

Skagit County Public Hospital District 304 dba United General District 304 Request for Proposals

To provide Fiscal Audit Review Services

Introduction

United General District 304 (“District”) is soliciting proposals from qualified professional CPA firms (Firm) for annual fiscal audit reviews and periodic consulting work.

Background Information

United General District 304 is a public hospital district serving residents of small towns and unincorporated rural areas in Skagit County. Our mission is “to improve the health and quality of life for the residents in the communities we serve”. We focus on providing prevention programs and services to the community through work across six pillars of health and well-being: Active Living, Healthy Eating, Engaged Youth and Communities, Professional and Community Education, Stewarding Assets and Opportunities, and Thriving Children and Families. Since its incorporation in 1965, the hospital district has owned the United General Hospital campus and medical facilities. Medical and clinical services are now provided by a regional non-profit health care system, enabling United to focus on other community health needs.

The District operates under the laws of the State of Washington for municipal corporations and is governed by an elected five-member Board of Commissioners.

The District currently employs approximately 60 employees, totaling 22 FTEs. The District currently utilizes Quickbooks and Moneysoft Fixed Assets for administrative and financial management. The District’s fitness center utilizes Gym Assistant software to manage operations.

In 2022, the Operating Division (District and Foundation) recorded \$4,688,000 in operating and non-operating revenues and \$4,564,000 in operating expenses. Total assets were valued at \$25,672,000 and liabilities totaled \$1,410,840. Expenditure of Federal awards totaled \$2,032,000.

Services

The District is interested in proposals which would provide the following services:

- Express an opinion and issue report on the Operating Division of the District’s financial statements, based upon auditing standards generally accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. File the issued report with Federal and State regulators as required.

- Express an opinion and issue report on the District's compliance with federal programs based upon the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance"). The review is also commonly known as a Federal Single Audit. File the issued report with Federal and State regulators as required.
- File the District's annual fiscal report with the Washington State Auditor's office within the filing requirement deadline.
- Perform and complete the District's audit review between February 1 and April 10, based upon mutually agreed upon dates.
- Present a summary of the annual audit review to the District Commissioners and Senior Management in April or May, based upon a mutually agreed scheduled Board meeting. Depending on the circumstances, the presentation may be virtual or in person, although in person is preferred.
- Be available periodically during the year for questions relating to accounting standards/practices, internal controls, accounting policies and Uniform Guidance regulations.

Submittal Requirements

Letter of Transmittal – not to exceed one (1) page.

Include:

- Company name, primary contact name and title, physical address, website address and telephone number(s) of the firm submitting the proposal.
- Employer identification number.
- Briefly state your understanding of the services to be performed and make a positive commitment to provide the services as specified.
- Provide a statement which includes the language "proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the District."

General Firm Information - not to exceed three (3) pages.

Include:

- Length of time in business
- Total number of clients, number of public sector clients and federal single audit clients
- Number of full-time personnel in fiscal auditing and consulting. Identify names of key personnel who will actually perform the audit review. Summarize the experience and background of these staff. Provide the turnover rate of your management and support staff.

- Location of office(s) that would service our account.
- Describe your approach to providing audit review services and your methodology for ongoing consultative fiscal services.
- Describe the communication tool used for exchanging data (e.g., audit schedules and questions and answers) between your firm and clients.
- Other information the firm believes would assist the District in its evaluation process.
- Provide the name, title, address, and contact information of three (3) public entities for whom you have provided similar services. Provide information referencing the actual services provided to these clients, customer size, and the length of time you have provided services to them.

Services/Experience – not to exceed three (3) pages.

