



Community Health Center Association of Connecticut

1484 Highland Avenue, Suite 2 • Cheshire, CT 06410
860.667.7820 • Fax 860.667.7835 • www.chcact.org

TO: Potential Bidders
FROM: Debbie Amodio-Gross, Chief Financial Officer
DATE: March 11, 2019
RE: Request for Proposal for Audit Services

Invitation to Bid

You are invited to submit a proposal to audit the Community Health Center Association of Connecticut, Inc. (CHCACT) in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States, as well as the Uniform Guidance and the State Single Audit Act. This will be a three year contract and will audit the financial activity of Community Health Center Association of Connecticut, Inc., a nonprofit corporation, for the period July 1, 2018 through June 30, 2019, July 1, 2019 through June 30, 2020, and July 1, 2020 through June 30, 2021.

Please refer to our web site at www.chcact.org for more information about CHCACT, our mission and programs.

Submission Instructions

All proposals shall be submitted to the **Community Health Center Association of Connecticut, 1484 Highland Avenue Cheshire, CT 06410**, to the **attention of Debbie Amodio-Gross** no later than **5:00 p.m. on April 30, 2019**. Mark the envelope 'Sealed Bid-Financial Audit'. The firm selected will be expected to begin the audit in the beginning of September 2019, with final reports to be completed by and presented to the Audit Committee no later than October 31, 2019 and to the Board of Directors at its scheduled November 2019 meeting.

Any questions technical or otherwise should be addressed to Debbie Amodio-Gross at the above address or by calling (860) 667-7820 extension 319. This Request for Proposal is not to be construed as a contract or commitment of any kind.

All proposals must include:

- a) Costs should be indicated for all work to be performed.
- b) Evidence of the firm's qualifications to provide the above services;
- c) Background and experience in auditing nonprofit clients;
- d) The size and organizational structure of the auditor's firm;
- e) Statement of the firm's understanding of work to be performed, including tax and non-audit services;
- f) A proposed timeline for fieldwork and final reporting;
- g) Proposed fee structure for each of the three years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged;
- h) Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;



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Reports

1. Financial statements shall be prepared for CHCACT for each period ending June 30.
2. Reports on internal controls for CHCACT shall be prepared in accordance with generally accepted auditing standards, *Government Auditing Standards* issued by the Comptroller General of the United States, as well as the Uniform Guidance, and the State Single Audit Act. They will include the significant internal controls, the controls evaluated, controls not evaluated and why, and material weaknesses identified. Some examples of these controls include but are not limited to:
 - Cash Receipts
 - Receivables
 - Purchasing & Accounts Payable
 - Payroll
 - Cash Disbursements
 - Fixed Assets
 - Data Processing

All findings and reports that need to be reported in the internal control letters should comply with the format indicated in the Government Auditing Standards.

3. Reports on compliance with laws and regulations of federal grant funds shall be prepared for CHCACT. The compliance report for the federal programs administered by CHCACT will identify all findings of non-compliance and questioned costs.
4. The annual federal information return (Organizations Exempt from Income Tax 990), State of Connecticut CHR shall be prepared.
5. Completion and electronic filing for the Data Collection Form (SF-SAC).

Conditions

All prospective contractors must be willing to adhere to the following conditions and must positively state in their proposal by reference to full acceptance of the conditions in this section of the RFP.

1. CHCACT reserves the right to select any or none of the proposals submitted for consideration.
2. Any contract awarded as a result of this RFP must be in full conformance with the requirements of state and federal law, and CHCACT will reserve the right to void any contract awarded, with no obligation except to reimburse the contractor for expenses incurred and documented.



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3. All proposals in response to this RFP are to be the sole property of CHCACT, and will be regarded as proprietary information. If any vendor requests access to a competitor's proposal, CHCACT will contact the other vendor for permission to release any part of the proposal.
4. Any product/schedules developed under a contract awarded, as a result of this RFP, is to be the sole property of CHCACT.
5. CHCACT will determine the timing and sequence of events resulting from this RFP.
6. Any price offering from vendors must be valid for a period of sixty (60) days from the due date for receipt of proposals. Any cost overruns are the responsibility of the contractor.
7. Any oral agreement or arrangement made by a vendor with any agency or employee of CHCACT may be disregarded by CHCACT.
8. CHCACT reserves the right to reject the proposal of any vendor which is in default of any prior contract, or misrepresentation made in the proposal.
9. The authorized representative of the offeror submitting the proposal must sign all proposals.

Evaluation Criteria

Each proposal will be evaluated against the following criteria, to determine which vendor is most capable to implementing CHCACT's requirements in a manner most useful to CHCACT:

1. Vendor's ability to do the specified work within the specified time.
2. Vendor's understanding of the project and its purpose and scope.
3. Vendor's prior experience with audits of the accounts of state government and non-profit agencies.
4. Time period from execution of contract within which the vendor is willing to promise completion.
5. The proposed audit management structure.
6. Personnel and other resources, including data processing, available to the vendor for this audit.
7. Competitiveness of proposed costs.
8. Qualifications of personnel.
9. Conformity with specifications, instructions and conditions contained herein.
10. The vendor will provide the names, address, contact persons, and telephone numbers of prior organizations audited.
11. The vendor will include a copy of the most recent Peer Review, if the vendor had a Peer Review.

The Audit Committee of the CHCACT's Board of Directors will review all proposals and recommend their selection to the full Board of Directors for final approval. Applicants will be notified by June 7, 2019 regarding the success of their bids.