, Workforce Florida Inc., The State of Florida Financial Management Systems Assurance Section, and the Federal Audit Clearinghouse.
- (g) The audit firm will provide the SFWIB with a minimum of 60 bound copies of the audit report with financial statements, the Management Letter with comments, a letter to members of the SFWIB, and 10 copies of the data collection form and the audit report.

B. Contract Terms

Specific contract terms, conditions and method of payment are a component of the contract negotiation process. The terms herein will be accepted by the successful Respondent and the Respondent shall negotiate the final contract in good faith. **Cash advances shall not be provided by the SFWIB.** Therefore, Respondents must have sufficient financial resources to await payment.

The SFWIB reserves the right to terminate its contract with the selected audit firm at any time if performance expectations are not met. These performance expectations will be delineated in the contract to be negotiated with the selected firm.

C. Available Funding

Any contract negotiated will be subject to the availability of funds to the SFWIB. The Respondent is responsible for proposing a reasonable total cost for delivering the requested services.

D. Period of Performance

Services funded under this solicitation are anticipated to commence on **July 1, 2023** and shall terminate at the close of business on **March 31, 2026**. **The SFWIB reserves the right to negotiate for continued services with the same Respondent(s) for up to two (2) additional one (1) year performance periods, subject to satisfactory performance and availability of funding to the SFWIB.** Such renegotiation may occur annually at the sole discretion and option of the SFWIB.

Note: The DEO Final Guidance limits auditor retention to not more than five (5) years.

E. Deliverables

Respondents shall provide specific deliverables that will be used as the basis for the negotiation of the payment structure. Additionally, costs for services are a factor that will be considered in awarding this contract.

F. Confidentiality

The Respondent in the course of the Respondent's duties under the contract may handle or have access to confidential customer information, and to the extent required by any applicable federal or state law, or as requested by any regulatory authority, or as requested by the SFWIB, shall keep confidential any and all such information.

G. Cancellation Clause

It should be understood that the submission of a response does not commit the SFWIB to award a contract, to pay any costs incurred in the preparation of the response, or to procure or contract for services or supplies. The SFWIB reserves the right to accept or reject any or all responses received as a result of this RFQ, or to cancel and revoke this RFQ, in whole or in part. The SFWIB also reserves the right to terminate negotiations if acceptable progress, as determined at the sole discretion of the SFWIB, is not occurring within a reasonable timeframe. All contract awards are

subject to the availability of SFWIB funds.

H. Omission from the RFQ

The apparent silence of this RFQ and any addendum regarding any details or the omission from the RFQ of a detailed description concerning any point shall be regarded as meaning that only the highest professional standards are to be maintained and that only professionalism of the highest caliber is expected and shall be utilized at all times by the Respondent.

I. Indemnification

The Respondent shall indemnify and hold harmless the SFWIB and its officers, employees, agents, servants, agencies and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the SFWIB and its officers, employees, servants, agents, agencies or instrumentalities may incur as a result of any and all claims, demands, suits, causes of action or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the contract by the Respondent or the Respondent's officers, employees, agents, servants, partners, principals or subcontractors. The Respondent shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the SFWIB, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may issue thereon. The Respondent expressly understands and agrees that any insurance policies required by the Contract or otherwise provided by the Respondent shall in no way limit the responsibility to indemnify, keep and save harmless and defend the SFWIB, and its officers, employees, agents, servants, agencies and instrumentalities as herein provided.

Term of Indemnification. The provisions of this indemnification shall survive the expiration of the contract and shall terminate upon the expiration of the applicable statute(s) of limitations.

J. Non-Discrimination and Equal Opportunity

As a condition of the award of financial assistance from the Department of Health and Human Services (Department) and the Department of Labor under Title I of the Workforce Innovation and Opportunity Act, and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), the Respondent assures that it will comply fully with the non-discrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex gender identity, gender expression or sex stereotyping (except as otherwise permitted under title IV of the Education Amendments of 1972), national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I - financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964 (42 U.S.C 2000d et seq.), as amended, which prohibits discrimination on the bases of race, color and national origin;

3. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, which prohibits discrimination against qualified individuals with disabilities;
4. Title IX of the Educational Amendments of 1972 (20 U.S.C. 1681 et seq.), as amended, which prohibits discrimination on the basis of sex in educational programs;
5. The Age Discrimination Act of 1975 (42 U.S.C. 6101), as amended, which prohibits discrimination on the basis of age;
6. Titles I (42 U.S.C. 12111 et seq.), II (42 U.S.C. 12131 et seq.) and III (42 U.S.C. 12181 et seq.) of the Americans with Disabilities Act of 1990, as amended, which prohibit discrimination on the basis of disability, respectively, by: (a) private employers, state and local governments, employment agencies and labor unions that employ 15 or more employees; (b) state and local government entities ("public entities") and requires public entities to provide persons with disabilities an equal opportunity to benefit from their programs, services and activities; and (3) places of public accommodations and mandates that places of public accommodations and commercial facilities be designed, constructed, and altered in compliance with specific accessibility standards;
7. Section 654 of the Omnibus Budget Reconciliation Act of 1981(42 U.S.C. 9849), as amended, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs;
8. Executive Order (EO) No. 11246, "Equal Employment Opportunity" as amended by EO No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor"; and in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 45 CFR Part 80; and Part 92, if applicable;
9. Equal Employment Opportunity in Apprenticeship and Training (29 CFR Part 30); and
10. Chapter 11A of the Code of Miami-Dade County, Florida which, in part, prohibits discrimination in employment and places of public accommodations on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, actual or perceived status as a victim of domestic violence, dating violence and stalking, gender identity, gender expression, or sexual orientation.

The Respondent agrees that compliance with this assurance constitutes a condition of continued receipt of federal financial assistance, and that it is binding upon the Respondent, its successors, transferees and assignees for the period during which such assistance is provided. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Respondent by the State of Florida, this assurance shall obligate the Respondent, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Respondent for the period during which it retains ownership or possession of the property.

The Respondent also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to Respondent's operation of the

WIOA Title I – financially assisted program or activity and to all agreements the Respondent makes to carry out the WIOA Title I – financially assisted program or activity.

The Respondent further recognizes and agrees that the United States shall have the right to seek judicial enforcement of this assurance.

K. Operating Requirements

The Respondent must be an incorporated organization or a partnership that has been operating for at least three (3) years.

Part IV Proposal Submission Requirements

A. Submission Guidelines

Respondents are required to submit two (2) unbound originals and eight (8) USB flash drives with documents saved in PDF format **not later than 12:00 p.m. EST, Monday, May 15, 2023**. Response packages shall be delivered to the address set forth on the cover page of this RFQ, proper social distancing practices will be observed. The SFWIB will not accept any modifications to the response packages once it has been submitted.

***Please ensure that the USB drive or documents are NOT password protected. If the SFWIB cannot gain access to the contents of the USB drive or documents it will be scored as a zero.**

Any responses that do not reach the aforementioned address by 12:00 p.m. EST, Monday, May 15, 2023, will not be accepted. **Any responses received after the aforesaid time and date shall neither be considered nor evaluated by the SFWIB. No responses will be accepted via electronic mail or facsimile.**

For your convenience in preparing your response package, this RFQ and attachments are available at www.careersourcesfl.com.

***This RFQ is a re-release; previous respondents need not apply a second time. Your original responses was accepted and will be evaluated.**

B. Response Format, Content and Organization

All responses must be assembled in the following format:

1. **Cover sheet (Attachment B).**
Complete the response cover sheet.
2. **Table of contents.**
3. **Response narrative** – Twenty (20) page limit.

A. Respondent's Experiences/Capabilities

- Experience and reliability of the Respondent's organization will be considered. Therefore, the Respondent is advised to submit any information which documents successful and reliable experience in past performance for similar services, especially those performances related to the requirements of this solicitation.
- The Respondent should provide, on **Attachment C**, or other format, a list of current or recent governmental audits performed by the local office, which are similar in nature to the services requested in this RFQ. The response that do not include at least one reference may be eliminated from this RFQ. Responses that include references that the SFWIB is unable to contact or provide information that cannot be verified by the SFWIB may be eliminated from this RFQ.
- Describe relevant qualifications of key administrative and direct service staff. Provide a summary of the qualifications of individuals who will be performing the audit services, including experience in conducting single audits.
- Provide a list of all Partners, Managers and senior staff members who will perform work and/or services for this project.
- Describe the firm's professional development program, including the number of days per year of continuing education provided to members of the firm in governmental accounting and auditing, including computer auditing.

B. Proposed Scope of Services

- Detail the proposed services the agency will be providing and the methods that will be used to deliver the proposed services.
- Submit a proposed methodology for providing the audit services, including a detailed plan explaining the process for implementing the services, including the Respondent's ability to immediately implement the service at the start of the contract period.
- Provide a tentative schedule for performing the key phases of this audit process.
- Describe the firm's procedures in monitoring the progress of the audit and communicating to the SFWIB while the audit is in progress.
- Describe the firm's specific policies, plans, procedures or techniques used to develop information for management letters.
- The Respondent shall include a statement of understanding of services requested as well as its ability and willingness to commit and maintain staffing, both number and level, to successfully conclude the audit services in a timely manner.

