701 E Whitestone Blvd, Suite 200

Cedar Park, Texas 78613

Phone: 512.244.7966

Fax: 855.326.3055

www.workforcesolutionsrca.com



March 23, 2020

To: Interested Bidders

From: Jenna Akridge, Chief Contracts Officer

Re: Request for Financial Services

Workforce Solutions Rural Capital Area (WSRCA) is seeking financial services from one or more financial entities to assist with:

* Audit preparations,
* Financial month-end and year-end,
* Process improvements, and
* MIP database improvements or corrections.

Entities interested in providing these services must have knowledge of the workforce industry, expertise with MIP accounting software, and CPA is preferred. If interested, respond to the following questions.

1. Briefly describe your fiscal experience in workforce development and/or MIP accounting software.
2. List your pertinent professional qualifications.
3. How soon can you be available?
4. How often can you be available and please note if availability is negotiable during peak periods.
5. What is your rate or cost?

It is the intent of the Board to contract for these services for a period of one year with the option to renew and extend the contract on an annual basis for up to four additional years, if the contractor is providing satisfactory services and meeting the Board’s standards.

Please respond to jenna.akridge@ruralcapital.net by **April 6, 2020**.