

REQUEST FOR PROPOSALS  
FOR  
INTERNAL CONTROLS TECHNICAL ASSISTANCE  
AND TRAINING SERVICES

ISSUED BY:

WISCONSIN ECONOMIC DEVELOPMENT CORPORATION

ON: FRIDAY, JUNE 10, 2022

All questions regarding this RFP must be submitted in writing to  
Natalya Krutova, Controller, at [natalya.krutova@wedc.org](mailto:natalya.krutova@wedc.org) by  
Monday, June 27, 2022, at 4:00 p.m. CT.

PROPOSALS MUST BE SUBMITTED ELECTRONICALLY AS PDF  
DOCUMENTS BY:

**MONDAY, JULY 18, 2022, 4:00 P.M. CT**

To:

Natalya Krutova, Controller  
[natalya.krutova@wedc.org](mailto:natalya.krutova@wedc.org)

**THINK·MAKE·HAPPEN.**

i. **Scope**

As part of the American Rescue Plan Act (ARPA) funding, the Department of Administration (DOA), on behalf of the State of Wisconsin, intends to issue grant awards for the following programs (grant announcements included in the hyperlinks):

- [Equitable Recovery Grant Program](#)
- [Diverse Business Assistance Grant Program](#)
- [Tourism Capital Grant Program](#)
- [Healthcare Infrastructure Capital Grant Program](#)

The Wisconsin Economic Development Corporation (WEDC) is seeking to engage qualified consulting firm(s) or nonprofit organization(s) to provide internal controls technical assistance and training services to the above listed grant awardees (up to 212 awardees).

The purpose of this Request for Proposals (RFP) is to provide interested proposers with the information needed to prepare and submit a proposal. The selected proposer will work with a cohort of nonprofit organizations (awardees) to provide support by reviewing and developing internal controls. This will consist of a webinar series on internal controls, individual technical assistance identified for participating organizations, and providing recommendations for improvement. Participating organizations will be determined based on the level of internal control needed.

Internal control functions included in the scope of this RFP will cover the following:

- Grant management, including timekeeping, cost allocation, and record retention
- Procurement and vendor management
- Cash receipts and accounts receivable
- Disbursements and accounts payable
- Treasury management
- Financial close and reporting
- Segregation of duties
- Personnel and payroll compliance
- Information Technology security

The specific internal control functions required for each organization (or group of organizations) will be determined based on risk assessment information provided by WEDC (risk assessment is not included in the scope of this RFP). Accounting and financial audit services are not included in the scope of this RFP.

The internal controls technical assistance and training services conducted under this RFP must include the following:

- a) An entrance conference with WEDC staff to review the scope of the engagement,
- b) Design and implementation of a comprehensive plan for internal controls technical assistance and training for the awardees based on risk assessment information provided by WEDC. For a more efficient approach, proposers may consider grouping awardees by cohorts based on common

themes such as internal control areas needed or industry/ type of service provided by the awardee. The plan should include the following:

1. Identify internal control areas required for each organization (or group of organizations) based on the risk assessment survey results provided by WEDC,
  2. Training plan targeting the identified control areas following applicable standards and leading practices,
  3. Tools, templates, and resources that will be provided to the awardees (sample policies and procedures, reporting templates, compliance related forms, etc.),
  4. Proposer’s approach to individual technical assistance and consulting services required for a specific organization or group of organizations, and
  5. Planning and implementation timeline.
- c) Monthly and as-needed reporting to WEDC to provide updates on progress and challenges.
- d) A final report submitted to WEDC at the end of the contract period detailing the organizations assisted, level of assistance determined based on risk assessment, services provided compared to plan, and other recommendations for improvement.

ii. **Project Timeline**

Proposers responding to this RFP must be prepared to conform to the following timeline. If this timeline is prohibitively restrictive, please indicate such and propose an alternate timeline.

<b>Date</b>	<b>Event</b>
June 10, 2022	RFP issued
June 27, 2022	Deadline to submit questions
July 5, 2022	Answers to submitted questions
<b>July 18, 2022</b>	<b>Proposals due to WEDC</b>
July 19 - August 31, 2022	Committee review and final sections
September 1 - 30, 2022	Contracting and engagement
December 31, 2024	Project completion

iii. **Wisconsin Economic Development Corporation**

The Wisconsin Economic Development Corporation (WEDC) is a public body corporate and politic governed by Chapter 238 of the Wisconsin Statutes. WEDC was created under 2011 Wisconsin Act 7 and 2011 Wisconsin Act 32 to replace the economic and community development operations of the former Wisconsin Department of Commerce and to serve as the State of Wisconsin’s lead economic development organization. WEDC is governed by a Board of Directors. WEDC’s Chief Executive Officer is appointed as directed by statute.

