Date: April 21, 2020
To: Interested Parties
From: Amir Piran – Program Analyst - Procurement
Subject: Request for Quote (RFQ) – 403 (b) Plan Audit

Background:
The South Bay Workforce Investment Board (SBWIB), established in 2000 as a 501(c) 3 non-profit corporation, comprised of 51 members representing business, labor, education, economic development, and other local workforce system stakeholders. The SBWIB provides administration and oversight of state and federally-funded job training and employment service programs including the Workforce Innovation and Opportunity Act (WIOA) to eleven (11) cities located in southwest Los Angeles County, including Hawthorne, Inglewood, Gardena, Carson, Lawndale, El Segundo, Manhattan Beach, Redondo Beach, Hermosa Beach, Torrance and, Lomita. The SBWIB embraces comprehensive strategies to meet the needs of business for a skilled workforce while creating opportunities for workers to prepare for and enter into well-paid careers. SBWIB programs are implemented through four One-Stop Business & Career Centers.

Services Solicited:
The SBWIB is seeking to select qualified organizations and or individuals who can be called upon to provide Federal government requirement of employee benefit plan audit. Each qualified respondent must be experienced and competent to provide accounting and audit services to SBWIB. Respondents will be well versed in employee benefit plan audits and will have related background and expertise in evaluating the tasks described herein. Additional details regarding our employee retirement plan:

- Single-employer plan 403 (b)
- Centralized accounting and payroll system
- The plan is in good standing with the IRS & DOL
- The plan was covered by a fidelity bond
- The plan has not failed to provide any benefits when due under the plan
- There is not a Third Party Administrator (TPA)
- The Delaware Charter Guarantee and Trust Co dba Principal Trust is the custodian of the plan assets
- The plan did not have any participant loans
<table>
<thead>
<tr>
<th>Number of Participants</th>
<th>2018</th>
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<tbody>
<tr>
<td>Total number of participants at the beginning of the plan year</td>
<td>120</td>
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<tr>
<td>Total number of participants at the end of the plan year</td>
<td>130</td>
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<tr>
<td>Number of participants with account balances as of the end year</td>
<td>47</td>
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<td>Total number of active participants at the beginning of the plan year</td>
<td>118</td>
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<td>Total number of active participants at the end of the plan year</td>
<td>125</td>
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<td>Number of participants who terminated employment during the plan year</td>
<td>4</td>
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**Cost and Price Analysis:**

All responses will be evaluated based on obtaining the most cost-effective price possible while achieving the highest quality service delivery. To accomplish this, designated staff shall conduct a cost and price analysis on proposed costs during the review process. Organizations are encouraged to submit their best offer for providing their services solicited and to thoroughly describe and justify the costs. The cost and price shall be conducted to ensure that the proposed costs are necessary, fair, and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is a duplication of costs with other programs, to ensure that the costs are directly associated with carrying out only proposed services; and to ensure that the proposed costs will benefit the program.

**Scope of Services:**

Selected respondents may perform a variety of services, including but not limited to:

- The plan design and rules that have to be followed
- An understanding of the employee retirement benefit plan operation and the controls that are in place to ensure it operates correctly
- The definition of compensation that's eligible for employee retirement benefit contributions
- Financial data on contributions, loans, rollovers, or other transactions made during the plan year
- Analyzes essential details about benefit plan financial transactions and employee plan participation.
- Upon completion of the audit, the auditor gives the plan administrator an audited financial statement to be submitted with Form 5500
- Prepare a report of the issues they uncovered. the auditor will also conduct an interview to determine the plan's internal controls and procedures.

**Eligibility:**

Interested respondents possessing the appropriate capacity and demonstrated ability to provide services with a start-up date upon acceptance and understanding of service completion on or by Friday, June 26, 2020 are eligible to apply by completing and returning the attached Employee Retirement Audit Proposed Quote– Attachments.

Return quote form no later than May 11, 2020 by 4:00 PM (PST) attention: Justina Munoz, Procurement Manager at: jmunoz@sbwib.org.

Additional information may be requested to include references or proof of professional insurance. Send all inquiries via e-mail to jmunoz@sbwib.org and tgiulea@sbwib.org; no phone calls.
<table>
<thead>
<tr>
<th>Name of Firm, Entity, Organization</th>
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<tbody>
<tr>
<td>Contact Name</td>
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<tr>
<td>Title of Contact Person</td>
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<td>Address</td>
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<td>Phone Number</td>
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<td>E-mail</td>
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**Qualifications/Professional Experience:**

List Three (3) Professional References (Name, Title, Telephone, and E-mail)

**Professional Hourly Rate:** $  
**Professional Flat Fee: (Preferred)** $  

I certify that I am authorized to sign this Quote and agree to abide by all terms and conditions upon selection.

Signature ___________________________ Date ______________

Print Name ____________________________

An equal opportunity employer/program. Auxiliary aids are available upon request to individuals with disabilities.
PROPOSAL ABSTRACT

Provide a brief description of your firm’s demonstrated experience and expertise in similar projects and how they can meet the solicited services and planned scope of work as requested. One (1) page limit.