



## WORKFORCE PARTNERSHIP

JOHNSON • LEAVENWORTH • WYANDOTTE

REQUEST FOR PROPOSALS  
ACCOUNTING SERVICES

**Available: February 16, 2024**  
**Closes: March 15, 2024 – 12:00PM Central Standard Time**

For Information Contact:

Gail Arner  
Chief Financial Officer  
8535 Bluejacket  
Lenexa, KS 66214  
913-577-5900  
[gaila@workforcepartnership.com](mailto:gaila@workforcepartnership.com)

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***READ THIS REQUEST CAREFULLY***

***Failure to abide by all of the conditions and requirements of this RFP may result in the rejection of a bid.***

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## **Introduction**

### **1.1. Purpose**

Local Workforce Investment Area III, Inc. (DBA Workforce Partnership) is issuing this Request for Proposal (RFP) for the purpose of securing Accounting Services for the organization.

### **1.2. Funding Sources**

As the designated Local Workforce Development Board, the foundational funding source for Workforce Partnership is the Workforce Innovation and Opportunity Act (WIOA). The purpose of the WIOA is to provide workforce development activities, through statewide and local workforce development systems. These systems are in place to increase the employment, retention, and earnings of participants, as well as increase the attainment of occupational skills by participants resulting in a qualified workforce, which reduces dependency and enhances the productivity and competitiveness of the nation.

There are three WIOA programs under Title 1: Adult, Dislocated Workers and Youth. The U.S. DOL allocates WIOA Funds to each state through a designated state agency. In Kansas, those funds are distributed by formula to Local Areas by the Kansas Department of Commerce (KDC). A maximum of 10% of each WIOA program fund may be used for local administration. KDC also makes available certain Set Aside funds to Local Areas for specific purposes and projects.

In addition to WIOA Funds, Workforce Partnership is also the recipient and sub-recipient of many other competitive, discretionary Federal, State and Local Grants/Funds.

The Contractor will be required to set up separate accounts for each of the WIOA Funds as well as additional accounts for all other funding sources.

### **1.3. Funding Overview**

WIOA funds are allocated and made available to Local Areas annually. The program year for WIOA programs generally is July 1-June 30. Funds are available for expenditure by the Local Areas for a period of two years. Funds unexpended within the two-year period are subject to recapture by KDC. Funds for the Adult and Dislocated Worker Program are allocated according to a July 1 to June 30 program year, which includes "Program Year-PY" funding allocation for the period July 1-June 30, and a "Fiscal Year-FY" funding allocation for the period October 1-June 30. Youth Program funds are made available in a single allocation on April 1.

Based on the two-year availability of funding, each WIOA program may have open budgets during three program years. For local financial reporting purposes, the "program year" and "fiscal year" allocations may be combined into a single program year budget, however expenditures must be tracked by individual program years – i.e. PY and/or FY.

For other non-WIOA Grants, the grant terms will vary from annual grants to multi-year grants. Individual tracking and reporting for each of these grants is also required.

## 2. Proposal Instructions

### 2.1. Request for Application

Workforce Partnership is soliciting proposals from qualified entities to provide accounting services for Workforce Partnership administrative and facility-related program expenditures and payroll services for members of the Workforce Partnership Board Staff.

The purpose of this RFP is to solicit proposals and provide the general guidelines and procedures for submitting such a proposal. The individual(s) named below will be the point of contact:

Local Workforce Investment Area III Inc.  
DBA Workforce Partnership  
8535 Bluejacket  
Lenexa, Kansas 66214  
913.577.5900

Attn: Gail Arner, CFO  
[gaila@workforcepartnership.com](mailto:gaila@workforcepartnership.com)

### 2.2. Submission of Proposals

Qualified Proposers must submit one original hardcopy proposal (with original signatures) and one electronic copy in PDF format to the individual listed in section 2.1 above by no later than 12:00 Noon CST on Friday, March 15, 2024. Proposals received after stated time will not be considered.

The cost of developing and submitting the proposal is entirely the responsibility of the bidder. This includes costs to determine the nature of engagement, preparation of the proposal, submitting the proposal, negotiating for the Contract and other costs associated with this Request for Proposal. All responses will become the property of Workforce Partnership and will be a matter of public record subsequent to the award of the Contract or rejection of the bid.

### 2.3. Key Dates

February 16, 2024  
March 1, 2024 - 5:00PM CST  
March 15, 2024 - 12:00PM CST  
July 1, 2024

RFP Available for Distribution  
Pre-Bid Questions Due  
Proposal deadline  
Contract Inception

### 2.4. Pre-proposal questions

All questions requiring clarification of the RFP must be submitted in writing via email to Gail Arner at [gaila@workforcepartnership.com](mailto:gaila@workforcepartnership.com) by 5:00PM on March 1, 2024.

Failure to notify Workforce Partnership of any conflicts or ambiguities in the RFP may result in items being resolved in the best interest of Workforce Partnership. Any modification to this RFP as a result of the pre-proposal conference, as well as written answers to written questions, shall be made in writing and posted at [www.workforcepartnership.com](http://www.workforcepartnership.com). Only written communications are binding.

### 2.5. Proposal Components

Bids should be prepared simply and economically, providing a straightforward, concise description of the bidder's capacity to satisfy the requirements of the RFP package. Emphasis should be on completeness of the proposal and clarity of content. Repetition of the terms and conditions of the RFP package, without additional explanation, will not be considered responsive.

Workforce Partnership provides no paperwork or form for the proposal. Instead, bidders are asked to prepare proposals in a format that best conveys the details of the offering.

As a general guideline in preparing the narrative, bidders should be careful to thoroughly identify themselves, both individually and/or corporately. At minimum, all bidders shall provide the following identifying information in the narrative portion of their proposals:

- Bidder Identification - Name, address, phone number, and authorized signature of bidder.
- Corporate identification - If applicable, bidder's corporate or other business information, date established, structure (trust, partnership, corporation, non-profit, etc.), and federal tax identification number.
- All proposers shall include the following with their bid submissions:
  - Table of Contents with page numbers
  - Signature Sheet (provided as Attachment A)
  - Response
  - Project Cost Proposal
  - Bidders Financial Ability, Experience and Qualifications
    - date established;
    - ownership (public, partnership, subsidiary, etc.);
    - number of personnel, full and part-time, assigned to this project by function and job title;
    - location of the project within the proposer's organization;
    - relationship of the project and other lines of business
    - most current audit/peer review

Beyond these general guidelines, bidders are invited to submit additional information in the narrative section that they may consider important in fully explaining their proposal and the advantages for its selection. Any information submitted must be clearly understood by the Workforce Partnership Staff or Board Members reviewing.

The narrative response, cost proposal, and bidders financial ability, experience, and qualifications shall not exceed 30 pages. The narrative section should be typed with double line spacing using an Arial font of size 11 or larger. This section should be published on 8½ x 11 plain stock printed on one side only.

### **3. General Provisions**

#### **3.1. Inquiries:**

All inquiries, written or verbal, shall be directed to the individual listed in section 2.1. Communication is prohibited between the proposers, its employees, representatives, or agents, and any Workforce Partnership employee, representative, or agent, other than as stated above, regarding this RFP except with designated participants in attendance **ONLY DURING:**

- Negotiations
- Contract Signing
- As otherwise specified in this Request

Violations of this provision by the proposer or Workforce Partnership personnel may result in the rejection of the proposal.

#### **3.2. Negotiated Procurement**

Final evaluation and award will be made by Workforce Partnership.

#### **3.3. Appearance Before Committee**

Any, all, or no proposers may be required to appear before Workforce Partnership to explain their understanding and approach to the project and/or respond to questions from Workforce Partnership concerning the proposal; or, Workforce Partnership may award to the low bidder without conducting negotiations. If information is requested, Workforce Partnership is not required to request the information of all proposers.

3.4. Proposers selected to participate in negotiations may be given an opportunity to submit a best and final offer to Workforce Partnership. Prior to a specified cut-off time for best and final offers, proposers may submit revisions to their proposals.

3.5. No additional revisions shall be made after the specified cut-off time unless requested by the Workforce Partnership.

#### **3.6. Acceptance or Rejection**

Workforce Partnership reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify any criteria in this Request; and unless otherwise specified, to accept any item in a proposal.

#### **3.7. Agreement**

The successful bidder will be required to enter into a formal contract that is acceptable to Workforce Partnership. Special Provisions within the agreement allow for the addition of attachments, amendments, and special conditions that may be negotiated by the successful bidder and Workforce Partnership. The bidder's response to this RFP shall be included as a legal part of the agreement. In the absence of any language to the contrary, this RFP will be the determining document in questions of compliance with the specifications for this project.