WEDC provides financial and technical assistance and services to businesses and organizations in Wisconsin for the purpose of strengthening economic development and creating and retaining jobs. As of June 30, 2021, WEDC had approximately 116 employees and operating expenditures for FY21 totaled approximately \$116 million, including \$68 million of Federal funds as part of Coronavirus Aid, Relief, and

Economic Security (CARES) Act. Revenues to finance its operating activities are derived primarily from state appropriations, loan repayments and other income.

WEDC operates four economic and community development divisions and eight finance and administrative departments primarily in the Madison, Wisconsin location. WEDC provides grants, loans, tax credits and other financial and technical assistance to its customers. WEDC does not make cash payments for tax or investor tax credits.

WEDC's fiscal year ended June 30, 2012 was the first year of operations and the first year audited. Documents relevant to that audit will be made available to interested proposers.

iv. **Proposal Requirements**

Proposers responding to this RFP must provide sufficient responses to all of the below requests for information. Failure to respond to any of the requests may result in disqualification of the proposal.

a) Mandatory Requirements

- Proposers must be independent consulting or public accounting firms or nonprofit organizations.
- Proposers must provide a statement indicating the approach to designing and implementing the internal controls technical assistance plan referenced in the scope section.
- Proposers must have a minimum of seven years of experience in providing similar services.

b) Organizational and Staff Capabilities

- Provide a brief description of the proposer's history and organization. The Proposer must describe its organization in terms of the following:
  - Size
  - Structure
  - Areas of practice
  - Office location(s)
- Describe the proposer's experience providing similar services (internal controls technical assistance and training services). Please highlight experience providing such services to nonprofits and local government agencies.
- Provide a list of at least three relevant consulting engagements held by the proposer which indicates relevant experience.
- Provide a list of all staff persons who will be involved in carrying out the tasks covered by this RFP, describing each in terms of their involvement in specific tasks and qualifications.
- Provide a resume for each staff person proposed to provide the services under this RFP; each resume must include the qualifications, background, and experience of the staff person.

- Provide a list of any subcontractors (individual or organizational) that the proposer intends to use when providing services under this RFP (Note: the proposer is not required to use subcontractor(s). However, no subcontractor may be used without WEDC's written approval.)
- Provide a brief description of how the proposer is working to promote diversity and inclusion within the organization.
- Indicate whether the proposer is a minority-owned, women-owned, disable-owned, or veteran-owned business.

c) Technical Requirements/Approach to the Project

- Describe, in detail, the proposer's technical approach to the project as outlined in section i "Scope" of this RFP. Please specify the type/number of organizations you can serve considering your resources, area of expertise, and timing of the engagement.
- Provide a timeline for conducting the work under this RFP, including any preliminary work that can be done prior to the engagement.
- Describe the back-up plan for completing the work according to the timeline should something happen to the staff assigned to this project.
- Describe the WEDC staff resources required for supporting the work under this RFP. In addition to the initial risk assessment results provided by WEDC, describe, in detail, any other information that WEDC will be required to provide to facilitate the work under this RFP.
- Please indicate in your proposal if the work under this RFP will be performed remotely, in person, or hybrid.
- Provide a description of any special expertise or additional resources the proposer has, which will be available to the participating organizations as part of the work under this RFP (example, access to online training library, publications, etc.)
- Provide a brief description of any controversies or lawsuits in which the proposer is currently involved or to which the proposer has been a party during the past five years.

d) Draft Contract Documents

Proposers shall submit draft contract documents from which negotiations may begin should the proposer be selected for the ultimate contract award.

e) Other Items

Please describe items not included in the scope of work under this RFP that the proposer recommends to be completed to improve internal controls of participating organizations. Include the price for any such extra items in the Cost Proposal as additional costs.

v. **Cost Proposal**

Proposers should provide a fixed cost proposal for the technical assistance and training services to be provided under this RFP based on the number of organizations (awardees) served, including anticipated out of pocket costs. The cost proposal should include the estimated number or hours and billing rate for

each level of team member assigned to the engagement. The actual cost shall not exceed the total cost of the services provided under this RFP. Please breakout costs between the group technical assistance and training services as well as individual consulting services by hour. Costs for any additional services will be agreed upon when, and if, the services are needed.

vi. **Terms and Conditions**

The following terms and conditions affect responses to this RFP and any resulting contract. These terms shall be adhered to by any interested proposer and are non-negotiable.

a) Contract Term

The contract period will be for two years and may be renewed for 6 months by mutual consent. The fixed cost should apply to the renewal periods.

