

May 22, 2026

The South Central Workforce Investment Board (SCWIB) is requesting quotes from interested individuals and firms to perform general accounts payable, accounts receivable, and payroll processing tasks.

We invite interested individuals and firms to submit a quote to us by June 12, 2026 for consideration. A detailed description of our organization, the services needed, and request for pertinent information is as follows.

ORGANIZATION INFORMATION

The South Central Workforce Investment Board is a 501(c)(3) not-for-profit Pennsylvania corporation. The SCWIB is a collaboration of employers, educators, labor unions, policy makers, and community-based organizations united to bridge the gap between job seekers and companies in need of talent.

The SCWIB is an employer-driven, policy-making entity, charged with the distribution of public workforce funds that creates a network of programs designed to address critical workforce challenges. As one of 22 Workforce Investment Boards in Pennsylvania, the SCWIB works to ensure the efficient use of funds, maximize the system's effectiveness, and improve collaboration. The SCWIB addresses the full workforce development continuum, including pipeline development, recruitment, advancement, and retention and is committed to leveraging resources and engaging partners to meet the needs of employers and job seekers in the region, while helping to build talent. Established by the Workforce Innovation and Opportunity Act of 2014 (hereinafter WIOA), the SCWIB has a federal mandate to be the lead organization for workforce development planning and to arrange for a system of service delivery that meets the workforce needs of business and the public alike. The SCWIB governs the workforce investment area, which includes Adams, Cumberland, Dauphin, Franklin, Juniata, Lebanon, Perry and York Counties, and the chief elected officials of each county appoints members to the board.

Annually, each workforce investment area receives a designated allotment of WIOA and other program formula funds, distributed among eligible youth, adults, dislocated workers and training services. Historically, contracts have been responsible for delivering services through the PA CareerLink® centers and via subcontracts to agencies. In an effort to streamline the system and improve efficiency, the SCWIB serves as the WIOA fiscal agent for the eight county region. The SCWIB manages more than \$14 million in funding, including WIOA and other program formula funds, competitive grant awards, corporate and foundation funds and a small amount of unrestricted dollars.

Accounting System

The SCWIB accounting staff consists of the Director of Finance and one Accounting Manager. The SCWIB's records are maintained on an accrual basis using generally

accepted accounting principals and grant activity principles accepted in the United States of America for not-for-profit organizations. The SCWIB uses Community Brands MIP Accounting System, which is a specialized software for Non-Profit fund accounting.

Organizational Contacts

The main contact for questions related to this quote is Ralph Wolf, Director of Finance. Ralph may be reached at (717) 979-4619 or rwolf@scpaworks.org to schedule an appointment to discuss or request any additional information necessary to complete a quote.

SCOPE OF WORK

- Review vendor invoices for adherence to procurement policies, regulatory allowable cost requirements, purchase orders, contract agreements and budget allowances
- Communicate with vendors and providers regarding payable activities and documents.
- Post monthly credit card transactions to the general ledger
- Input invoice transaction entries into accounting software system
- Serve as a backup for all necessary external funder invoicing
- Serve as a backup for various payroll functions
- Initiate journal entries to record various receivables and payables
- Assist the Accounting Manager in weekly Accounts Payable processing via third party software
- Assist the Accounting Manager in recording weekly Accounts Receivables
- Initiate monthly bank reconciliation process under the supervision and direction of the Accounting Manager

Changes in the Scope of Work

If significant changes occur in the SCWIB's financial information or in the complexity of the work as presented in this request for quote, an amendment to the original agreement will be considered if an ammendment is presented to, and accepted by, the Board of Directors. No additional fees will be paid without the SCWIB signed approval prior to performance of the work.

QUOTE CONTENT

Description and Experience

- Please provide a resume (for individuals) or a description of the firm, including size, structure, area of specialization.

- Disclose any relationships or independence issues with SCWIB staff or Board members.

Hourly Fee

- Present an hourly fee for a one year contract (up to 20 hours a week initially). For individuals, this will be a 1099 contracted position to start with the potential for hiring full time at a later date pending budget.

DELIVERY OF QUOTES

The SCWIB must reserve time for adequate consideration of all responses.

- Quotes must be received by the SCWIB no later than June 12, 2026.
- Responses can either be in print and mailed or sent electronically.

QUOTE EVALUATION

The SCWIB will review and evaluate the quotes based on the following:

- Technical experience of the individual/firm,
- Reliability and reputation of the individual/firm,
- Fee structure.

As part of the selection process, the SCWIB may:

- Contact references provided in the quote, and
- Request formal interviews or oral presentations from selected individuals/firms.

EVALUATION OF QUOTES AND CONTRACT AWARD

The contract will be awarded no later than June 30, 2026. The timetable described in this request is subject to change, although the SCWIB does not anticipate such changes. The SCWIB reserves the right to:

- Cancel this solicitation for services,
- Reject any and all quotes, and/or
- Select the individual/firm that, in the SCWIB's judgement, best meets the needs and culture of the SCWIB regardless of differences in proposed fees.