### **3.8. Contract Formation**

No contract shall be considered to have been entered into by Workforce Partnership until all statutorily required signatures and certifications have been rendered; and the successful proposer and Workforce Partnership have signed a written contract.

### **3.9. Open Records Act (K.S.A. 45-205 et seq.)**

All proposals become the property of Workforce Partnership. Information contained in proposals will become open for public review once a contract is signed or all proposals are rejected. Any information deemed proprietary by the bidder should be labeled as such. Price/Cost information is not considered proprietary.

### **3.10 Federal, State and Local Taxes-Governmental Entity**

Unless otherwise specified, the proposal price shall include all applicable federal, state and local taxes. The successful proposer shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this RFP.

### **3.11 Debarment of Contractors**

Any proposer who defaults on delivery as defined in this RFP may be debarred after reasonable notice to the person involved and reasonable opportunity for that person to be heard. The Executive Director, after consultation with the attorney of record for Workforce Partnership, may debar a person for cause from consideration for award of contracts. The debarment shall not be for a period exceeding three years. The Executive Director, after consultation with the attorney, shall have authority to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity, which might lead to debarment. The suspension shall not be for a period exceeding three years unless an indictment has been issued for an offense which would be a cause for debarment, in which case the suspension shall, at the request of the attorney, remain in effect until after the trial of the suspended person.

### **3.12 Insurance**

Workforce Partnership shall not be required to purchase any insurance against loss or damage to any personal property nor shall Workforce Partnership establish a "self-insurance" fund to protect against any loss or damage. Subject to the provisions of the Kansas Tort Claims Act, the proposer shall bear the risk of any loss or damage to any personal property.

### **3.13 Assurances**

Contractor will comply with assurances under the Workforce Innovation and Opportunity Act and pursuant to this proposal will be subject to the laws, policies and procedures, including but not limited to the list below:

- WIOA Public Law 113-128, July 22, 2014
- 20 CFR Parts 602-688 et al (Regulations)
- 20 CFR 200 uniform fiscal and administrative requirements, the audit requirements and the applicable allowable costs/cost principles
- 20 CFR 97.36(I)
- other such applicable laws, regulations, policies, procedures and/or guidance as may be promulgated

Submission of the RFP Package with all required signatures signifies the proposer understands and agrees with all the assurances listed above.

## **4. Proposal Evaluation**

### **4.1 Criteria for Evaluating Bid Proposals.**

Workforce Partnership shall make the award in the best interest of Workforce Partnership.

### **4.2 General**

The bidder should develop a proposal through a process that considers the mission and vision of Workforce Partnership. All proposals submitted in response to the RFP will be evaluated by Workforce Partnership using the following criteria and factors (listed in no particular order of importance):

### **4.3 Technical Response.**

The extent to which the bidder effectively demonstrates an understanding of the needs of the Workforce Partnership as described in this RFP, and offers appropriate solutions to meet those needs. The quality of the technical response is measured by the extent to which the specifications are adequately addressed within the bidder's proposal, and the extent to which the bidder may suggest recommendations for improvements.

### **4.4 Response Format and Completeness.**

Adequacy and completeness of the proposal is required and carries an important weighting in the evaluation of all proposals. The proposal is to be complete, clear, and understandable. Pages are to be consecutively numbered.

### **4.5 Financial Ability.**

The bidder's demonstrated financial ability to implement, manage and maintain the proposed offering.

### **4.6 Experience and Qualifications.**

The bidder's general experience and qualifications, and Workforce Partnership's assessment of bidder's ability to perform the work in a timely and professional manner. The experience and professionalism of security services is also a consideration.



## 5. Contractor Requirements

To be qualified as a bidder applying for the accounting services, the entity or individual must meet the following requirements:

- Be an established entity in good standing with the Kansas Secretary of State with a proven record of experience providing accounting services or similar types of services;
- Have an accounting system adequate to record WIOA and other grant funding assuring transactions are properly recorded and executed, and reports and books of accounts are auditable;
- Have a professional Accountant on staff or subcontract with a professional Accounting Firm (Subcontract documentation must be provided with this proposal);
- Comply with Generally Accepted Accounting Principles and all applicable requirements as set forth by the Workforce Innovation and Opportunity Act and by other funding organizations.
- Generate all payments by check or electronic funds transfer;
- Abide by such guidelines as may be required by the State of Kansas and WIOA regulations;
- It is requested that every office, director, agent or employee authorized to act on behalf of the bidder in receiving or depositing funds into program accounts or in issuing financial documents, checks or other instruments of payments for program costs be bonded to provide protection from loss. It is requested that each individual must be bonded for the maximum amount of WIOA funds for which the individual is responsible; with a minimum bond of \$150,000.

## 6. Scope of Work

### 6.1. Contract Period

The contract period for the services will be from July 1, 2024 to June 30, 2027. The contract may be eligible for two one-year extensions; any extensions must be agreed upon in writing by both parties.

### 6.2. Contract Statement of Work

- 6.2.1** Establish and maintain a cash accounting system for each designated program to reflect each funded program and funding year. Programs may include:
- WIOA Adult Program
  - WIOA Dislocated Worker Program
  - WIOA Youth Program (Out of School Youth and In-School Youth)
  - WIOA Administration
  - Rapid Response
  - KDC authorized Set Aside programs or State Grants
  - Funding provided by foundations, governments local organizations, and private organizations for specific activities
  - Any additional funding sources as obtained by Workforce Partnership
- 6.2.2** Within each fund, establish line item program budgets and sub-contract budgets as determined by Workforce Partnership. Maintain current, accurate financial records for each budget. Ensure that all financial transactions and records are kept in accordance with generally accepted accounting principles applicable under state and federal laws and regulations.
- 6.2.3** Maintain all general ledger accounts for Workforce Partnership programs. Prepare and complete month-end closing process that includes any necessary journal entries, accruals, prepaids, etc. Month-end reporting package will include Grant/Fund Balances Summary, month-end accrual detail by Grant/Fund, and General Ledger (GL) Reports by Grant/Fund.
- 6.2.4** Maintain and reconcile all required Bank/Checking accounts.
- 6.2.5** Establish and maintain an appropriate disbursement account(s) for receipt and disbursement of funds from KDC and other sources. Accounts must be maintained with an institution with Federal Deposit Insurance coverage.
- 6.2.6** Process payroll for Workforce Partnership Staff via use of online time reporting system. Disburse payroll funds for all Workforce Partnership staff in accordance with time sheets or other documents submitted by Workforce Partnership. Workforce Partnership currently has 16 employees and processes payroll every other Friday. The Contractor will be responsible for providing online pay stubs to designated staff. Direct deposit capabilities will be required. All costs for processing and mailing checks/pay stubs should be included in the work costs proposal fee.
- 6.2.7** The Contractor will also process file uploads to 401K system for employee and employer contributions as well as make required payroll tax payments and handle all quarterly and annual filings and reports such as quarterly returns (federal/state) and annual W-2's.
- 6.2.8** Disburse funds to program operators, sub-contractors, administrative agencies, training providers, vendors/suppliers, board members, program participants, employees and others in accordance with Workforce Partnership approval process. Assist Workforce Partnership to ensure valid documentation determining fund accountability and detailing the daily cash balances for WIOA funds, and to ensure funds are expended consistent with data submitted. It is anticipated the number of checks to be produced and mailed will be approximately 60-80 per month. The number of checks produced may vary substantially from month to month. The Contractor will be responsible for mailing checks and associated general ledger reports to Workforce Partnership each week. All costs for processing and mailing checks and reports should be included in the work costs proposal fee.