b) Conflict of Interests

Proposers' response to this RFP must include, in writing, the disclosure of any potential conflict of interests that may arise from proposer's performing these services for WEDC or participating organizations (awardees). Any resulting contract will require that if a vendor fails to disclose a potential conflict of interest, and if WEDC determines such failure to disclose involves a material conflict of interest, the vendor's contract may be declared to be void by WEDC and any amounts paid under the contract may be recovered by WEDC. Vendors shall advise WEDC of any changes in potential conflicts of interest.

c) Nondiscrimination

Pursuant to Wisconsin law, any contract resulting from this RFP will include the following language regarding nondiscrimination:

In connection with the performance of work under this contract, Licensor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in § 51.01(5), sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, Licensor further agrees to take affirmative action to ensure equal employment opportunities. Licensor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the recipient officer setting forth the provisions of the nondiscrimination clause.

d) Public Records

Responses to this RFP, any communication with WEDC, and any resulting contract and work product are subject to the public records laws of the State of Wisconsin, § 19.31 et seq. Proposers shall mark documents "confidential" where appropriate for financial and other

sensitive materials that should be, to the extent possible, be kept in confidence. WEDC will notify the proposer if it receives a public records request for materials marked confidential.

e) Insurance

If awarded the contract, the proposer shall maintain Worker's Compensation, Comprehensive General Liability, including Contractual Liability, and Automobile Liability insurance for any claims that may arise from operations under the contract.

vii. **RFP Process**

a) Reasonable Accommodations

WEDC will provide reasonable accommodations, including the provision of informational material in an alternative format, for individuals with disabilities upon request.

b) Communication with WEDC & Submitting Questions

All communications regarding this RFP shall be directed to WEDC's Controller, Natalya Krutova, at [natalya.krutova@wedc.org](mailto:natalya.krutova@wedc.org). Information regarding this RFP obtained from other sources is unofficial and nonbinding. Communications with other sources may be cause for rejection of a proposal. All questions regarding this RFP must be submitted in writing via email to WEDC's Controller, Natalya Krutova, by Monday, June 27, 2022, at 4:00 p.m. CT.

c) Incurring Costs

WEDC is not Liable for any cost incurred by a vendor for responding to this RFP.

d) News Releases

News releases pertaining to the RFP, the acceptance, rejection, or evaluation of proposals shall not be made without the prior written approval of WEDC.

e) Submitting the Proposal

Proposers shall submit an electronic, PDF, version of their Proposal to WEDC's Controller, Natalya Krutova, at [natalya.krutova@wedc.org](mailto:natalya.krutova@wedc.org) no later than **Monday, July 18, 2022, at 4:00 p.m. CT. Hard copies will not be accepted.** Proposal responses should follow the sequence and outline presented in this RFP.

viii. **Evaluation of RFP**

a) Proposal Review, Verification, and Acceptance

WEDC shall review each proposal to verify that it meets all specified requirements in the RFP. Proposals that do not comply with instructions contained in the RFP may be rejected by WEDC. WEDC reserves the right to waive a particular specification if no proposer meets that specification. WEDC may request reports on the proposer's financial stability. WEDC may reject a proposal if the proposer is determined to have inadequate financial means to provide

the required service. WEDC retains the right to accept or reject any or all proposals, or accept or reject any part of a proposal, determined to be in the best interest of WEDC. WEDC shall be the sole judge as to compliance with the instructions contained in this RFP. Proposals shall be firm for acceptance for ninety (90) days from date of proposal opening unless otherwise noted. A proposer may not modify its proposal after submission except to correct minor omissions or miscalculations as directed in writing by WEDC.

b) Evaluation Criteria

Proposals will be reviewed by an evaluation committee and/or WEDC's Contracts Committee. The committee(s) may review references, require oral interviews/presentations and use the results in its review. Mandatory requirements must be met in order for a proposal to be considered for award under this RFP. Evaluation of the proposals will be based on the proposer's relevant experience providing similar services, the quality of the team dedicated to this project, the proposer's approach to the project and project timeline, and proposed fees.

c) Right to Reject Proposals and Negotiate with Proposers

WEDC reserves the right to reject any and all proposals. WEDC may enter into negotiations with multiple vendors regarding the terms of the contract and the cost proposal before determining the highest scoring proposer. WEDC shall not, under any circumstances, reveal a proposer's cost proposal to any other proposer prior to contracting for services.

d) Award Decision

WEDC will make the award to the proposer(s) deemed to provide the services described in this RFP at the best value to WEDC, taking into consideration the proposers' overall quality of work, experience, expertise, and cost proposals.

e) Notice of Intent to Award

All proposers who respond to this RFP will be notified in writing of WEDC's intent to award the contract as a result of this RFP.