

## Request for Proposal (RFP)

### RFP DESCRIPTION

Fair Haven Community Health Clinic, Inc. (FHCHC), a Federally Qualified Health Center, is seeking proposals to perform the agency annual financial audit for the fiscal year beginning 7/1/2018 and ending 6/30/2019.

Proposals from women and minority owned businesses are encouraged.

#### Timeline of the RFP:

Timeline	
01/11/2019	Release of RFP Documents
01/31/2019	Proposals must be received by 12:00PM Eastern Time in the Administrative Offices of Fair Haven Community Health Clinic, Inc. 374 Grand Avenue, Fair Haven, CT 06513 Attention: Patricia Moro, VP of Finance. Proposals may be either in hard copy or electronic. If electronic, send to <a href="mailto:p.moro@fhchc.org">p.moro@fhchc.org</a>
03/01/2019	Award Contract

#### Deliverables:

The audit engagement will cover the following:

1. Preparation of the financial statements of FHCHC which comprise the statement of financial position as of June 30, 2019, the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements. In addition, preparation of the functional expenses for the current and prior year period for comparison purposes.
2. FHCHC financial activity as a recipient of grant funds from all Federal, State, and private funding sources for the period 7/1/2018 to 6/30/2019.
3. Assurance that supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, in accordance with auditing standards generally accepted in the United States of America. In addition, assurance that the firm will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements: 1) Schedules of expenditures of federal and state awards. 2) Schedule of expenditures of State awards.



4. If appropriate, preparation of a management recommendation letter outlining how FHCHC can improve both internal accounting controls and administrative controls and compliance with applicable State and Federal requirements.
5. Preparation of the FHCHC's federal and state information returns (including any necessary extensions to be filed) for the year ended June 30, 2019.
6. On-line submission and preparation of the 6/30/19 SF-SAC Data Collection Form and Audit Report downloads.
7. Preparation of the FHCHC annual 403B audit and completion of the subsequent 5500 filing.
8. Field work will begin in the month of August and will be completed within a three week time period provided that FHCHC has provided all the necessary documentation requested during the on-site visit.
9. A meeting with the FHCHC Audit Committee will be required prior to the start of fieldwork to ascertain any concerns or questions the Committee or staff has.
10. A draft of the audit and any findings or concerns will be presented to the FHCHC Audit Committee in the month of September.
11. Final presentation to the Board of Directors will be made by a representative of the chosen firm in the month of October.

**Firm Requirements:**

1. Proposed Fees must include all costs for the project. Administrative expenses (postage, printing, etc. must be capped at \$1,000).
  2. Proposals should include:
    - a copy of the most recent Peer Review
    - the names, address, contact person, and telephone numbers of prior organizations audited over the past two years, of which at least 3 should be non-profits. Please also note how many of the organizations are healthcare specifically.
    - qualifications of personnel to be assigned
    - the proposed audit management structure
    - experience with audits of FQHCs (if any)
    - ability to work within the audit timeline requested
  3. Proposals must be valid for up to 90 days during which the determination of the bid documents is being reviewed.
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4. The Firm is responsible for conducting necessary research, visiting the site and becoming familiar with the organization as necessary. A copy of the most recent financial audit will be provided if requested. Questions and requests for documents should be made to [p.moro@fhchc.org](mailto:p.moro@fhchc.org).
5. Proposals must include the ability, if necessary, to meet with FHCHC audit committee.
6. The selected firm will be required to enter into a contract with FHCHC Additional contract conditions may be required, depending upon the nature and extent of the services to be provided. FHCHC reserves the right to negotiate a change or modification to any of the proposed contractual conditions.

### **RFP General Terms**

1. Acceptance of Proposal: FHCHC reserves the right to reject any and all proposals and to waive informalities, if, at its discretion, the interests of Fair Haven Community Health Clinic, Inc. will be best served thereby.
  2. FHCHC reserves the right to accept other than the lowest cost proposal, and to negotiate the specified dollar amount, or any portion of that amount. FHCHC reserves the right to negotiate contract changes following the award.
  3. If there is any conflict between these documents and the proposal, these documents shall control.
  4. FHCHC reserves the right to cancel this RFP in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date.
  5. No proposer shall have a right to make a claim against FHCHC in the event FHCHC accepts a proposal or does not accept any proposals.
  6. Nondiscrimination: Vendor will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, sex, national origin, sexual preference, disability, age, marital status, or status with regard to public assistance or as veteran.
  7. Debarment and Suspension: The Contractor warrants and represents that neither it nor its principals, employees or agents who would perform services under this RFP are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any Federal or State department or agency.
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