- 6.2.9** Process all refunds and overpayments.
- 6.2.10** Ensure expeditious processing and payments; generally, checks are to be issued within one week of receipt of authorization. Maintain capability to issue checks within two days in emergency situations.
- 6.2.11** Provide financial reports to Workforce Partnership staff and/or Workforce Partnership board members to include the following information for each program/program year:
- Weekly Request for Funding
  - Weekly and Monthly Grant Balance Summary
  - Month-end Accrual Detail
  - Month-end Trial Balance and General Ledger Detail Reports
  - Monthly Bank reconciliation and listing of checks outstanding
  - Bi-weekly Payroll Register
  - Bi-weekly Payroll Allocations Summary by Grant/Program
  - Annual reports required by the State of Kansas and the Internal Revenue Service including the 1099 for applicable vendors.
  - Annual report to the Kansas Secretary of State
  - Annual Workforce Partnership Tax Return
- 6.2.12** Upon request, provide copies of any and all transaction reports, account reconciliation reports, etc.
- 6.2.13** Prepare Request for Payments to Workforce Partnership for authorization and draw funds for program expenditures from KDC in accordance with established procedure.
- 6.2.14** Assist Workforce Partnership with securing and compliance with any necessary approval of cost allocation plans and/or indirect cost rates under the applicable federal cost principle guidelines (A-87, A-122, A-21, et al.).
- 6.2.15** Assist Workforce Partnership with establishing and enforcing internal controls regarding compliance with laws and regulations as set forth by the WIOA.
- 6.2.16** Assist Workforce Partnership in establishing fiscal controls and fund accounting procedures as may be necessary to assure the proper disbursement and accounting for covered funds.
- 6.2.17** Assist Workforce Partnership to prepare for Federal, State and/or independent fiscal and program audits as needed. May include preparing work papers, schedules as needed.
- 6.2.19** Other related activities as requested by Workforce Partnership.

### **6.3 Funding/Cash Management**

The Contractor will employ the following funding/cash management system:

#### **6.3.1 Drawing of Federal Funds:**

Funds for the payment of participant and participant related costs will be drawn (by the Contractor) through the KDC Fiscal Department. These funds will be submitted for approval and drawn as required and not in advance. Authorized officials designated by the Contractor who have completed an "Authorized Signature Card" and have been approved by the State of Kansas will then complete the "Request for Payment" and forward to Workforce Partnership for approval and submission. Upon receipt of the Request, funds will be approved for wire transfer to the Contractor's designated financial institution.

KDC draws funds twice weekly, based on requests received. Workforce Partnership draws funds weekly. Transfer to the Contractor's financial institution should be accomplished within two to four working days.

Contractor will imprint all checks issued on behalf of Workforce Partnership with "void after 90 days" or similar language.

### **6.3.2 Depositions for Federal Funds:**

Contractor must deposit federal funds in an institution with Federal Deposit Insurance. Any balance exceeding deposit insurance limits must be collaterally secured. Consistent with federal and state goal of expanding opportunities for minority business enterprises, the contractor is encouraged to use minority owned financial institutions. In order to assure accountability of funds under federal regulation, the Contractor will maintain separate books of accounts per funding. Bank reconciliations will be performed monthly and completed within fifteen days after the close of each month.

### **6.3.3 Interest Earned:**

Interest earned on deposits will be credited to Workforce Partnership book of accounts monthly and applied to the next voucher (payment order) received from Workforce Partnership, thereby reducing the funds to be drawn. Workforce Partnership will be notified of any monthly-accrued interest.

## **6.4 Fiscal MIS/Database System**

**6.4.1** Workforce Partnership and the Contractor will use a fiscal system for processing of WIOA vouchers as designated by Workforce Partnership. Workforce Partnership will work with Contractor and fiscal system supplier to establish process for processing of vouchers for WIOA expenses. Workforce Partnership currently uses the KansasWorks MIS/Fiscal Link System.

**6.4.2** Workforce Partnership will handle input of all payments into Fiscal System, and compile the electronic voucher. Workforce Partnership will email a printout (Voucher) to the Contractor with a payment authorization signature. It will list name; ID number or participant, employer or vendor; the amount of the payment; and any additional pertinent information, such as program number for funding code. Each page of the printout will be dated with the authorization signature at the bottom of the last page. Workforce Partnership will complete vouchers on no later than each Friday by 5:00 p.m.

**6.4.3** Fiscal pay files will be compiled Monday morning. A process will generate the files for transmission to the Contractor. The files may include:

- Wage payment
- Non-wage payment
- Wage payment returned
- Non-wage payment returned
- Mailing Address

Upon completion of steps one and two (input of voucher and transmission of vouchers to Contractor), the Contractor will issue the checks (providing each Workforce Partnership staff, employer or vendor a listing of the individual participants and amounts paid to each employer or vendor); compare the warrant register with the printout from Workforce Partnership to insure checks are issued in the correct amount and to the appropriate party; and the checks are mailed directly to Workforce Partnership for handling/mailing. Postage costs shall be part of the per check costs of the proposal. Data used for reconciliation must be generated from the Contractor's check writing software. Contractor must complete the drawdown process by Monday of each week and forward draw document to Workforce Partnership for handling and approval.

The Contractor will provide a reconciliation file to use to update check number, check date, and employee contributions in the fiscal MIS system.

Emergency payments will follow the same process.

## **6.5 Recordkeeping Requirements**

### **6.5.1 Record Retention**

Contractor is required to maintain all records for a period of three years from the closeout of funds. If, prior to the expiration of the three-year retention period, any litigation of audit is begun or claim instituted involving the grant or agreement covered by the records, the Contractor will retain the records three years after the litigation, audit finding or claim has been resolved. The Contractor must obtain written prior approval from KDC and Workforce Partnership for the destruction of any records relating to this contract.

### **6.5.2 Types of Records**

Records of expenditures will be maintained to enable monitoring of the program. Contractor will maintain the following records:

- Canceled checks
- Workforce Partnership instructions and authorization regarding amounts of all checks and party to be paid
- Verification of bonding costs
- Copies of all reports
- Any and all documentation relating to the activity performed by the Contractor for Workforce Partnership.

**6.5.3 Access to Records** - Contractor will ensure the U.S. Secretary of Labor, the Controller of the United States, the Inspector General, representatives of the State of Kansas, auditors contracted by the State of Kansas, or their duly authorized representatives have access to any pertinent Contractor books, documents, papers, electronic files, and/or records during normal business hours. Applicable federal, state and local law will determine public access to records.

## **6.6. Transition Period**

If the Contractor is other than the current provider, there will be a transition period of up to thirty (30) days prior to the new Contractor taking on the responsibilities. During the transition period, the new Contractor will coordinate with the current provider to ensure all records needed to perform the services and responsibilities are in place. Cost for this transition should be identified in the proposal.

## **7. Required Contractual Provisions**

### **7.1 Acceptance of Proposal Content**

The bidder's proposal, this RFP package, and any addenda will become part of the awarded Contract.

### **7.2 Termination**

The Contract will be subject to termination for non-compliance with WIOA and other applicable laws, non-performance/default, convenience or lack of funding.

### **7.3 Assignment**

The Bidder shall not assign this Contract or any part thereof, without the written consent of Workforce Partnership. In no case shall such consent relieve the bidder from the obligation under, or change the terms of this Contract. The transfer or assignment of any part of this Contract to include contract funds, either in whole or part, and interest therein, which shall be due or become due the bidder, without the written consent of Workforce Partnership, shall not obligate Workforce Partnership for any associated expenditures.

### **7.4 Subcontracting**

In the event that the bidder elects to subcontract any of the services relative to the Contract, the bidder will notify Workforce Partnership. Workforce Partnership must approve any subcontract prior to subcontract providing any services to Workforce Partnership. All subcontractors will be required to meet all laws, regulations and State policies pertaining to the administration of this contract.

### **7.5 Independent Contractor**

The bidder is an independent contractor and not an employee of Workforce Partnership. Neither the bidder nor any agent or employee of the bidder shall be considered an employee of Workforce Partnership for any purpose whatsoever. The bidder agrees that it has, or will secure at its own expense, all personnel required to perform all the services required under this Contract. The bidder agrees that bidder will be responsible for all taxes, social security payments, unemployment compensation and all other obligations of an employer.

### **7.6 Contract Modification**

Workforce Partnership reserves the right to make changes to the Contract, provided the changes are within the scope of work described in the Contractor Work Plan/Statement of Work. Workforce Partnership agrees to make any such change in the Contract only through a written modification, and to provide a copy of the modification to the Contractor. All modifications initiated by the Contractor will be bilateral. The contractor will provide Workforce Partnership a letter clearly stating the reason(s) for the proposed modification and the effect on the Work Plan or Budget.

#### **7.6.1 Reasons for Modification**

Contract Modification will be necessary if any of the following occurs:

- There is a change in the scope of the project funded under the contract;
- There is a material change in the Work Plan/Statement of Work.
- There is a change in the implementation of governing federal and/or state rules and regulations affecting the Contract.

### **7.6.2 Modification Due to Change in Legislation or Regulation**

Any alterations, additions, or deletions to the terms of the Contract which are required due to changes in federal or state laws, regulations or directives are automatically incorporated in the Contract unilaterally without written modifications and will go into effect on the date designated by the law, regulation or directive. In the event the Contractor is unable to comply with any required contract modification, Workforce Partnership shall be notified by the Contractor within 30 days, at which time Workforce Partnership may declare this Contract canceled and proceed under the Contract cancellation provisions. Further, in the event the Contractor is unable to meet the contractual goals and/or obligations as specified herein or in any subsequent contract amendment, the Contractor may request modification of the Contract. The Contract may also be modified upon agreement of all parties to this Contract.

