

**LOCAL AREA I CHIEF ELECTED OFFICIALS BOARD AND**

**LOCAL AREA I WORKFORCE DEVELOPMENT BOARD**

**REQUEST FOR PROPOSAL**

**FISCAL AGENT SERVICES CONTRACT**

**4/30/2018**

**PRE-BID CONFERENCE**

Staff Present – Deb Scheibler – Executive Director, Kansas WorkforceONE  
Kendra McAlister – Special Projects Manager, Kansas WorkforceONE

Potential Bidders Present - Cindy McSwain – Allen, Gibbs & Houlik, L.C.  
Mike Wolff – Allen, Gibbs & Houlik, L.C.

Following roll call, the meeting was called to order at 10:03 a.m. by Deb Scheibler. Attendees were asked to send any follow-up questions to Deb Scheibler at [deb@kansasworkforceone.org](mailto:deb@kansasworkforceone.org). Scheibler also reminded interested bidders to provide one copy of their proposal with original signatures via U.S. mail and an additional copy, formatted in Microsoft Word, submitted either through email or a flash drive. All proposals are due by 5 p.m. on May 15, 2018.

Scheibler reviewed key dates including the following:

5/15/18 – Due date for all bids to be received

6/8/18 – Local Workforce Development Board will select bid

Contract Dates – July 1, 2018 through June 30, 2021 with two (1) year renewal periods

Scheibler referenced the contract statement of work begins on Page 12 of the RFP and asked if there were any questions. There were none.

Cindy McSwain, Allen, Gibbs & Houlik, L.C. asked for clarification of the definition of Fiscal Agent. Scheibler will provide a written response. Interested parties will be emailed the response to this question by the end of the current week. Additionally, the answer will be placed on [www.kansasworkforceone.org](http://www.kansasworkforceone.org).

Meeting adjourned at 10:13 a.m.

**Fiscal Agent Clarification Answer:**

*20 CFR § 679.420 What are the functions of the local fiscal agent?*

*(a) In order to assist in administration of the grant funds, the chief elected official or the Governor, where the Governor serves as the local grant recipient for a local area, may designate an entity to serve as a local fiscal agent. Designation of a fiscal agent does not relieve the chief elected official or Governor of liability for the misuse of grant funds. If the CEO designates a fiscal agent, the CEO must ensure this agent has clearly defined roles and responsibilities.*

*(b) In general the fiscal agent is responsible for the following functions:*

*(1) Receive funds.*

*(2) Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, WIOA and the corresponding Federal Regulations and State policies.*

*(3) Respond to audit financial findings.*

*(4) Maintain proper accounting records and adequate documentation.*

*(5) Prepare financial reports.*

*(6) Provide technical assistance to subrecipients regarding fiscal issues.*

**In Local Area I the Kansas Local Area Workforce Development Board d.b.a. is designated as the subrecipient by the Chief Elected Officials Board.**