

REQUEST FOR PROPOSAL

Bookkeeping/Accounting Services

RFP Number: WCSO 2026BK

Issued by: The Southwest Ohio Region Workforce Investment Board, DBA the Workforce Council of Southwest Ohio (WCSO)

RFP Administrator/Contact: Beth Yoke, WCSO Executive Director

Issued: June 3, 2026

RFP Bidders' Information Session: June 17, 2026, 3 - 4 p.m. Eastern time

Due Date for Proposal Submission: July 1, 2026, 5 p.m. Eastern time

Proposal Submission Email: admin@cincyworkforce.org

SUMMARY OF REQUEST

The Southwest Ohio Region Workforce Investment Board (dba the Workforce Council of Southwest Ohio, and hereinafter referred to as WCSO), a 501c3 organization whose mission is to provide resources and services to job seekers and employers in Hamilton County, OH, is seeking proposals from qualified individuals and/or firms to provide bookkeeping/accounting services beginning August 1, 2026.

SCOPE OF WORK

1. General Services
 - General ledger maintenance and bookkeeping
 - Accounts payable and receivable
 - Monthly, quarterly, and annual financial reporting
 - Assist with budget development, monitoring, and modification
 - Cash management and fund drawdowns
 - Cost allocation across multiple funding streams
2. WIOA-Specific Requirements
 - Track Adult, Dislocated Worker, and Youth funding separately
 - Monitor administrative cost limits (10%)
 - Support Individual Training Accounts (ITAs), OJT, and supportive services tracking
 - Ensure proper participant cost classification
 - Align reporting with state and federal workforce requirements
3. Federal Compliance
 - Ensure compliance with Uniform Guidance (2 CFR 200)
 - Prepare for and support Single Audits
 - Maintain audit-ready documentation
 - Ensure allowability, allocability, and reasonableness of costs
 - Monitor subrecipients for compliance
4. Internal Controls
 - Assess and strengthen internal controls
 - Assist with developing and maintaining written fiscal policies and procedures
 - Ensure segregation of duties

- Identify and mitigate financial risks
- Support corrective action plans if needed

5. Subrecipient Monitoring

- Develop monitoring tools and protocols
- Conduct fiscal monitoring reviews
- Review invoices and supporting documentation
- Provide technical assistance to subrecipients
- Document findings and corrective actions

6. Reporting

- Monthly financial statements
- Budget vs. actual reports
- Grant-level reporting
- Board and finance committee reports
- Ad hoc analysis

7. Systems

- Work within existing accounting systems or support transitions
- Maintain secure financial records
- Recommend system improvements if needed

8. Coordination

- Regular meetings with leadership
- Participation in board/committee meetings
- Timely communication and responsiveness

9. Deliverables

- Monthly reconciled financial statements
- Compliance reports
- Audit support documentation
- Updated policies and procedures

QUALIFICATIONS

- Experience with Workforce Innovation Opportunity Act or similar federal grants
- Nonprofit/government accounting experience
- Knowledge of Uniform Guidance
- CPA preferred

PROPOSALS

All proposals must include:

- Evidence of the individual and/or firm's qualifications to provide the above services
- Background and experience in services
- The size and organizational structure of the firm/business
- A proposed timeline for fieldwork and final reporting
- Proposed billing rates and fee structure for the services, including:
 - Hourly rates by staff level
 - Fixed monthly cost (if applicable)
 - Audit support pricing
 - Additional service rates

- f) Names of staff who will be assigned to services
- g) References and contact information from three clients
- h) Disclosures of any pending or threatened court actions and claims brought by or against the Bidder, their parent company, and/or its subsidiaries. Withholding such information may be cause for rejection of the proposal.

PROPOSAL PROCESS

The RFP, the evaluation of responses, and the award of any resultant contract shall be made in conformance with current federal, state, and local laws and procedures.

