

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**Fiscal Manager / Fiscal Agent Services**  
**Western Maryland Consortium**  
**RFQ No.: WMC-FISCAL-2026**  
**Issue Date: January 13, 2026**

**1. ISSUING ORGANIZATION**

Western Maryland Consortium (WMC)  
33 W. Washington Street  
Hagerstown, MD 21704  
301-791-3164  
[westernmarylandconsortium.org](http://westernmarylandconsortium.org)

The Western Maryland Consortium is an equal opportunity organization and does not discriminate based on race, color, religion, national origin, sex, gender identity or expression, sexual orientation, age, disability, or veteran status.

**2. PROCUREMENT OVERVIEW**

The Western Maryland Consortium is seeking Statements of Qualifications (SOQs) from qualified firms or organizations to provide Fiscal Manager / Fiscal Agent services for the Consortium's workforce development operations. This is a qualifications-based procurement. WMC reserves the right to request cost proposals from one or more qualified respondents during contract negotiations.

**3. ORGANIZATIONAL BACKGROUND**

The Western Maryland Consortium is a regional workforce partnership serving Allegany, Garrett, and Washington Counties. WMC administers federal, state, and local workforce funding, including Workforce Innovation and Opportunity Act (WIOA) formula funds and other discretionary grants. WMC requires a fiscal agent with demonstrated expertise in public-sector grants management, federal compliance, and workforce system fiscal operations.

**4. PURPOSE OF THE RFQ**

The purpose of this RFQ is to identify a qualified contractor to serve as WMC's Fiscal Manager/Fiscal Agent, performing fiscal functions equivalent to those of an in-house Fiscal Manager while maintaining appropriate independence, internal controls, and regulatory compliance.

**5. SCOPE OF SERVICES**

The selected contractor shall provide comprehensive fiscal management services, including but not limited to the following:

**A. Fiscal Oversight & Financial Management**

- Oversee and direct all fiscal operations for WMC, including accounting, budgeting, reporting, and audit support
- Establish and maintain internal controls consistent with 2 CFR §200.303
- Confer regularly with the Executive Director and designated staff regarding budgets, internal controls, and fiscal status
- Maintain complete, accurate, and audit-ready fiscal records

**B. Budget Development & Monitoring**

- Assist in preparation of annual and grant-specific budgets, including detailed line-item documentation
- Monitor budget-to-actual expenditures and ensure consistency with approved funding agreements
- Track grant balances, obligations, and expenditures across all funding sources
- Calculate and monitor administrative cost limits and cost allocations in accordance with 2 CFR §§200.403–200.405

**C. Grant & Contract Fiscal Administration**

- Maintain fiscal documentation for all grants and contracts
- Prepare and submit required monthly and quarterly fiscal reports to the Maryland Department of Labor and other funders
- Prepare and submit cash drawdown requests consistent with 2 CFR §200.305
- Serve as fiscal liaison with funding agencies to ensure compliance and maintain appropriate cash flow

**D. Accounting Systems & Records**

- Maintain general ledger, trial balances, and supporting schedules
- Prepare journal entries and oversee bank reconciliations
- Maintain accurate cash receipt and cash disbursement records
- Assist with implementation or modification of accounting systems required by funding agencies
- Ensure financial management systems comply with 2 CFR §§200.302–200.308

**E. Audit & Monitoring Support**

- Compile and maintain all fiscal records required for monitoring and audits
- Serve as liaison to independent auditors and monitoring entities
- Support annual audits and any applicable Single Audit requirements under 2 CFR Subpart F
- Assist in responding to audit findings and corrective action plans

**F. Payroll & Personnel Fiscal Coordination**

- Coordinate with fiscal or HR support staff to ensure timely payroll processing
- Ensure payroll and personnel costs are properly documented and compliant with 2 CFR §200.430

**G. Reporting & Communication**

- Prepare regular financial reports for WMC leadership and Board review
- Provide timely fiscal updates as requested
- Maintain responsive communication with WMC staff and partners

**H. Professional Standards**

- Maintain current knowledge of federal and state workforce fiscal regulations
- Perform additional related fiscal duties as reasonably required

**6. REGULATORY COMPLIANCE**

The Fiscal Manager/Fiscal Agent must demonstrate compliance with, at minimum:

- 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements
- Workforce Innovation and Opportunity Act (WIOA)
- Applicable U.S. Department of Labor guidance

- Maryland Department of Labor fiscal policies
- State and federal audit standards

## 7. MINIMUM QUALIFICATIONS

Respondents must demonstrate:

- At least five (5) years of experience providing fiscal management or fiscal agent services
- Direct experience managing federal grant funds, preferably WIOA or workforce-related funding
- Demonstrated knowledge of 2 CFR Part 200 compliance
- Proficiency in QuickBooks or comparable accounting systems
- Capacity to meet reporting deadlines and audit requirements
- CPA credential preferred but not required

## 8. SUBMISSION REQUIREMENTS

Statements of Qualifications must include the following sections, in order:

1. Cover Letter (signed by an authorized official)
2. Organizational Profile and Legal Structure
3. Relevant Experience and Qualifications
4. Proposed Fiscal Management Approach
5. Key Personnel and Staffing Plan
6. Minimum of three (3) references
7. Required Forms
  - W-9
  - Organization Information (Attachment A)

Submissions must be provided electronically in PDF format to: [sferrare@westmdcon.org](mailto:sferrare@westmdcon.org)

## 9. EVALUATION CRITERIA

SOQs will be evaluated based on:

1. Technical expertise and understanding of federal workforce fiscal requirements
2. Experience with similar fiscal agent engagements
3. Capacity, staffing, and systems
4. Past performance and references

WMC reserves the right to request interviews and additional information.

## 10. PROCUREMENT SCHEDULE

- RFQ Release: January 13, 2026
- Deadline for Written Questions: January 20, 2026, 4:00 PM (ET)
- Responses to Questions Posted: January 22, 2026, 4:00 PM (ET)
- Statements of Qualifications Due: January 27, 2026, 4:00 PM (ET)
- Anticipated Notification of Award: February 3, 2026
- Anticipated Contract Start Date: February 9, 2026

## 11. CONTRACT TERM AND TRANSITION

Contract Term

The anticipated contract term shall begin February 9, 2026, and continue through June 30, 2026, subject to funding availability and satisfactory performance. WMC reserves the right to extend the contract for subsequent Program Years.

The selected contractor shall participate in a structured transition period of up to sixty (60) days to ensure continuity of fiscal operations. The contractor shall review systems, validate records, and submit an Initial Fiscal Status Report to WMC.

A 30–60 day ramp-up period is anticipated. During this period, the contractor must fully assume fiscal responsibilities and ensure internal controls comply with 2 CFR §200.303.

## 12. GENERAL CONDITIONS

- WMC reserves the right to reject any or all submissions
- Issuance of this RFQ does not commit WMC to award a contract
- All costs incurred in responding are the responsibility of the respondent
- The contract shall be governed by the laws of the State of Maryland

## 13. CONFLICT OF INTEREST

Respondents must disclose any actual or potential conflicts of interest. Failure to disclose may result in disqualification or termination.