

This Addendum forms part of the above-referenced RFQ originally issued February 23, 2026. The purpose of this Addendum is to respond to questions received from prospective proposers. The information below clarifies the intent of the RFQ. All other terms and conditions remain unchanged.

### **1. Confirmation of reconciliation period and documentation requirements**

The engagement covers the period January 1, 2020 through present. Historical accounting periods within that timeframe are to be reviewed, corrected, and reconciled. Deliverables include reconciliation and adjustment documentation sufficient to support corrected balances and financial statements. The objective is that each fiscal year stands independently with supportable balances.

### **2. Known problem areas**

The RFQ identifies anticipated areas of review, including misclassified, duplicate, or missing transactions; unreconciled bank, credit card, and loan accounts; Accounts Receivable and Accounts Payable discrepancies; and payroll and sales tax inconsistencies (if applicable). DCWIB is not identifying additional specific known issues beyond those outlined in the RFQ.

### **3. Third-party integrations**

There are no known material third-party accounting system integrations impacting the general ledger structure at this time. Any relevant integrations identified during review will be disclosed to the selected contractor.

### **4. Remote performance of services**

The QuickBooks system is the online version. Documentation can be provided electronically. The engagement is expected to be performed primarily remotely, with virtual meetings as necessary.

### **5. Availability of supporting documentation**

Bank statements, payroll reports, and related financial documentation are retained and available. As with many multi-year cleanup engagements, document organization may vary by year. Identification of any missing documentation may form part of the assessment process.

## **6. Grant, class, and program tracking**

As a publicly funded workforce development entity, DCWIB operates multiple programs and funding streams. Class and/or location tracking functionality may be utilized within QuickBooks. Part of the engagement will include ensuring consistent and appropriate use of classes, customers, vendors, and reporting structures.

## **7. Number of grants annually**

DCWIB operates multiple funding streams annually. The exact number of grants may vary year to year. Proposers should assume a multi-program public workforce environment requiring program-level financial tracking.

## **8. Reporting formats and templates**

At minimum, corrected financial reports must include a Balance Sheet and a Statement of Revenues and Expenditures (Profit and Loss). Reports must be prepared in accordance with GAAP and be suitable for board and public-sector reporting.

## **9. Provision of recent financial statements**

A recent set of financial statements may be provided to shortlisted proposers upon request. For general scope reference, the organization processes approximately 600 transactions per year.

## **10. Structure of the accounting team**

The selected contractor will report directly to the DCWIB Deputy Director. DCWIB operates with lean administrative staffing consistent with nonprofit and public workforce boards.

## **11. Frequency of revised financial statements**

At minimum, corrected annual financial statements must be produced for each year within the engagement period so that each year stands independently. If material adjustments affect interim periods, the contractor may recommend appropriate interim restatements consistent with best practices.

## **12. Internal controls review requirements**

The RFQ requires identification of root causes of prior issues and written recommendations for improved internal controls and ongoing bookkeeping practices. A formal internal control audit or attestation engagement is not required.

## **13. Prior audits**

As a publicly funded workforce entity, DCWIB operates within a regulatory environment that may include audits. Relevant audit information, if applicable to this engagement, will be shared with the selected contractor as appropriate.

## **14. Grant-specific compliance requirements**

All work must comply with GAAP and standard accounting best practices. The accounting structure should support grant reporting, cost allocation, and program accountability consistent with public funding requirements.

## **15. Budget range**

The RFQ states that the budget must be reasonable and necessary. DCWIB is not publishing a specific budget range. Proposers are expected to submit pricing aligned with the defined scope of services.

## **16. Desired completion date**

The RFQ requires proposers to submit an estimated project timeline and completion date. DCWIB has not established a fixed completion deadline; however, timely completion within 2026 is preferred to ensure financial stabilization moving forward.

