



1650 Lake Shore Drive, Suite 110,  
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## Request for Qualifications (RFQ) For Financial Monitoring Service

**Fiscal Year Period:** July 1, 2025 – June 30, 2026 (Youth contract dates specified below)

**Initial Contract Period:** August 1, 2026 – October 31, 2026

**Initial Review Period:** August 1, 2026 – September 30, 2030

**Proposals Due:** 5:00 P.M, June 19, 2026

**Background:** Aspyr is a private, non-profit corporation that serves as the grant recipient and administrative entity for programs under the Workforce innovation and Opportunity Act (WIOA). Serving Franklin County, the purpose is to establish programs to prepare youth, unskilled/economically disadvantaged adults and long-term unemployed individuals for entry into the labor force and to afford job training to those individuals facing serious barriers to employment, and who are in special need of assistance to obtain productive employment. The mission of the ASPYR is to initiate and support effective strategies through collaboration with business, education, and social services to facilitate the development of programs and activities that reduce dependency, encourage personal growth, and provide economic benefits to individuals and businesses in Franklin County.

**RFQ Purpose:** ASPYR is soliciting proposals from independent consulting organizations to conduct fiscal monitoring services for Workforce Innovation and Opportunity Act (WIOA) Title I programs, including Adult, Dislocated Worker, and Youth programs. Monitoring will also include Reemployment Services and Eligibility Assessment (RESEA) and any applicable WIOA National Dislocated Worker Grant funding (including WAVE funding under the EQUUS contract).

The contract period will be August 1, 2026, through October 31, 2026. During this period, fiscal monitoring will be conducted for Adult, Dislocated Worker, and RESEA programs covering the period of July 1, 2025, through June 30, 2026. Youth fiscal monitoring will be conducted for the program year aligned with the federal fiscal year, covering October 1, 2025, through September 30, 2026. The contract may be extended for up to two (2) additional years to support future fiscal monitoring needs. Any renewal will be at the sole discretion of ASPYR.

**Financial Monitoring Requirements:** Throughout the course of the review, regular updates to ASPYR's COO/CFO and Finance Manager are required for status, issues, and clarifications to ensure alignment and avoid misunderstandings. A preliminary draft report will be reviewed with ASPYR leadership prior to final issuance. The financial monitor must retain all work papers for a minimum of five (5) years from the date of the report. Work papers must be available for examination by ASPYR, applicable state or federal agencies, or their authorized representatives. Funds to be reviewed include approximately \$9 million in WIOA funding and approximately \$500,000 in other local funding (final amounts subject to confirmation based on current program year budgets).

**Submission:** Organizations interested in providing this service should include the following information in your response:

A. Cover letter that includes:

1. Legal name of organization
2. Address
3. Name and title of organization owner, principal or managing partner
4. Federal Employer Identification Number (FEIN)
5. Organization type (Private for profit, private non-profit or governmental corporation, sole proprietorship, community-based organization, etc.)
6. Phone number and email address/website of the organization
7. Name of primary contact for the services required
8. Phone number and email address of the primary contact

B. Organization's experience in providing "Audit Services" to workforce development boards:

1. Provide a brief description of your organization.
2. Describe the engagements your organization currently has in the workforce development industry. If partners or other employees serve in an advisory capacity, please list such positions.
3. Detail quote on "Financial Monitoring Services" offered. Please include the following:
  - Engagement Personnel (resume)
  - Understanding of Scope
  - Detailed Financial Monitoring Plan
  - Professional Fees

**Please submit quote/questions to:**

Chance Shannan, COO/CFO  
Amber Glanton, Finance Manager  
Email: [rfp-proposals@aspyrworkforce.org](mailto:rfp-proposals@aspyrworkforce.org)

**Questions:** Any questions regarding the financial systems to be reviewed under this proposal should be directed to [rfp-proposal@aspyrworkforce.org](mailto:rfp-proposal@aspyrworkforce.org).

**Procurement & Project Schedule:**

RFQ Release: 6/1/26

Deadline for Questions: 6/12/26

Proposals Due: 6/19/26

Vendor Selected / Notice of Intent: 6/26/26

Quotations in response to this RFQ must be received to [rfp-proposals@aspyrworkforce.org](mailto:rfp-proposals@aspyrworkforce.org), no later than **5:00 PM on Friday June 19, 2026**.

All costs incurred in the preparation of a response to this RFQ are the responsibility of the responder and will not be reimbursed by ASPYR.