### **7.7 Indemnification**

The Contractor agrees to pay all debts for labor and/or materials contracted by it, if any, for and on account of the services to be performed hereunder. The Contractor will assume the defense of, and hold Workforce Partnership and its officers, agents and employees harmless from all suits and claims against any of them arising from any act or omission of the Contractor, or anyone directly employed by them or anyone from whose acts any of them may be liable. The indemnification obligation of the Contractor will not be limited in any way under The Worker's Compensation Acts, disability benefits acts or other employee benefits acts.

### **7.8 Terms and Conditions**

The Contractor understands and agrees to comply with all requirements stated in this RFP package. If there is a difference between what is stated in the bidder's proposal and what is included in the RFP package, the RFP package will take precedent over the bidder's proposal.

- The Contract will be made contingent upon the availability of funding.
- The Contractor agrees to obtain prior written approval from Workforce Partnership for major service changes.
- Workforce Partnership reserves the right to accept or reject any or all applications received, or to negotiate with qualified bidders.

### **7.9 Changes/Modifications to RFP**

In the event it becomes necessary to revise any part of this RFP package, the revisions will be posted at [www.workforcepartnership.com](http://www.workforcepartnership.com). IT IS THE PROPOSER'S RESPONSIBILITY TO CHECK FOR UPDATES/CHANGES. The Contractor agrees to conduct activities subject to, and will conduct business under, the Contract in accordance with any and all federal, state or local regulations, rules, policies, directives, issuances and ordinances, in effect or promulgated during the term of the Contract.

**Attachment A- Signature Sheet**

**SIGNATURE SHEET**

**Item:** Accounting Services  
**Agency:** Local Workforce Investment Area III, Inc.  
**Closing Date:** March 15, 2024 12:00 pm Central Time

*We submit a proposal to furnish requirements during the contract period in accordance with the specifications. I hereby certify that I (we) do not have any real or substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest, or the appearance thereof, is defined as any circumstance which would lead a reasonable person to believe a compromise of an open competitive bid process has occurred.*

Legal Name of Person, Firm, or Corporation:			
Telephone:			
Street Address:			
City, State, Zip:			
FEIN Number:	Email:		
Signature:	Date:		
Typed Name and Title of Signature:			

*If awarded a contract and the primary contact will be other than above, indicate name, mailing address and telephone number below.*

Name:			
Street Address:			
City, State, Zip:			
Phone:	Email:		
Website:			



## **Attachment B - Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion**

### **CERTIFICATION REGARDING**

### **DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

By signature hereon, Proposer certifies that neither the Vendor nor its Principals are suspended, debarred, proposed for debarment, declared ineligible or voluntarily excluded from the award of contracts from United States ("U.S.") federal government procurement or non-procurement programs, or are listed in the List of Parties Excluded from Federal Procurement or Non-Procurement Programs issued by the U.S. General Services Administration. "Principals" means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager, plant manager, head of a subsidiary, division or business segment, and similar positions). Vendor shall provide immediate written notification to Local Workforce Investment Area III, Inc. if, at any time prior to award, Vendor learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances. This certification is a material representation of fact upon which reliance will be placed when making an award. If it is later determined that Vendor knowingly rendered an erroneous certification, in addition to the other remedies available to Local Workforce Investment Area III, Inc., may terminate the contract resulting from the solicitation for default.

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Signature

## Attachment C- Evaluation Criteria

PROPOSAL EVALUATION CRITERIA	Maximum Points
<b>Adequacy and completeness of Proposal</b>  Demonstrated completeness and clarity of content. Proposal does not contain repetition of the terms and conditions of the RFP package, without additional explanation.	20
<b>Understanding of Workforce Partnership's approach to Accounting Services</b>  Demonstrated grasp of the required functions and principles duties and responsibilities of the Paymaster and its requirements.	60
<b>Compliance with terms, conditions and other provisions of the RFP.</b>  Documented compliance, or ability to comply, with all terms, conditions and provisions outlined in the RFP.	30
<b>Qualifications of the entity and staff capacity</b>  Documented ability to deliver all services described in the proposal and qualifications of proposed staff to perform the required services.	60
<b>Accuracy and completeness of cost proposal with full explanation of all costs.</b>  Complete and accurate cost proposal and explanation with reasonable costs.	20
<b>Financial Capability</b>  The proposal must be financially sound and have an audit/peer review reporting sound financial abilities.	10
TOTAL POINTS	200
<b>Price</b>  Proposal selected must be within the Financial Operational Budget guidelines and parameters for Workforce Partnership. The price evaluation must include the entire cost proposal (excluding transition costs) including any fixed fee or profit.	

# Local Workforce Investment Area III, Inc.

## Statements of Financial Position

June 30, 2022 and 2021

	<u>2022</u>	<u>2021</u>
<b>Assets</b>		
<b>Current Assets</b>		
Cash (Note 2)	\$165,697	\$ 510,253
Account Receivable (Note 3)	32,420	80,911
Grant Receivable (Note 3)	293,807	141,124
Prepayments	45,356	3,820
<b>Total Current Assets</b>	<u><b>537,280</b></u>	<u><b>736,108</b></u>
<b>Fixed Assets (Note 4)</b>		
Furniture & Equipment, Net	6,383	—
<b>Total Fixed Assets</b>	<u><b>6,383</b></u>	<u><b>—</b></u>
<b>Other Assets</b>		
Security Deposit	16,202	16,202
<b>Total Other Assets</b>	<u><b>16,202</b></u>	<u><b>16,202</b></u>
<b>Total Assets</b>	<u><b>\$ 559,865</b></u>	<u><b>\$ 752,310</b></u>
<b>Liabilities and Net Assets</b>		
<b>Current Liabilities</b>		
Accounts Payable (Note 5)	\$180,737	\$ 428,492
Accrued Payroll	196,206	208,387
Accrued Vacation	30,580	28,335
Deferred Revenue	110,466	56,107
Current Portion of Deferred Lease (Note 6)	12,435	12,435
<b>Total Current Liabilities</b>	<u><b>530,424</b></u>	<u><b>733,756</b></u>
<b>Deferred Lease - Long Term (Note 6)</b>	<u><b>8,128</b></u>	<u><b>20,563</b></u>
<b>Total Liabilities</b>	<u><b>538,552</b></u>	<u><b>754,319</b></u>
<b>Net Assets-Without Donor Restriction</b>	<u><b>21,313</b></u>	<u><b>(2,009)</b></u>
<b>Total Liabilities and Net Assets</b>	<u><b>\$ 559,865</b></u>	<u><b>\$ 752,310</b></u>

# Local Workforce Investment Area III, Inc.

## Statements of Activities For the Years Ended June 30, 2022 and 2021

	<u>2022</u>	<u>2021</u>
<b>Revenue &amp; Fees</b>		
Grant Revenue	\$ 4,999,624	\$ 5,426,012
Pre-ETS Program Fee	2,100	17,175
In-kind Donation	6,725	—
<b>Total Revenue</b>	<u><b>5,008,449</b></u>	<u><b>5,443,187</b></u>
<b>Expenses</b>		
<b>Program</b>		
Workforce Innovation & Opportunity (WIOA)	\$2,746,581	2,827,740
JOCO Works	1,042,334	499,052
Youth Build-DOL	223,366	—
Kansas Health Profession Opportunity Grants (KHPOP)	137,095	\$399,041
EDA Grant	111,624	—
RETAIN2	107,643	—
KS ED Work Based Learning (WBL)	70,000	77,136
Older Kansas Employment	69,456	23,669
Pathway Home	59,138	—
YouthBuild-AmeriCorps	45,295	—
YouthBuild-Mentoring	19,679	—
Impact Study - KHPOP	6,689	—
Pre-ETS	1,180	9,365
RAA	324	—
CARES	—	1,167,318
Apprenticeship USA Grants (AP)	—	64,435
COVDeBruce	—	25,000
GKCCF	—	25,000
<b>Total Program Expenses</b>	<u><b>4,640,404</b></u>	<u><b>5,117,756</b></u>
<b>Management and General</b>	<u><b>344,723</b></u>	<u><b>306,825</b></u>
<b>Total Expenses</b>	<u><b>4,985,127</b></u>	<u><b>5,424,581</b></u>
<b>Net Increase (Decrease) In Net Assets</b>	<u><b>23,322</b></u>	<u><b>18,606</b></u>
<b>Net Assets</b>		
<b>Beginning of Year-Without Donor Restriction</b>	<u><b>(2009)</b></u>	<u><b>(20,615)</b></u>
<b>Ending of Year-Without Donor Restriction</b>	<u><u><b>\$ 21,313</b></u></u>	<u><u><b>\$ (2,009)</b></u></u>

