



**Fiscal Year 22
Annual Financial and Compliance
Audit
Request for Proposals
Application***

Community Healthcore is requesting proposals from public accounting firms to conduct the annual financial and compliance audit for fiscal year 2022. Included in this document is an application to receive approval to complete and submit the Request for Proposals package. If your firm meets the eligibility requirements listed in the application and is interested in conducting the work, please complete the application and return electronically to RFP1006-22@communityhealthcore.com no later than 5:00 p.m., Friday, April 15, 2022.

Contact:

Sue Rathbun, Chief Financial Officer
Community Healthcore
107 Woodbine
Longview, TX 75601
Email: sue.rathbun@communityhealthcore.com
Phone: 903-237-2317

Website: <http://communityhealthcore.com/about-us/contractors/request-for-proposals/>

E-mail: RFP1006-22@communityhealthcore.com

Please include with your application the e-mail address of the person in your firm that will be responsible for the application and the subsequent Request for Proposals submission if approved. Questions can be e-mailed directly to the RFP1006-22@communityhealthcore.com prior to the deadlines listed below for publishing of the Question and Answer Documents. The question and answer documents and all other materials necessary for response to the application and Request for Proposals will be available at: <http://communityhealthcore.com/about-us/contractors/request-for-proposals/>

On April 18, 2022 CHC will e-mail the contact provided in the application submission the approval or rejection of the application, in addition to placing a hard copy of the Request for Proposals in the mail to all those approved.

*CHC reserves the right to reject any and all applications. Applications addressing only part of the minimum eligibility requirements contained in this application may not be considered.

The following is the timeline associated with this Request for Proposal:

Activity	Timeline
1. Announcement Made in the Longview News Journal	4-1-22
2. Mailing of notifications to known qualifying firms. All documents will be posted to the CHC website	4-1-22
3. Second Announcement made in the Longview News Journal	4-5-22
4. Posting of Initial Questions and Answers document on the CHC website	4-12-22
5. Applications due	4-15-22
6. Direct e-mail to the designated contact for each applicant specifying application approval or rejection and mailing of the complete RFP package to those approved.	4-18-22
7. Posting of Final Questions and Answers document on the CHC website.	5-6-22
8. Proposals due	5-13-22
9. Evaluation of proposals	5-16 - 5-20
10. Recommendation to Board of Trustees	5-26-22
11. Negotiate & execute Letter of Engagement	6-10-22
12. Letters of non-selection mailed	6-13-22

APPLICATION*

Purpose of the Audit

The purpose of this application is to assist Community Healthcore (CHC) with obtaining a pool of qualified public accounting firms to propose to provide the annual financial and compliance audit for its fiscal year ending August 31, 2022. The organization-wide audit will encompass the Center's basic financial statements, comprised of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information, as well as, other supplementary schedules and statistical information. The audit is to be performed in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, Title 2 U.S. Code of Federal Regulations Part 200, Uniform Guidance, Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Uniform Grant Management Standards (UGMS) State of Texas Audit Circular, 1 Tex. Admin. Code Ann. §5.167, and the *Guidelines for Annual Financial and Compliance Audits of Community Mental Health and Mental Retardation Center*.

Term of the Audit Engagement

The contract term for the audit services will be September 1, 2022 through August 31, 2023; however, the fiscal year to be audited is September 1, 2021 through August 31, 2022 (FY22). CHC may request to extend the contract for up to five additional one-year terms, following satisfactory delivery of the services specified in the proposal and contract. The contract can be terminated for cause.

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Statement of Requirements

1. Fieldwork will be at the mutual convenience of CHC and the independent auditor's schedules.
2. On or before January 2, 2023, the preliminary draft of the reports will be presented to CHC for review and comment.
3. Satisfactory delivery of the services specified by the request for proposal and the engagement letter shall be accomplished by January 16, 2023 for inclusion in Board packet prior to the full meeting of the Board of Trustees (January 26, 2023).
4. The independent auditor will be required to present the reports to the full Board at the January 26, 2023 Board meeting.
5. The independent auditor will be required to provide a management letter containing comments oriented toward constructive improvements, when appropriate.
6. The independent auditor will provide CHC with 30 bound copies and one electronic Portable Document Format (PDF) of the signed audit report, following the standards outlined above.
7. Copies of the independent auditor's work papers will be made available to CHC and to its coordinating agency, upon request.

Minimum Eligibility Requirements

In order to be considered eligible to submit a Request for Proposals packet, a public accounting firm must minimally meet the following requirements:

1. Maintain membership in an external quality control review organization
2. Have had a peer review conducted within the past 3 years and an unqualified report issued or a rating of pass received
3. Have verifiable experience in performing Community Mental Health and Individuals with Intellectual/Developmental Disability Center audits within the past 3 years
4. Not be under the terms of a public or private reprimand by the Texas State Board of Public Accountancy and/or licensing boards of other states
5. Be eligible to do business in the State of Texas

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Name of Firm/Applicant: _____

Name of the Designated Contact: _____

Designated Contact E-mail Address: _____

Evidence of Meeting Minimum Eligibility Requirements: (Please use additional sheets as necessary.)

1. **Membership in an external quality control review organization.** Provide the name of the external quality control review organization of which your firm is a member and the length of your membership. Also, state the review organization's planned frequency of peer reviews
2. **Firm must have had a peer review conducted within the past three (3) years and must have been issued an unqualified report or a rating of pass.** State whether your firm has received a peer review within the past three (3) years and whether, in your most recent review, a rating of pass was received.
3. **Verifiable experience in performing Community MH/IDD Center audits within the past three (3) years.** List current and past Community MH/IDD Center clients (within past 3 years), along with names and telephone numbers of contact persons and dates services were provided.
4. **Firm must not be under the terms of a public or private reprimand by the State of Texas Board of Public Accountancy and/or licensing boards of other states.** State whether your firm is under the terms of a public or private reprimand by the State of Texas Board of Public Accountancy and/or licensing boards of other states.
5. **Firm must be eligible to do business in the State of Texas.** Provide verifiable evidence that your firm is eligible to do business in the State of Texas.

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