 **Bell**  **Coryell**  **Hamilton**  **Lampasas** **Milam**

**Due Date: 09/13/2023 @ 5:00 P.M.**

**Respond To:**

**Central Counties Center for MHMR Services**

**dba Central Counties Services**

**Attn: DeWayne HaGans, Chief Financial Officer**

**304 South 22nd Street**

**Temple, Texas 76501-4726**

**TO: All Interested Parties**

**SUBJECT: RFP for Annual Financial and Compliance Audit**

**FY23 Annual Financial and Compliance Audit**

**SECTION 1: GENERAL INFORMATION**

**1.1 Purpose of the Audit, Term of the Engagement and Payment Information**

Central Counties Services (CCS) is requesting proposals from public accounting firms with current experience auditing community mental health and intellectual and developmental disability centers to perform its annual financial and compliance audit for fiscal year (FY) 2023.

The organization-wide audit will encompass the general purpose financial statements, combining statements and other schedules for the fiscal year ending August 31, 2023. The audit is to be performed in accordance with generally accepted accounting principles, Government Auditing Standards, the Uniform Grant and Contract Management Standards, the Single Audit Act of 1996, OMB Circular A-133 (as revised in 1997) and Part I of the Guidelines for Annual Financial and Compliance Audits of Community MHMR Centers, 21st Revision.

The term for the audit engagement will be September 1, 2022 through August 31, 2023. The fiscal year to be audited is 2023 only. CCS may request to extend the term for additional one year periods for up to 6 consecutive years, following satisfactory delivery of the services specified in the proposal and engagement letter. Payment for services will be made in accordance with the engagement letter

**1.2 Consideration Requirements**

In order for a proposal to be considered, proposers must have and/or agree to the following parameters:

Experience – Firms must have at least 3 years of experience auditing Texas community centers with mental health, intellectual and developmental disability and early childhood intervention programs over the previous five (5) years.

Timeline – Firms must agree to work within a timeline established by CCS. Upon selection, the successful proposer must agree to complete and execute an engagement letter in sufficient time for CCS to submit to the applicable state agencies by October 15, 2023. CCS agrees to have all local work completed and sent to the firm no later than Monday, January 5, 2024. The final audit report will be presented to the Board of Trustees during its meeting on Tuesday, January 23, 2024.

**1.3 Technical and Management Components of Proposals**

Proposals must be limited to six (6) double spaced pages and include:

1. A statement concerning the independence of the proposer, including direct and indirect financial interest and the relationship of the proposed audit team members to Executive Staff of the “Center” and any of The “Center” Board of Trustees members.

2. A list of six (6) current and past audit clients (past 5 years only) along with the names and telephone numbers of contact persons and the dates audit services were provided;

1. A general work plan and timeline to complete all required processes and report compilations by the stated deadlines.
2. A description of the experience and credentials of proposed audit team, including the staff member who will direct the overall audit and those staff members who will be responsible for planning, directing and conducting substantial portions of the fieldwork or reporting on this audit engagement;
3. A statement regarding whether the proposer is currently under the terms of a public or private reprimand by the Texas State Board of Public Accountancy and/or licensing boards of other states; and
4. Proposal should include a description of pricing for all required services and how pricing would be affected if the engagement was for a multi-year time period. CCS is not responsible for any expense incurred in preparing and/or submitting the technical proposal or the cost bid. Such costs should not be included in the proposal.

**1.4 Submission Instructions**

CCS reserves the right to withdraw this RFP at any time, without award. All proposals in response to this request must meet the following conditions in order to be considered:

1. Proposers shall submit only one (1) stapled original proposal for consideration. Proposals must not exceed four (4) pages in length.
2. Proposals must include a cover letter clearly stating the legal name of the firm and the name, address and telephone number of the proposer's authorized representative.
3. Proposals must meet all requirements contained in this RFP. Failure to meet any of the requirements could result in a proposal not being considered. CCS reserves the sole right to determine whether a proposal meets the stated requirements.
4. Proposals must be received no later than 5:00 p.m., Wednesday, September 20, 2023.
5. Delivery – proposals must be emailed, mailed or hand delivered to:

DeWayne HaGans, CFO

304 S 22nd Street

Temple, Texas 76501

(254) 298-7031

Dewayne.hagans@ccs1967.org

**NO PROPOSALS WILL BE ACCEPTED VIA FAX.**

**1.5 Technical Assistance**

Proposers may contact DeWayne HaGans (254-298-7031) for technical assistance regarding the RFP process and CCS’s financial systems.

**1.6 Statement of Requirements**

1. Fieldwork will be at the mutual convenience of CCS and the independent auditor’s schedules.
2. On or before January 5, 2024, the preliminary draft of the reports will be presented to the CCS staff and Executive Director for review and comment.
3. Satisfactory delivery of the services specified in this Request for Proposal and the engagement letter shall be accomplished in time for CCS’s January Board of Trustees’ meeting (approximately January 23, 2024.)
4. The independent auditor will be required to present the reports to the Board of Trustees’ Budget and Finance Committee and to the full Board (not necessarily on the same date.)
5. The independent auditor will be required to provide a management letter containing comments oriented toward constructive improvements.
6. The independent auditor will provide CCS with 10 bound copies, an electronic copy and one (1) unbound copy of the audit report, following the standards outlined herein.
7. Copies of the independent auditors work papers will be made available to CCS and to its coordinating agency, upon request.

**1.7 Board of Trustees Approval**

A proposal will be selected on September 26, 2023 by the Board of Trustees, barring a decision by the same to reject all proposals submitted.

**1.8 Proposal Inquires**

All questions regarding this RFP should be directed to DeWayne HaGans at DeWayne.HaGans@CCS1967.org. All responses should be emailed with a subject header titled “Annual Audit RFP questions”.

Please submit any questions on or before 5:00 p.m. Tuesday, 09/19/2023.

1. Procurement Schedule

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|  RFP | **Deadline Date** |
| Request for proposal issued | 09/07/2023-09/13/2023 |
| Deadline to Submit Questions | 09/19/2023 |
| Application Submission Deadline | 09/20/2023 |
| Selected Applicant Presented to Board for Approval | 09/26/2023 |

1. Evaluation of Proposal

A committee comprised of the CFO, Executive Director and Chief Accountant will convene to evaluate and make a recommendation to the Board of Trustees, based on firm’s ability to provide the required services, reputation of previous work and best value.