# Local Workforce Investment Area III, Inc.

Statement of Functional Expenses  
For the Years Ended June 30, 2022

Program Expenses												
Expense Description	WIOA	JoCo Works	Youth Build	Pathway Home	KHPOP	EDA			OKEP,		Admin & General	Total Expenses
						Grant	Retain2	Impact Study	WBL & RAA	Total Program		
Building Security	42,083	-	-	-	-	-	-	-	-	42,083	-	42,083
Cleaning and Janitorial Services	19,273	-	5,803	-	-	-	-	-	-	25,076	-	25,076
Client training, Support Service, Work Experience	731,112	780,774	2,834	-	79,017	90,492	-	7,620	-	1,691,849	-	1,691,849
Conference and Meeting	-	-	-	75	-	-	1,159	-	-	1,234	6,021	7,255
Copy and Printing	11,100	-	1,068	49	-	-	98	-	-	12,315	1,859	14,174
Depreciation	-	-	-	-	-	-	-	-	-	-	342	342
Dues and Subscription	-	-	796	-	-	-	-	-	-	796	3,403	4,199
Expense Cost Recovery	(198,398)	-	-	-	-	-	-	-	-	(198,398)	-	(198,398)
Insurance	9,892	-	3,059	-	-	-	-	-	-	12,951	4,579	17,530
Internet	1,031	-	808	-	-	-	-	-	-	1,839	-	1,839
Materials	50,964	32,706	10,813	6,054	2,217	200	462	40	324	103,780	1,002	104,782
Office Rent	290,600	20,238	-	6,000	4,879	-	7,456	400	-	329,573	7,095	336,668
Outreach/Job Fairs	2,872	40,847	-	-	-	-	-	-	-	43,719	685	44,404
Overhead	117,290	-	30,905	-	-	-	-	-	-	148,195	12	148,207
Payroll Taxes	86,679	9,312	15,168	2,841	2,811	1,243	6,570	3,947	4,428	132,999	17,618	150,617
Performance Incentive	83,418	-	-	-	-	-	-	-	-	83,418	-	83,418
Postage	430	-	23	-	29	-	-	-	-	482	257	739
Premise and Facility	4,750	370	13	-	-	-	-	-	-	5,133	528	5,661
Professional Fee	50,932	6,500	1,298	800	1,050	-	1,000	1,300	-	62,880	48,458	111,338
Salary and Benefits	1,342,362	151,587	211,297	42,692	47,092	19,689	90,036	64,008	65,572	2,034,335	244,536	2,278,871
Staff Training and Travel	24,630	-	2,289	446	-	-	458	11	-	27,834	3,979	31,813
Telephone and Communications	66,475	-	2,166	180	-	-	404	-	-	69,225	4,349	73,574
Utilities	9,086	-	-	-	-	-	-	-	-	9,086	-	9,086
Total	\$2,746,581	\$1,042,334	\$288,340	\$59,137	\$137,095	\$111,624	\$107,643	\$77,326	\$70,324	\$4,640,404	\$344,723	\$4,985,127

**Local Workforce Investment Area III  
Chart of Accounts**

GL Segment 1 (Main Account)	GL Segment 2 (Agency/Office)	GL Segment 3 (Funding Stream) Current Year - PY23
<b><i>Administration/Operations Costs</i></b>		
500 ADVERTISING / MEETING NOTICES	003 Local Area III Office	00 WIOA-Administration
504 AUDIT		01 WIOA-Adult
505 COMMUNICATIONS - CELLULAR	603 Kaiser Group (DWFS)	02 WIOA-Dislocated Worker
506 COMMUNICATIONS - INTERNET	613 Kaiser OSO (DWFS)	03 WIOA-Youth In-School
507 COMMUNICATIONS - LANDLINE	633 Kaiser Work Exper.	04 WIOA-Youth Out-School
510 CONTRACT SERVICES		05 WIOA-Rapid Response
513 SECURITY		13 Older Kansans (OKEP)
514 CONFERENCE EXPENSES		14 RetainWorks
515 COPIER / PRINTING EXPENSE		18 WBL- Intermediary
520 DUES AND SUBSCRIPTIONS		41 KS Dept. of Corrections
525 EQUIPMENT		53 ARPA-WyCo
530 INDIRECT EXPENSES		54 ARPA-JoCo
535 INSTRUCTIONAL SUPPLIES		66 YouthBuild Unrestricted
540 INSURANCE		67 YouthBuild
545 IT SUPPORT		67 Youth Build
549 LEGAL		74 SAEI
550 LIBRARY		75 Meadowlark Reg. Apprenticeship
552 MARKETING / JOB FAIRS		87 Pathway Home/ReSpECTWORKS
555 MATERIALS AND SUPPLIES		95 United Healthcare Services
560 MEETING EXPENSE		99 Unrestricted
565 MISCELLANEOUS		
567 OVERHEAD		
570 PAYMASTER		
572 COMMUNICATIONS - POSTAGE		
575 JANITORIAL		
576 RENT		
577 UTILITIES		
578 PREMISE EXPENSE-OTHER		
579 EXPENSE COST RECOVERY		
580 PROFESSIONAL FEES-Benefit Consultants		
582 PERFORMANCE INCENTIVES		
585 STAFF BENEFITS		
586 STAFF PAYROLL		
587 STAFF PAYROLL TAXES		
588 401K ER		
589 TEMP STAFF		
590 TRAINING-Staff		
595 TRAVEL-Staff		
901 DEPRECIATION EXPENSE		
905 Other Expense		
<b><i>Client Service Expenditures</i></b>		
605 CASE MANAGEMENT		
610 JOB PLACEMENT		
615 RETENTION / FOLLOW-UP		
625 TUTORING		
630 STUDY SKILLS		
640 MENTORING		
645 JOB COACHING		
650 GUIDANCE / COUNSELING		
655 LEADERSHIP DEVELOPMENT		
700 BASIC SKILLS		
705 GED		
710 OCCUPATIONAL TRAINING		
715 ON-THE-JOB TRAINING		
720 APPRENTICESHIP		
725 WORK EXPERIENCE		
726 WORK EXPERIENCE PAYROLL TAXES		
727 WORK EXPERIENCE REIMBURSEMENT		
730 CUSTOMIZED TRAINING		
740 ASSESSMENT		
742 LICENSE		
745 RELOCATION		
750 ALTERNATIVE SECONDARY SCHOOL		
755 SUMMER EMPLOYMENT		
760 TRANSPORTATION		
765 CHILDCARE		
805 OTHER SERVICES		
810 ADULT EDUCATION AND LITERACY ACTIVITIES		
812 BOOKS		
815 EDUCATIONAL ACHIEVEMENT SERVICES		
820 ER PAYMENTS		
825 JOB READINESS TRAINING		
830 NEEDS RELATED		
835 SHORT TERM PRE-VOCATIONAL SERVICES		
837 TOOLS AND SUPPLIES		
838 MATERIALS AND SUPPLIES - PARTICIPANTS		
840 TUITION		

**SAMPLE ACCOUNT FORMAT:**

**576-003-01**  
**Rent - LA3 - WIOA Adult**

## General Ledger Distribution Summary – Weekly by Grant/Program

### GENERAL LEDGER DISTRIBUTION SUMMARY FOR Local Workforce

Report Date: 12/22/2023

Transaction Date Selection: 12/28/2023 to 12/28/2023

<u>Account Number</u>	<u>Account Description</u>	<u>Comment</u>	<u>Transaction Date</u>	<u>Posting Amount</u>
540-003-00	INSUR:LA3 OFFICE-ADMIN	00ACC5836 /TN: A010063075 100	12/28/2023	
555-003-00	MATERIALS:LA3 OFFICE-ADMIN	00HIT6512 /TN: 7619378348-0-1	12/28/2023	
555-603-00	MATERIALS:KAISER-ADMIN	Kaiser Group, Inc. ACH	12/28/2023	
567-603-00	OVERHEAD:KAISER-ADMIN	Kaiser Group, Inc. ACH	12/28/2023	
570-003-00	PAYMASTER:LA3 OFFICE-ADMIN	00ALL2084 /TN: 959266 57270	12/28/2023	
576-003-00	RENT:LA3 OFFICE-ADMIN	002026470 /TN: JAN24 RENT 237	12/28/2023	
585-003-00	BENEFITS:LA3 OFFICE-ADMIN	Blue Cross & Blue Shield of KC A	12/28/2023	

