

QUESTIONS AND ANSWERS 2008-09-RFP-AUDIT-TAX

Q: As the audit firm performing the annual audit or 990 tax return for a number of regional workforce boards, would it create a conflict with Workforce Florida if the same audit firm is hired to perform Workforce Florida's annual audit or 990 tax return?

A: No. There would be no conflict, as the audit firms hired by any of the regional workforce boards would be independent from Workforce Florida and could be hired to perform the Workforce Florida audit or tax preparation.

Q: As the audit firm under contract with the Agency for Workforce Innovation to perform the annual monitoring for regional workforce boards and Workforce Florida, would it create a conflict with Workforce Florida if the same audit firm is hired to perform Workforce Florida's annual audit?

A: Yes. The audit firm(s) under contract with the Agency for Workforce Innovation to perform the annual monitoring would not be independent from Workforce Florida and would not be able to perform the Workforce Florida audit.

Q: As the audit firm under contract with the Agency for Workforce Innovation to perform the annual monitoring for regional workforce boards and Workforce Florida, would it create a conflict with Workforce Florida if the same audit firm is hired to prepare Workforce Florida's 990 tax return?

A: No. There would be no conflict; the audit firms under contract with the Agency for Workforce Innovation to perform the annual monitoring can be hired to prepare the 990 tax return as a separate service.

Q: Will copies of the audit reports for 6-30-08 and 6-30-07 and the 990 returns for 6-30-08 and 6-30-07 be posted on the Workforce Florida website?

A: No. The respective audit reports and 990 tax returns are being made available electronically via email to all those firms who request it. Please contact Lisa Lanier at LLanier@workforceflorida.com to request these copies.

Q: May we obtain a copy of the annual financial report for prior years?

A: Copies of 6-30-08 and 6-30-07 annual audits and 990 returns are being sent electronically via email to all inquirers. Please contact Lisa Lanier at LLanier@workforceflorida.com for these copies. Also, the annual reports for fiscal years ending 6-30-00 through 6-30-08 are available on the Workforce Florida website at: <http://www.workforceflorida.com/news/reports/ar.htm>.

Q: May we obtain copies of the prior year Management Letter and/or Single Audit Reports?

A: Copies of the 6-30-08 and 6-30-07 Management Letter and Single Audit Reports are being sent electronically via email to all inquirers. Please contact Lisa Lanier at LLanier@workforceflorida.com for these copies.

Q: How many consecutive years have the current auditors performed the Workforce Florida audits?

A: The most recent audit firm performed our audit and tax services for five (5) years beginning with the fiscal year ended 6/30/04 through the fiscal year ended 6/30/08.

Q: What is WFI's reason for considering a change in auditors?

A: WFI has an internal policy to issue an RFP for audit/tax services at least every five (5) years. Our current auditors have provided services for 5 years, which is the reason for the RFP.

Q: Approximately how many auditor-generated journal entries are made each year?

A: For the 6/30/07 audit, seven (7) auditor-generated journal entries were made. For the 6/30/08 audit, only three (3) auditor-generated journal entries were made.

Q: Will the auditors be able to download the Workforce Florida financials and trial balance to a Microsoft Excel worksheet?

A: Yes, financials and trial balance can be downloaded into a comma delimited file (Excel) and/or pdf.

Q: Would you provide us with any and all amendments to the RFP and questions asked/answered by other prospective auditors?

A: Any and all amendments to the RFP will be posted on the Workforce Florida website. Any and all questions asked by other prospective proposers will all be listed and answered on the Workforce Florida website.

Q: What has been the typical audit-team staff and duration for audit fieldwork?

A: Typically, the audit-team staff has consisted of a partner/senior manager, one senior and one or two staff professionals. The duration of audit fieldwork is typically four (4) to eight (8) hours in the Orlando office of Enterprise Florida, our third party accounting processor, to test cash and payables and inquire

about fraud and internal control, and then an additional five days in the Workforce Florida office in Tallahassee to do all other testing and complete fieldwork. Payroll/personnel files are located in Orlando office of HR Expertise, our third party human resources representative, and can be made available to the auditors when needed.

Q: Do you have ranking criteria with points developed at this time? If so, would you provide them?

A: The ranking criteria and associated points are included in the RFP on page 24 at D.5.2: Evaluation Criteria.

Q: What did WFI pay in audit and tax preparation fees for the equivalent scope of basic services outlined in the RFP for each of the past three years?

A: While Workforce Florida is not providing the actual costs paid for prior year services as part of the RFP process, we have outlined below for reference by potential proposers a recap of the fee estimates submitted by actual proposers in response to an RFP for similar services to a similar state blended component non-profit organization for 6-30-07, 6-30-08, and 6-30-09. The actual costs paid by Workforce Florida paid for prior year services are inside of these ranges.

The below is a recap of the Audit proposals received for a similar organization with +/- \$5,000 included at either end of the spectrum:

AUDIT

	Low	High
6/30/2007	\$25,000.00	\$54,000.00
6/30/2008	\$25,000.00	\$55,500.00
6/30/2009	\$26,500.00	\$57,000.00

The below is a recap of the Tax Return proposals received for a similar organization with +/- \$500 included at either end of the spectrum:

TAX RETURN

	Low	High
6/30/2007	\$1,000.00	\$5,500.00
6/30/2008	\$1,050.00	\$5,500.00
6/30/2009	\$1,926.00	\$5,500.00

Q: Can WFI provide a report at various levels of detail that shows original and final budget information?

A: This information is not being provided as part of the RFP process; however, Workforce Florida will consider all proposals and evaluate them based on the criteria in the RFP, making an offer of award to the firm representing the best value to Workforce Florida and to the State.

Q: What is the budget for the current year's audit and tax services?

A: The budget for current year's audit and tax services is not firm; Workforce Florida will consider all proposals and evaluate them based on the criteria in the RFP, making an offer of award to the firm representing the best value to Workforce Florida and to the State.

Q: Where can I obtain further information about Workforce Florida?

A: You may learn about our success story on the Workforce Florida website at:
http://www.workforceflorida.com/news/docs/WFI_SuccessReportFull_Low.pdf