

**FINGER LAKES WORKFORCE INVESTMENT BOARD, INC.**  
**41 Lewis Street, Geneva, New York 14456**  
**(315) 789-3131**

**REQUEST FOR PROPOSAL - INDEPENDENT AUDIT AND TAX SERVICES**

**REQUIREMENTS:**

1. Independent Audit Report for a three (3) year period: July 1, 2019 through June 30, 2020; July 1, 2020 through June 30, 2021; July 1, 2021 through June 30, 2022. There will also be an option to extend the agreement for an additional three years.
2. The audit is to be conducted in accordance with auditing standards generally accepted in the United States; the standards applicable to financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States; and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
3. Preparation of Federal Form 990 and New York State CHAR 500
4. Additional Federal and New York State Tax Reporting as may be appropriate
5. Consulting services that may be required during the three year period

**AGENCY BACKGROUND INFORMATION:**

1. Finger Lakes Workforce Investment Board, Inc. (the Agency) was incorporated on December 11, 2002 as a Not-For-Profit Corporation in New York State. The Agency was formed to advance the economic well being of job seekers and employers in the Finger Lakes Region. The Agency acts as the fiscal agent and administrator of workforce development programs, as authorized by the Federal Workforce Investment Act of 1999. In this capacity, the agency contracts with several service providers in the Counties of Ontario, Seneca, Wayne and Yates, New York.
2. Primary funding sources are currently Workforce Innovation and Opportunity Act (WIOA) funded through New York State Department of Labor. Budgeted revenues for the year ending June 30, 2019 is \$2.1 million.
3. Agency staff include:
  - Executive Director - Karen Springmeier
  - Business Services Coordinator - Michael Woloson
  - Youth Systems Coordinator – Amanda Lesterhuis
  - Special Projects Workforce Coordinator – Jeffrey Weise
  - Chief Financial Officer – Barbara Murphy
  - Fiscal Coordinator – Debra Sowards
  - Executive Assistant – Jennifer May

6. Corporate Officers and Board of Directors Listing (Available upon request)
8. Lease Agreement - Geneva Housing Authority (Available upon request ).
9. By Laws and Code of Ethics (Available upon request ).
10. Financial Policies and Procedures (Available upon request ).
11. 2018-2019 Annual Report:  
<https://fingerlakesworks.com/wp-content/uploads/2019/11/FINAL-FLWIB-Annual-Report.pdf>

**PROPOSALS:**

1. Please submit your proposals no later than February 21, 2020
2. Proposals should be submitted to:  

Ms. Karen A. Springmeier  
Executive Director  
Finger Lakes Workforce Investment Board, Inc.  
41 Lewis Street, Suite 104  
Geneva, New York 14456
3. Proposals should include:
  - a. A description of services to be performed and related fee estimates by year
  - b. Proposed scheduling/ timing for completion of proposed services
  - c. Description and background of your firm and the staff to be assigned
  - d. References
4. Please submit three (3) hard copies as well as an electronic copy to [kspringmeier@fingerlakesworks.com](mailto:kspringmeier@fingerlakesworks.com) of your proposal.