Total for Location Number: 00

505-603-01	CELL PHONE:KAISER-ADULT	Kaiser Group, Inc. ACH	12/28/2023	
505-613-01	CELL PHONE:OSO-ADULT	Kaiser Group, Inc. ACH	12/28/2023	
520-003-01	DUES:LA3 OFFICE-ADULT	00LEA0622 /TN: 22628	12/28/2023	
555-603-01	MATERIALS:KAISER-ADULT	Kaiser Group, Inc. ACH	12/28/2023	
567-603-01	OVERHEAD:KAISER-ADULT	Kaiser Group, Inc. ACH	12/28/2023	
576-003-01	RENT:LA3 OFFICE-ADULT	002026470 /TN: JAN24 RENT 237	12/28/2023	
576-003-01	RENT:LA3 OFFICE-ADULT	00BID5341 /TN: JAN24 RENT Re	12/28/2023	
576-003-01	RENT:LA3 OFFICE-ADULT	00DEV3342 /TN: JAN24 RENT R	12/28/2023	
578-003-01	PREMISE EXP-OTHER:LA3 OFFICE-A	00HIT6512 /TN: 7619378348-0-1	12/28/2023	
582-603-01	PERFORMANCE INCENTIV:KAISER-	Kaiser Group, Inc. ACH	12/28/2023	
585-003-01	BENEFITS:LA3 OFFICE-ADULT	Blue Cross & Blue Shield of KC A	12/28/2023	
585-603-01	BENEFITS:KAISER-ADULT	Kaiser Group, Inc. ACH	12/28/2023	
585-613-01	BENEFITS:OSO-ADULT	Kaiser Group, Inc. ACH	12/28/2023	
586-603-01	PAYROLL:KAISER-ADULT	Kaiser Group, Inc. ACH	12/28/2023	
586-613-01	PAYROLL:OSO-ADULT	Kaiser Group, Inc. ACH	12/28/2023	
587-603-01	PR TAXES:KAISER-ADULT	Kaiser Group, Inc. ACH	12/28/2023	
587-613-01	PR TAXES:OSO-ADULT	Kaiser Group, Inc. ACH	12/28/2023	
595-603-01	TRAVEL:KAISER-ADULT	Kaiser Group, Inc. ACH	12/28/2023	
725-603-01	WORK EXPERIENCE:KAISER-ADULT	Kaiser Group, Inc. ACH	12/28/2023	

Total for Location Number: 01

505-603-02	CELL PHONE:KAISER-DW	Kaiser Group, Inc. ACH	12/28/2023	
505-613-02	CELL PHONE:OSO-DW	Kaiser Group, Inc. ACH	12/28/2023	
520-003-02	DUES:LA3 OFFICE-DW	00LEA0622 /TN: 22628	12/28/2023	
520-003-02	DUES:LA3 OFFICE-DW	00LEA0622 /TN: 22628	12/28/2023	
555-603-02	MATERIALS:KAISER-DW	Kaiser Group, Inc. ACH	12/28/2023	
567-603-02	OVERHEAD:KAISER-DW	Kaiser Group, Inc. ACH	12/28/2023	
576-003-02	RENT:LA3 OFFICE-DW	002026470 /TN: JAN24 RENT 237	12/28/2023	
576-003-02	RENT:LA3 OFFICE-DW	00BID5341 /TN: JAN24 RENT Re	12/28/2023	
576-003-02	RENT:LA3 OFFICE-DW	00DEV3342 /TN: JAN24 RENT R	12/28/2023	
578-003-02	PREMISE EXP-OTHER:LA3 OFFICE-D	00HIT6512 /TN: 7619378348-0-1	12/28/2023	
582-603-02	PERFORMANCE INCENTIV:KAISER-I	Kaiser Group, Inc. ACH	12/28/2023	
585-003-02	BENEFITS:LA3 OFFICE-DW	Blue Cross & Blue Shield of KC A	12/28/2023	
585-603-02	BENEFITS:KAISER-DW	Kaiser Group, Inc. ACH	12/28/2023	
585-613-02	BENEFITS:OSO-DW	Kaiser Group, Inc. ACH	12/28/2023	
586-603-02	PAYROLL:KAISER-DW	Kaiser Group, Inc. ACH	12/28/2023	
586-613-02	PAYROLL:OSO-DW	Kaiser Group, Inc. ACH	12/28/2023	
587-603-02	PR TAXES:KAISER-DW	Kaiser Group, Inc. ACH	12/28/2023	



## General Ledger Trial Balance – MTD and YTD

General Ledger Trial Balance for 12/1/2023 through 12/31/2023

Local Workforce (LA3)					
Account Number	Description	Beginning Balance	Current Activity		Ending Balance
			Debit	Credit	
<b>Current Assets</b>					
101-000-00	CASH - COMMERCE				
110-000-00	ACCTS RECEIVABLE				
120-000-00	COST SHARING A/R				
140-000-00	PREPAID EXPENSE				
145-000-00	SECURITY DEPOSIT				
Current Assets:					
<b>Fixed Assets</b>					
150-000-00	FURNITURE, FIXTURES				
155-000-00	ACCUM DEPR-FF&E				
Fixed Assets:					
<b>Other Assets</b>					
160-000-00	OP LEASE ROU ASSET-ADMIN				
161-000-00	ACC AMORT ROU ASSETS-ADMIN				
Other Assets:					
<b>Current Liabilities</b>					
200-000-00	ACCOUNTS PAYABLE				
265-000-00	ACCRUED WAGES				
277-000-00	CP OF OP LEASE LIAB-ADMIN				
Current Liabilities:					
<b>Long-Term Liabilities</b>					
250-000-00	401K PAYABLE				
285-000-00	OPERATING LEASE LIAB-ADMIN				
290-000-00	DEFERRED REVENUE				
Long-Term Liabilities:					
<b>Equity</b>					
320-000-00	Retained Earnings				
Equity:					
<b>Revenue</b>					
400-003-00	GRANT REVENUE:LA3 OFFICE-ADMIN				
400-003-01	GRANT REVENUE:LA3 OFFICE-ADULT				
400-003-02	GRANT REVENUE:LA3 OFFICE-DW				
400-003-03	GRANT REVENUE:LA3 OFFICE-IN-SCH				
400-003-04	GRANT REVENUE:LA3 OFFICE-OUT-SCH				
400-003-05	GRANT REVENUE:LA3 OFFICE-RR				
400-003-13	GRANT REVENUE:LA3 OFFICE-OKEP				
400-003-14	:LA3 OFFICE-Retain 2				
400-003-18	GRANT REVENUE:LA3 OFFICE-WBL				
400-003-41	GRANT REVENUE:LA3 OFFICE-DOC-JCPG				
400-003-53	GRANT REVENUE:LA3 OFFICE-ARPA-WyCo				
400-003-54	GRANT REVENUE:LA3 OFFICE-CARES-WyCo				
400-003-67	GRANT REVENUE:LA3 OFFICE-YouthBuild				
400-003-75	GRANT REVENUE:LA3 OFFICE-MEADOWLARK				
400-003-87	GRANT REVENUE:LA3 OFFICE-PATHWAY				
400-603-00	GRANT REVENUE:KAISER-ADMIN				
400-603-01	GRANT REVENUE:KAISER-ADULT				
400-603-02	GRANT REVENUE:KAISER-DW				
400-603-03	GRANT REVENUE:KAISER-IN-SCH				



# General Ledger Detail Report – By Grant/Program

Local Workforce (LA3)