ACTION ITEM	DELIVERY DATE
RFP Issued	6/3/26
RFP Information Session (optional, but encouraged)	6/17/26 3 p.m. Eastern time (virtual)
Deadline for Sending RFP Questions	6/22/26
Final RFP Answers and/or Addenda posted	6/23/26
Deadline for Proposals Received by the RFP Administrator	7/1/26

SUBMISSION PROCESS

Please submit a complete proposal to admin@cincyworkforce.org by no later than 5 p.m. Eastern time July 1, 2026. Proposals received after this date and time will not be considered. An email receipt notification will be provided for all proposals received on time. Bidders bear the risk of ensuring that proposals are received in a timely manner. Incomplete proposals that are missing required information may be disqualified.

It is essential that Bidders carefully review all elements in their final proposals. Once received, proposals cannot be altered; however, WCSO reserves the right to request additional information for clarification purposes only.

An optional information session for potential bidders will be held online on June 17 from 3 to 4 p.m. To receive the meeting link, please email admin@cincyworkforce.org.

If Bidders discover any ambiguity, conflict, discrepancy, omission, or other error in this RFP, they shall immediately notify the RFP Administrator of such error in writing and request clarification or modification of the document in no case later than prior to the time for proposal submission. Modifications may be made by addenda issued pursuant to the deadline through communication to the RFP Administrator. If necessary, clarification shall be posted on www.cincyworkforce.org and e-mailed to all parties who participated in the RFP Information Session, without divulging the source.

If a Provider fails to notify WCSO prior to the time for submission of proposals of an error in the RFP known to the Bidder, or of an error which reasonably should have been known to the Bidder, the Bidder shall submit its proposal at the Bidder's own risk. If awarded the contract, the Bidder seeking to be Provider shall not be entitled to additional compensation or time by reason of the error or its later correction.

EVALUATION CRITERIA

- Relevant experience (30%)
- Approach and methodology (25%)
- Cost proposal (20%)
- References (15%)
- Capacity and staffing (10%)

CONTRACT TERM

Two years beginning August 1, 2026, with the optional renewal two additional times for 1 year each time.

LEGAL AND CONTRACTUAL DETAILS

a. Ownership of RFP and Proposals

All materials submitted in response to this Request for Proposal (RFP) become the property of WCSO. WCSO reserves the right to use any ideas, concepts, or information contained in any proposal, regardless of whether the proposal is selected.

b. Confidentiality

Proposals submitted in response to this RFP may contain proprietary or confidential information. All proposals will be treated as confidential by WCSO, except as required by law or for evaluation purposes. Vendors are responsible for identifying any portion of their proposal that they consider proprietary or confidential.

c. Right to Modify or Cancel the RFP

WCSO reserves the right to amend, modify, or cancel this RFP at any time, at its sole discretion, without prior notice. WCSO is not obligated to award a contract as a result of this RFP.

d. Non-Binding Nature

This RFP does not constitute an offer to contract, nor does it obligate WCSO to accept or consider any proposal. The issuance of this RFP and the submission of responses by vendors do not create any contractual rights or obligations.

e. Costs Incurred

WCSO will not be responsible for any costs incurred by vendors in the preparation, submission, or presentation of their proposals, or for any related activities.

f. Evaluation and Selection Process

The evaluation and selection process described in this RFP is subject to modification by WCSO at its sole discretion. Vendors may be asked to provide additional information or clarification during the evaluation process.

g. Submission Deadline and Format

Proposals must be submitted by the deadline specified in this RFP. Late submissions may not be considered. Vendors must adhere to the submission requirements and format outlined in this document.

h. Contract Negotiation

The selected vendor will be required to enter into a written agreement with WCSO. The terms of the agreement will be negotiated following the selection process. WCSO reserves the right to terminate negotiations if an acceptable agreement cannot be reached.

i. Disqualification of Proposals

Proposals may be disqualified for failure to comply with the terms and conditions outlined in this RFP, or for submitting false or misleading information.

j. Governing Law

This RFP and any resulting contract shall be governed by and construed in accordance with the laws of the State of Ohio.

