



**WORKFORCE SOLUTIONS CAPITAL AREA WORKFORCE BOARD  
REQUEST FOR QUALIFICATIONS FOR AUDIT SERVICES**

1. Generally how many weeks and what timing (what month(s)) does management prefer the audit work to take place?

**WFS RESPONSE:** February.

2. Is management open to some “interim” work before end of December?

**WFS RESPONSE:** We generally do not have our schedule of federal assistance until end of January. WFS would be open to consider interim work before the end of December if it was prudent.

3. Does management prefer the audit work to be remote, onsite, or some hybrid of the two?

**WFS RESPONSE:** Hybrid.

4. What were the previous year’s audit fees?

**WFS RESPONSE:** About as low as \$40,000.

5. Were there any significant changes in operations in the past fiscal year in regards to new federal or state programs, significant increases or decreases in funding, changes/vacancies in key management positions or IT systems?

**WFS RESPONSE:** Monthly nor changes funding, new CFO and Senior comptroller.

6. Have there been any management letters issued in the last two years?

**WFS RESPONSE:** None.

7. How many audit adjustments were there in the last audited fiscal year and what were the nature of these audit adjustments?

**WFS RESPONSE:** Minor adjustments.

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8. Does management write/compile the audited financial statements or do the auditors write/compile the full report? If it's a hybrid approach please explain – i.e.. management provides the combining statements, etc.

**WFS RESPONSE:** Management prepares financial statements.

9. In what ways can your previous audit experience be improved?

**WFS RESPONSE:** N/A.

10. Re: Staff Resumes: can the qualifications of the assigned staff be integrated into the body of the proposal itself instead of being provided as separate attachments?

**WFS RESPONSE:** WFS would prefer separate attachments.

11. **Attachment J Cyber Security Requirements** is mentioned in "Submission Order" but it seems to be missing from the RFQ: can WFS provide or clarify whether it is n/a?

**WFS RESPONSE:** The Cyber Security Requirements on page 43 (EXHIBIT 3) was mislabeled and will be corrected with an erratum.

*End of Q&A Document.*

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