## PROGRAM 01 - ADULT Detail Postings for Period 06 Ending 12/31/2023

Account Number/Description	Period	Date	Journal	Comments	Beginning Balance	Debit	Credit	Net Change	Ending Balance
	06	12/21/2023	AP-001739	00ACCS836 /IN: 1000798808					
545-003-01				IT SUPPORT:LA3 OFFICE-ADULT					
	06	12/1/2023	AC-000147	Reversal: JobsEQ, Office365 pr					
	06	12/31/2023	AC-000148	00COM3740 /IN: DEC 2023 DropBo					
	06	12/31/2023	AC-000148	JobsEQ, Office365 prepaid adju					
552-003-01				OUTREACH/JOE FAIRS:LA3 OFFICE-ADULT					
	06	12/1/2023	AC-000147	Reversal: 00COM3740 /IN: NOV 2					
	06	12/1/2023	AC-000147	Reversal: 00COM3740 /IN: NOV 2					
	06	12/1/2023	AC-000147	Reversal: 00COM3740 /IN: NOV 2					
	06	12/7/2023	AP-001735	00COM3740 /IN: NOV 2023 Mailch					
	06	12/7/2023	AP-001735	00COM3740 /IN: NOV 2023 Buffer					
	06	12/7/2023	AP-001735	00COM3740 /IN: NOV 2023 Adobe					
	06	12/31/2023	AC-000148	00COM3740 /IN: DEC 2023 Adobe					
	06	12/31/2023	AC-000148	00COM3740 /IN: DEC 2023 Buffer					
	06	12/31/2023	AC-000148	00COM3740 /IN: DEC 2023 Mailch					
555-003-01				MATERIALS:LA3 OFFICE-ADULT					
	06	12/31/2023	AC-000148	RECLASS EXPENSE FROM MEADOWLAR					
560-003-01				MEETING EXP.:LA3 OFFICE-ADULT					
	06	12/1/2023	AC-000147	Reversal: 00COM3740 /IN: NOV 2					
	06	12/1/2023	AC-000147	Reversal: 00COM3740 /IN: NOV 2					
	06	12/1/2023	AC-000147	Reversal: 00GA16549 /IN: NOV 2					
	06	12/7/2023	AP-001735	00COM3740 /IN: NOV 2023 OP Cha					
	06	12/7/2023	AP-001735	00COM3740 /IN: NOV 2023 KU Edw					
	06	12/7/2023	AP-001735	00GA16549 /IN: NOV 23 EE Reimb					
572-003-01				POSTAGE:LA3 OFFICE-ADULT					
575-003-01				JANITORIAL:LA3 OFFICE-ADULT					
	06	12/1/2023	AC-000147	Reversal: 00CIT3592 /IN: 32001					
	06	12/7/2023	AP-001735	00CIT3592 /IN: 32001044965 100					
	06	12/14/2023	AP-001737	00KSD5055 /IN: 84031 Sep23 Jan					
	06	12/14/2023	AP-001737	00KSD5055 /IN: 84518 Oct23 Jan					
	06	12/14/2023	AP-001737	00KSD5055 /IN: 85150 Nov23 Jan					
	06	12/21/2023	AP-001739	00CIT3592 /IN: 52001012471 100					
	06	12/31/2023	AC-000148	00CIT3592 /IN: 32001045964 100					
576-003-01				RENT:LA3 OFFICE-ADULT					
	06	12/1/2023	AC-000147	Reversal: 002026470 /IN: DEC23					
	06	12/1/2023	AC-000147	Reversal: 00BID5341 /IN: DEC23					
	06	12/1/2023	AC-000147	Reversal: 00DEV3342 /IN: DEC23					
	06	12/28/2023	AP-001743	002026470 /IN: JAN24 RENT 237i					
	06	12/28/2023	AP-001743	00BID5341 /IN: JAN24 RENT Rent					
	06	12/28/2023	AP-001743	00DEV3342 /IN: JAN24 RENT Rent					
	06	12/31/2023	AC-000148	002026470 /IN: JAN24 RENT 237i					
	06	12/31/2023	AC-000148	002026470 /IN: JAN24 RENT ADJ					
	06	12/31/2023	AC-000148	00BID5341 /IN: JAN24 RENT Rent					
	06	12/31/2023	AC-000148	00DEV3342 /IN: JAN24 RENT Rent					
577-003-01				UTILITIES:LA3 OFFICE-ADULT					
	06	12/1/2023	AC-000147	Reversal: 00DEV3342 /IN: NA Ut					
	06	12/7/2023	AP-001735	00DEV3342 /IN: NA Utilities -					
578-003-01				PREMISE EXP-OTHER:LA3 OFFICE-ADULT					
	06	12/28/2023	AP-001742	00HIT8512 /IN: 7619378348-0-1					
	06	12/31/2023	AC-000148	00COM3740 /IN: DEC 2023 Amazon					
	06	12/31/2023	AC-000148	00COM3740 /IN: DEC 2023 Amazon					

# General Ledger Detail Report – MTD and YTD

Local Workforce (LA3)

Account Number/Description				Detail Postings for Period 06 Ending 12/31/2023					
Period	Date	Journal	Comments	Beginning Balance	Debit	Credit	Net Change	Ending Balance	
101-000-00			CASH - COMMERCE						
06	12/7/2023	CD-001024	A/P CHECK REGISTER						
06	12/7/2023	PR-000420	Mangrove Import - 12/08/2023						
06	12/14/2023	CD-001025	A/P CHECK REGISTER						
06	12/14/2023	GJ-002522	MISC Deposit 12.7.23						
06	12/14/2023	MC-000649	Kaiser Group, Inc. ACH						
06	12/21/2023	CD-001026	A/P CHECK REGISTER						
06	12/21/2023	GJ-002526	MISC Deposit 12.13.23						
06	12/21/2023	GJ-002527	MISC Deposit 12.12.23						
06	12/21/2023	GJ-002528	MISC Deposit 12.15.23						
06	12/21/2023	PR-000421	Mangrove Import - 12/22/2023						
06	12/22/2023	PR-000422	Mangrove Import - 12/22/2023						
06	12/22/2023	PR-000423	Reversal of Journal: PR-000422						
06	12/28/2023	CD-001027	A/P CHECK REGISTER						
06	12/28/2023	MC-000650	Blue Cross & Blue Shield of KC						
06	12/28/2023	MC-000651	Kaiser Group, Inc. ACH						
06	12/28/2023	MC-000652	Kaiser Group, Inc. ACH						
06	12/31/2023	GJ-002533	RECORD 401K PMT 12/8/23						
06	12/31/2023	GJ-002534	RECORD 401K PMT 12/22/23						
06	12/31/2023	GJ-002535	RECORD GRANT RECEIPTS DEC 2023						
110-000-00			ACCTS RECEIVABLE						
06	12/1/2023	AC-000147	Reversal: Revenue accrual NOV2						
06	12/31/2023	AC-000148	Other AR DEC23 ACCR 12/31/2023						
06	12/31/2023	AC-000148	Revenue accrual DEC23 ACCR 12/						
120-000-00			COST SHARING A/R						
06	12/31/2023	AC-000148	Cost share AR DEC23 ACCR 12/31						
140-000-00			PREPAID EXPENSE						
06	12/1/2023	AC-000147	Reversal: Prepaid AP NOV23 ACC						
06	12/31/2023	AC-000148	Prepaid AP DEC23 ACCR 12/31/20						
145-000-00			SECURITY DEPOSIT						
150-000-00			FURNITURE, FIXTURES						
155-000-00			ACCUM DEPR-FF&E						
160-000-00			OP LEASE ROU ASSET-ADMIN						
161-000-00			ACC AMORT ROU ASSETS-ADMIN						
200-000-00			ACCOUNTS PAYABLE						
06	12/1/2023	AC-000147	Reversal: Expense accrual NOV2						
06	12/7/2023	AP-001734	A/P INVOICE ENTRY /DIV: 00						
06	12/7/2023	AP-001735	A/P INVOICE ENTRY /DIV: 00						
06	12/7/2023	CD-001024	A/P CHECK REGISTER						
06	12/14/2023	AP-001736	A/P INVOICE ENTRY /DIV: 00						
06	12/14/2023	AP-001737	A/P INVOICE ENTRY /DIV: 00						
06	12/14/2023	CD-001025	A/P CHECK REGISTER						
06	12/21/2023	AP-001738	A/P INVOICE ENTRY /DIV: 00						
06	12/21/2023	AP-001739	A/P INVOICE ENTRY /DIV: 00						
06	12/21/2023	CD-001026	A/P CHECK REGISTER						
06	12/28/2023	AP-001740	A/P INVOICE ENTRY /DIV: 00						
06	12/28/2023	AP-001741	A/P INVOICE ENTRY /DIV: 00						
06	12/28/2023	AP-001742	A/P INVOICE ENTRY /DIV: 00						