ADDENDA TO THIS RFP

WCSO may modify, clarify, or add to this RFP by issuance of one or more addenda. In the event such addenda to the RFP become necessary, all who participated in the RFP Information Session will be notified and will receive the addenda via www.cincyworkforce.org or email. In the unlikely event emergency addenda by telephone are necessary, the RFP Administrator, or designee, will be responsible for contacting only those Bidders who participated in the RFP Information Session. All addenda to the RFP will be posted to www.cincyworkforce.org.

ABOUT THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) of 2014 is overseen at the federal level by the U.S. Department of Labor (DOL). DOL issues guidance on WIOA, which is available via <https://www.dol.gov/agencies/eta/wioa/guidance>. Additionally, Ohio's Department for Job and Family Services (ODJFS) is the state's administrative agent on WIOA. As such, ODJFS issues guidance and policies available via <https://bit.ly/4splCpZ>.

RIGHT TO LEGAL ADVISORS

All parties considering a response to this RFP should be aware that WCSO reserves the right to provide legal advisors and/or governmental departments to jointly negotiate amendments of the scope of any resulting contract to accommodate any change in legislation, nationally or statewide.

Any contract resulting from this agreement may be extended, on a month-to-month basis, for up to six (6) months following the expiration of the contract or any option period at the discretion of WCSO.

RFP ADMINISTRATOR

Beth Yoke, the RFP Administrator, is the only contact person authorized to receive communications from potential Bidders regarding this RFP. Bidders will submit any correspondence contemplated by this RFP to the RFP Administrator. All questions must be in writing (no phone calls, please). The RFP Administrator can be contacted at the following:

admin@cincyworkforce.org

Bidders are responsible for submitting all proposals and related communication on or before the required date/time and therefore assume the risk of any failures of said communication.

PROHIBITED CONTACTS

The integrity of the RFP process is very important to the WCSO in the administration of our business affairs, in our responsibility to the residents of Cincinnati/Hamilton County, and to those who participate in the process in good faith. Any behavior by Bidders/Prospective Bidders which violates or attempts to manipulate the RFP process in any way will be taken very seriously. Neither Bidder, nor their representatives, should communicate with individuals associated with this program at the point of posting the RFP on the WCSO website and thereafter. If there are attempts for any unauthorized communication, WCSO will reject the bidder's proposal.

Individuals associated with this program include, but are not limited to the following:

- A. Public officials; including but not limited to the Cincinnati Mayor, City Manager and Council Members, and/or their staff.
- B. Any WCSO Board Member, contract staff, or employee.

Examples of unauthorized communications are:

- A. Prior to the award being made, telephone calls, emails, letters, and/or other communication regarding the RFP process, interested bidders, the program or its evaluation made to anyone other than the RFP Administrator as listed in Section 3.2 and noted on the front page of this RFP.
- B. Visits to the WCSO offices, in-person or through a third party attempting to obtain information regarding the RFP.

POST-PROPOSAL MEETING (NON-SELECTION)

The post-proposal meeting may be utilized by a Bidder who has passed the preliminary Stage 1 Review and wishes to obtain clarifying information regarding its non-selection. A meeting request must be submitted by an individual authorized to represent the Bidder and emailed to the RFP Administrator via admin@cincyworkforce.org. A meeting will be scheduled within 30 calendar days of receipt of the request and will be for the purpose of discussing a Bidder's non-selection. If a bidder wishes to discuss the selection process, the request for an informal meeting, along with relevant details/explanation, must be submitted to the RFP Administrator within ten (10) business days after the date of RFP selection/decision.

PUBLIC RECORDS

Upon completion of this process, WCSO will file all documentation related to this process, and store it according to its file retention policy. In the event the Selected Bidder provides any material or information which the Selected Bidder deems to be subject to exemption under the Ohio Public Records Act, they shall clearly identify and mark such documents accordingly before submitting them. If WCSO is requested by a third party to disclose those documents which are identified and marked as exempt for disclosure under Ohio law, WCSO will notify them of that fact. Provider shall promptly notify WCSO, in writing, that either a) WCSO is permitted to release these documents, or b) Bidder intends to take immediate legal action to prevent its release to a third party. A failure of Selected Bidder to respond within five (5) business days shall be deemed permission for WCSO to release such documents.