C. Deliverables/Budget and Fees

- Describe specific deliverables that will be used as the basis for the negotiation of payment structure. Include a budget from which the deliverables are derived. If you are able to provide your services for a fixed fee, state the fee and services.

D. Other Information

- Please include any additional information not already requested that you may consider essential to your response. If there is no additional information to include, state: "There is no additional information we wish to present."

4. **Operational Documents**

Attachment D identifies required operational documents. One original and one copy, labeled Operational Documents must be included with the response.

5. **Other** – Attach copies of the following items (in order):

- a. Provide a copy of the most recent external quality control review (peer review), including whether the peer review included a review of the quality of governmental audits.
- b. Disclose any disciplinary action taken by the State Board of Accountancy within the last three (3) years. If none, so state.
- c. Disclose any current, pending or previous litigation actions, within the last three (3) years, taken against the firm. If none, so state.

Part V Selection Process

A. Evaluation Process

The SFWIB will conduct a review of all timely responses to this solicitation. Responses will be evaluated first to determine if all information required by the RFQ is complete. Incomplete responses or those not satisfactorily addressing each requirement may be disqualified. A Respondent may include additional information and such information may or may not be considered by the SFWIB during the evaluation process. Respondents are requested to be concise and complete in their responses.

The evaluation process is designed to assess the Respondent's ability to meet the SFWIB's requirements and to identify those Respondents most likely to satisfy those requirements. The preliminary technical evaluation process will be conducted in a thorough and impartial manner at a publicly noticed selection committee meeting held in accordance with the Florida Public Meetings Law. This session is scheduled for Thursday, **May 25, 2023 at 9:30 a.m. EST**. Respondents are advised to periodically check the SFWIB website calendar ([South Florida Workforce Investment Board Meeting Calendar \(careersourcesfl.com\)](https://careersourcesfl.com)) for the scheduled date, time, and location of this session in the event that a change occurs. Respondents are encouraged but not required to attend this meeting.

Following the preliminary technical review, Respondents will be notified and scheduled to provide a 15 minute presentation to members of the SFWIB Finance & Efficiency Council on Thursday, **June 15, 2023 at 8:30 a.m. EST**.

Price is an important factor in the selection of a Respondent. However, other factors in the competitive process will be considered and may take precedence over price. These factors may include, but are not limited to: quality of service offered; operating characteristics; technical innovations; administrative capability; previous experience in providing the same or similar services; and the ability to achieve the deliverables. The SFWIB, in its sole discretion, may elect not to award a contract to any Respondent under this solicitation. References may be checked and background checks may be performed, to verify information submitted in the responses.

Alternate means of accomplishing the requirements specified herein, with reasonable assurance of satisfactory results, will be considered and may be accepted, at the sole discretion of the SFWIB and without further addendum to this solicitation.

The SFWIB may enter into negotiations with the Respondent to achieve the best services for the SFWIB. The SFWIB reserves the right to accept one or more portions of competing Respondents' responses and use such portions to form an overall program in the best interests of the SFWIB. Further, the SFWIB shall have the right to use any or all ideas or adaptations of the ideas presented in any response received pursuant to this solicitation. Selection or rejection of a response will not affect this right. The SFWIB, in its sole discretion, reserves the right to reject any and all responses or portions thereof at any time without prior notice. The SFWIB, in its sole discretion, reserves the right to withdraw this solicitation or any portion of this solicitation at any time without prior notice.

The following criteria will be used to evaluate the technical response and the oral presentation:

Criteria	Points
Organizational Experience/Capabilities	50 points
Proposed Scope of Services	25 points
Proposed Fees/ Cost Effectiveness	25 points

The final rated score will be the average of the preliminary technical response scores and the oral presentation scores.

B. Contract Award

A contract may be negotiated with one or more Respondents based upon the responses received by the SFWIB. The SFWIB reserves the right to request additional data, oral discussions or presentations to support responses.

Final award of a contract will be contingent upon:

- Successful negotiation of a contract between the SFWIB and the Respondent,
- Acceptance by the Respondent of the contract terms and conditions,
- Satisfactory verification of past performance and systems (e.g. organizational experience and reliability, references, qualification of key administrative and direct staff) of the Respondent, and
- Availability of funds to the SFWIB.

C. Appeal Process

Respondents will be advised of the SFWIB appeals process at the time of the **JUNE 15, 2023** public meeting.