## Payroll Register – Each Pay Period

**PAYROLL REGISTER PROCESSING REPORT**

Local Workforce Inv Area III

Pay Period End: 07/24/2024

Pay Frequency BIWEEKLY

Check Date: 07/24/2024

Employee Number	Name		Check Code				Other Comp		Earnings	Deductions	Taxes	Net Pay		
				REG	Cur: 0.00	Year: 6,500.96		0.00	1,640.38	201.88	217.46	1,221.04		
									6,500.96	804.49	861.49	4,834.98		
Earnings	Rate	Hours	Cur Amt	Ytd Amt	EE Deductions	Cur Amt	Ytd Amt	EE Taxes	Cur Amt	Ytd Amt	Filing	Net Pays	Cur Amt	Ytd Amt
HOLIDAY		0.00	0.00	648.08	401K_EERTH	82.02	325.05	FHIEE	22.05	87.31		ACHCHK_NP	1,221.04	4,834.98
PTO	20.5000	1.00	20.50	82.01	401K_ER	82.02	325.05	FHIER	22.05	87.31		Form #: 4403		
REGULAR	20.5000	79.00	1,619.88	5,500.87	HEALTH_125	114.62	458.48	FICAEE	94.27	373.33			1,221.04	4,834.98
SICK		0.00	0.00	110.00	VISION_125	5.24	20.96	FICAER	94.27	373.33				
VACATION		0.00	0.00	160.00		283.90	1,129.54	FIT	39.74	158.70	M-0			
	80.00		1,640.38	6,500.96				KSSIT	61.40	242.15	S-0			
								KSSUIER	40.75	161.38				
									374.53	1,483.51				
									0.00	2,723.08				
									0.00	12,768.57				
										334.93				
										1,527.34				
										408.28				
										2,081.52				
										1,979.87				
										9,159.71				
Earnings	Rate	Hours	Cur Amt	Ytd Amt	EE Deductions	Cur Amt	Ytd Amt	EE Taxes	Cur Amt	Ytd Amt	Filing	Net Pays	Cur Amt	Ytd Amt
BONUS		0.00	0.00	2,000.00	401K_EECU	272.31	1,276.86	FHIEE	38.58	181.52		ACHCHK_NP	1,979.87	9,159.71
HOLIDAY		0.00	0.00	1,072.74	401K_ER	136.15	638.42	FHIER	38.58	181.52		Form #: 4404		
PTO	34.0400	0.54	18.38	290.69	HEALTH_125	62.62	250.48	FICAEE	164.95	776.12			1,979.87	9,159.71
SALARY	34.0400	64.00	2,178.46	8,078.47		471.08	2,165.76	FICAER	164.95	776.12				
SICK	34.0400	15.46	526.24	526.24				RT	133.96	746.33	M-3			
VACATION		0.00	0.00	800.43				KSSIT	70.79	377.55	M-3			
	80.00		2,723.08	12,768.57				KSSUIER	71.30	335.48				
									683.11	3,374.64				
									0.00	1,923.08				
									0.00	7,692.33				
										252.75				
										1,011.00				
										284.37				
										1,141.40				
										1,385.96				
										5,539.93				
Earnings	Rate	Hours	Cur Amt	Ytd Amt	EE Deductions	Cur Amt	Ytd Amt	EE Taxes	Cur Amt	Ytd Amt	Filing	Net Pays	Cur Amt	Ytd Amt
HOLIDAY		0.00	0.00	769.24	401K_FERTH	96.15	384.60	FHIEE	25.61	102.44		ACHCHK_NP	1,385.96	5,539.93
PTO	24.0400	11.00	264.42	456.73	401K_ER	96.15	1,048.06	FHIER	25.61	102.44		Form #: 4405		
SALARY	24.0400	53.00	1,274.04	5,889.43	HEALTH_125	153.22	612.88	FICAEE	109.52	438.08			1,385.96	5,539.93
SICK	24.0400	8.00	192.31	192.31	VISION_125	3.38	13.52	FICAER	109.52	438.08				
VACATION	24.0400	8.00	192.31	384.62		348.90	2,059.06	FIT	68.75	278.92	S-1			
	80.00		1,923.08	7,892.33				KSSIT	80.49	321.96	S-1			
								KSSUIER	47.34	189.36				
									466.84	1,871.28				
									0.00	1,923.06				
									0.00	8,607.23				
										112.62				
										450.48				
										461.65				
										2,189.44				
										1,348.79				
										5,967.31				
Earnings	Rate	Hours	Cur Amt	Ytd Amt	EE Deductions	Cur Amt	Ytd Amt	EE Taxes	Cur Amt	Ytd Amt	Filing	Net Pays	Cur Amt	Ytd Amt
BONUS		0.00	0.00	1,000.00	401K	50.00	200.00	FHIEE	26.98	121.18		ACHCHK_NP	1,146.47	5,072.21
HOLIDAY		0.00	0.00	757.52	401K_ER	96.15	430.35	FHIER	26.98	121.18		Form #: 4406		
PTO	22.5700	0.07	1.58	456.74	HEALTH_125	62.82	250.48	FICAEE	115.35	518.12		ACHSAVE1	202.32	895.10
PTO	24.0400	0.48	11.54			208.77	880.83	FICAER	115.35	518.12		Form #: 4406		
PTO	24.0400	0.80	19.23					FIT	241.39	1,186.28	S-0			
PTO	24.0000	0.92	22.08					KSSIT	77.93	363.86	S-0		1,348.79	5,967.31
PTO	24.0400	1.60	38.46					KSSUIER	49.86	223.96				
PTO	24.0100	2.89	69.38						653.84	3,052.70				
PTO	24.0400	9.25	222.35											
SALARY	24.2300	0.26	6.30	5,646.47										
SALARY	24.0400	1.92	46.15											
SALARY	24.0400	3.20	76.92											
SALARY	24.0600	3.67	88.30											
SALARY	24.0400	6.40	153.85											
SALARY	24.0300	11.55	277.54											
SALARY	24.0400	37.00	889.38											
SICK		0.00	0.00	560.06										
VACATION		0.00	0.00	186.44										
	80.01		1,923.06	8,607.23										



# Payroll Labor Distribution/Allocation Report – By Grant/Program

## PAY RUN LABOR DISTRIBUTION REPORT

Local Workforce Inv Area III

Employee #	Employee Name	Check Code	Earnings Code	Hours Worked	Total Earnings
(1) MAIN-MAIN (2) 003-Staff (3) 586-Staff (4) 00-Staff					
		REG	PTO	2.48	115.65
		REG	SALARY	45.88	2,139.60
		REG	SICK	1.24	57.83
		REG	SALARY	3.60	99.09
		REG	SICK	0.40	11.01
		REG	SALARY	24.00	1,511.54
		REG	SALARY	36.00	919.04
		REG	SALARY	4.00	175.00
Employee Total: 8		Labor Segment Hours/Earnings:		117.60	5,028.76
(1) MAIN-MAIN (2) 003-Staff (3) 586-Staff (4) 01-Adult					
		REG	PTO	0.37	17.09
		REG	SALARY	6.78	316.11
		REG	SICK	0.18	8.54
		REG	SALARY	37.01	843.46
		REG	SICK	0.99	22.49
		REG	VACATION	1.48	33.74
		REG	PTO	9.25	222.35
		REG	SALARY	37.00	889.38
		REG	PTO	1.41	51.11
		REG	SALARY	38.07	1,380.04
		REG	SICK	2.82	102.23
		REG	SALARY	48.22	1,327.17
		REG	SICK	5.36	147.46
		REG	SALARY	45.12	1,310.22
		REG	SALARY	28.20	1,776.06
		REG	SALARY	19.74	503.84
		REG	SALARY	53.58	2,343.95
Employee Total: 17		Labor Segment Hours/Earnings:		335.58	11,295.24
(1) MAIN-MAIN (2) 003-Staff (3) 586-Staff (4) 02-DW					
		REG	PTO	0.04	1.70
		REG	SALARY	0.67	31.40
		REG	SICK	0.02	0.85
		REG	SALARY	3.68	83.75
		REG	SICK	0.10	2.23
		REG	VACATION	0.15	3.35
		REG	PTO	0.92	22.08
		REG	SALARY	3.67	88.30
		REG	PTO	0.14	5.08
		REG	SALARY	3.78	137.02
		REG	SICK	0.28	10.15
		REG	SALARY	4.79	131.79
		REG	SICK	0.53	14.64
		REG	SALARY	4.48	130.09
		REG	SALARY	2.80	176.35
		REG	SALARY	1.96	50.04
		REG	SALARY	5.32	232.75
Employee Total: 17		Labor Segment Hours/Earnings:		33.33	1,121.57
(1) MAIN-MAIN (2) 003-Staff (3) 586-Staff (4) 03-ISY					
		REG	PTO	0.00	0.13
		REG	SALARY	0.05	2.41
		REG	SICK	0.00	0.07
		REG	SALARY	0.26	5.98
		REG	SICK	0.01	0.16
		REG	VACATION	0.01	0.24
		REG	PTO	0.07	1.58