Please answer the following:

- Is your firm qualified to express an opinion and issue a report on the District’s financial statements based upon Government Auditing Standards in the United States?
- Is your firm qualified to express an opinion and issue a report based upon Federal Uniform Guidance Regulations in the United States (Single Audit Review)?
- Is your firm able to complete the annual filing with the Washington State Auditor’s office?
- Will your firm be able to perform and complete the District’s annual review between February 1 and April 10?
- Will your firm be able to present the audited report to the District’s Board of Commissioners in April or May?
- Will your firm be available periodically during the year for “consultative” type questions, relating to accounting standards/practices, internal controls, accounting policies and Uniform Guidance regulations?
- Describe your familiarity and experience working with the Washington State Auditor’s Office.
- Describe your familiarity and experience working with public governmental entities.
- Describe your familiarity and experience with Federal Single audit reviews.
- Has your firm received a peer review in the last three years? If yes, provide a summary of review.
- Describe how your services are priced, and any specific pricing you can provide for a standard annual fiscal review, Federal Single audit review and “consultative” type questions. The proposal should include a fee schedule that indicates hourly rates for proposed services if applicable. Also, define any additional cost such as travel expense, supplies, etc...

Evaluation Criteria and Process

The District will evaluate proposals based on best value including relative merit, risk and value for the District. The District will verify that firms are in good standing with appropriate governmental agencies and that there are no suspension/debarment concerns. Award shall be made to the qualified bidder(s) whose proposal is most advantageous to the District with price and other factors considered.

The District will utilize the following criteria:

- Staff expertise and overall experience of personnel assigned to the audit review. **(20%)**
- Thoroughness and understanding of the task to be completed. Overall content quality and responsiveness to RFP requirements. **(25%)**
- Background and experience with similar projects (particularly within the public sector and with Federal Single audits). **(30%)**
- Cost. **(25%)**

The District reserves the right to negotiate with any firm. The successful firm may be asked to participate in negotiations and be asked to make revisions to their proposals based on these negotiations. The District reserves the right to request additional written or oral information to supplement all written statements of qualifications or proposals.

The District is not obligated to accept the lowest cost or any other proposal.

The District intends to initiate audit services January 1, 2024. Notification to successful bidder will be made on or before November 1, 2023.

The District plans to enter into an agreement for three (3) years. The audit review periods will be for January 1, 2023 through December 31, 2023; January 1, 2024 through December 31, 2024; and January 1, 2025 through December 31, 2025.

Proposal Submissions

Proposals must address all of the submittal requirements outlined above. Proposals that do not, may be considered non-responsive and rejected for consideration.

This RFP does not commit the District to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services.

In submitting a proposal, each firm represents that they have read and understand these requirements.

Bid Packages

Proposals will be accepted electronically and via mail. Late proposals will not be accepted.

To receive consideration, responses must be submitted according to the following instructions:

- 1. Submit one (1) copy of the response on or before noon on Thursday, September 28, 2023.**
2. All electronic response submittals shall be sent to:

kenny.tuckerman@unitedgeneral.org

Files should be attached as PDF documents. The subject line of the email should be: "RFP – Fiscal Audit Services." Confirmation of receipt is the responsibility of the bidder.

3. All hard copy response submittals shall be sealed, clearly marked "RFP-Fiscal Audit Services"; and may be delivered in person, via USPS, or other courier to:

United General District 304
Attn: RFP – Fiscal Audit Services
2031C Hospital Drive
Sedro Woolley, WA 98284

District 304 assumes no responsibility for delays caused the U.S. Postal Service or other delivery service.

4. Modifications to submissions may be submitted prior to the date and time specified for receipt of submissions;
5. The District reserves the right to reject any and all responses, and has the right, at its sole discretion, to accept the submittal it considers most favorable to the District's interest and the right to waive minor irregularities in procedures.

Requests for clarifications and/or to obtain the audit report for 2021 and 2022 may be directed to Kenny Tuckerman at kenny.tuckerman@unitedgeneral.org no later than September 21, 2023. Please include "RFP – Fiscal Audit Services" in the subject line. Answers or requests will be provided by September 25, 2023.

United General District 304 is an equal opportunity employer and provider and encourages all qualified individuals and firms to respond.