



REQUEST FOR PROPOSALS (RFP)

FINANCIAL AND COMPLIANCE AUDITING SERVICES

I. PROJECT DESCRIPTION

Eagle County Health Service District a quasi-municipal corporation and political subdivision of the State of Colorado, 1055 Edwards Village Blvd, PO Box 990, Edwards, CO 81632, d/b/a Eagle County Paramedic Services (ECPS) is accepting proposals from interested Certified Public Accounting firms, qualified under state laws and regulations, for the performance of a financial and compliance audit of ECPS for the years ending December 31, 2019, 2020, and 2021. ECPS intends to enter into an agreement for these services, with an initial term of one (1) year. At the District's sole discretion, the contract may be extended for not more than two (2) one-year periods. The deadline for submitting a proposal is September 4, 2019 at 2:00 PM, our clock.

II. RFP PACKAGE CONTENTS

A. This RFP package includes:

- Sections I through X hereof
- Questionnaire
- Acknowledgment

B. Questions must be submitted in writing to Amy Gnojek, awaldes@ecparamedics.com, no later than 2:00 PM on Monday, August 19, 2019.

III. BACKGROUND INFORMATION

A. ECPS is a statutory Title 32 Special District with about 75 full-time equivalent positions and revenues of more than \$13 million. The facilities are located in several buildings throughout the county to serve a population of approximately 55,000 in the Central Rocky Mountain region of Colorado.

B. All funds, account groups and all activities considered to be part of the reporting entity will be included in the work. The District maintains one general fund. This fund includes financial data for the entirety of ECPS operations.

C. The District receives its funding via a mill levy, patient billing, and other sources of income such as grants, investment income, and special ownership tax revenues.

D. Elected and/or appointed officials to be included in this audit proposal are the Board of Directors, CEO, CFO, and COO.

IV. SCOPE OF WORK

A. The audit shall be conducted in accordance with generally accepted auditing standards for governmental entities. The audit must also meet all federal requirements for single audits of federal grant programs. The firm shall be required to submit to the elected Board a report containing an expression of an opinion regarding the fairness of the presentation of the financial statements.

B. In addition to the audit, the firm shall be required to prepare the annual Financial Statements and Report of Independent Certified Public Accountants in accordance with generally accepted accounting principles and all applicable legal requirements.

C. In connection with the audit of financial statements, a single audit of all federal assistance programs may be necessary, depending on the year and a report of findings issued as required by the Office of Management and Budget Circular A-133. Due to the fact that some federal funds are required to be reported on our Schedule of Federal Financial Assistance that do not flow through our General Ledger, ECPS will require reconciliation between the two.

D. A management letter and other reports or correspondence relating to findings or recommendations in connection with this audit shall also be presented and filed as indicated above.

E. The audit interim work may begin on December 15, 2019. A draft of the financial statements shall be presented to the District by May 15, 2020. A final draft of the report and opinion letter shall be presented by June 1, 2020. Adherence to these important dates shall be required by contractual provisions.

F. The successful firm shall submit an audit program or plan along with dates and a list of what will be required from District staff ("Prepared by client" listing) well in advance of the commencement of field work.

G. Upon request, the selected firm shall agree to meet with a committee of ECPS financial staff. The selected firm shall agree to conduct entrance and exit conferences with all department heads of departments visited by the audit firm. At the exit conference, any findings and recommendations shall be discussed.

H. The audit opinion letter and comprehensive financial report shall be formally presented for acceptance to the Board of Directors by the partner in charge.

I. The audit team shall conduct the examination of District records in an area designated by the District. While working at the District the audit team will be provided with office space in close proximity to the Finance & Accounting Department. Financial records are located at ECPS headquarters, though assets are located in several locations however, and travel may be required to other District locations, including, but not limited to, Gypsum, Eagle, Avon, Vail, and Edwards. Audit team members must comply with all applicable laws, regulations, ordinances, and policies, including, but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

J. All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years after the issuance of the report, or longer, if notified in writing by ECPS. Upon approval by the CFO, the auditor must make available to ECPS staff, all working papers, reports, or other documentation acquired in the course of the audit.

K. The resulting audited and published financial statements shall be available for inclusion in other documents (i.e. debt instrument offering statements), as desired or required by ECPS, without additional charge. The audit shall also be submitted to the District in both electronic (pdf format) and hard copy forms.

L. The successful firm shall provide additional auditing, compliance reporting, cost allocation services, technical assistance, or fulfill additional GASB requirements as necessary or as requested.

V. TIMELINE

A. Dates provided are best estimates and subject to change as required.

1. RFP Documents Available Tuesday, July 30, 2019
2. Written Questions Deadline Monday, August 19, 2019 at 2:00 PM
3. Written Answers Provided Monday, August 26, 2019 at 2:00 PM
4. PROPOSALS DUE Wednesday, September 4, 2019 at 2:00 PM
5. Interviews, if necessary Wed, September 11-Thu, September 12, 2019
6. BOD Meeting – Contract Award Thursday, September 19, 2019
7. Contract Term Begins Sunday, December 1, 2019
8. Contract Term Ends Monday, November 30, 2020

VI. QUALIFICATIONS

A. The firm must be properly licensed in the State of Colorado as a certified public accounting firm in good standing.

B. All supervising or in-charge personnel connected with the audit must be certified public accountants licensed in the State of Colorado in good standing. All personnel connected with the audit must be employees of the firm. The use of subcontractors shall not be permitted.

C. The audit firm must meet the independence standard for the current GAO Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.

D. The successful firm must have the resources available to complete all field work within two (2) one-week sessions (prelim and primary).

E. The successful firm must have a minimum of ten (10) years' experience auditing governmental entities with an emphasis on Special Districts and preference in emergency services and/or health services.

F. The firm must provide evidence of a favorable outcome on their latest peer quality control review.

G. The firm must maintain proper supervision and continuity in all levels of staff assigned.

H. The firm must be able to demonstrate financial stability.

I. The firm must agree to comply with Colorado Revised Statutes (CRS) 8-17.5-101, et seq. which prohibits the use of illegal alien labor on public contracts and requires participation in either e-verify or other employee verification service.

J. Prior to commencing work, the awarded firm must provide evidence of insurance, as described in Section IX, Indemnification, Insurance, and Warranty.

K. Prior to commencing work, the awarded firm must execute a Business Associate Agreement with ECPS.

VII. AWARD PROCESS AND SELECTION CRITERIA

A. Contract award will be made on the determination of value and in the best interest of ECPS, based on evaluation criteria outlined below. In reviewing the proposals it Cost 35% (35 maximum points)
Adherence to specifications 25% (25 maximum points).

C. Up to three (3) finalists may be selected to interview on-site at the ECPS Administrative Offices. Costs incurred for travel, food, lodging, and demonstration purposes will be the sole responsibility of the finalists.

D. The selected firm will be given the first right to negotiate an agreement acceptable to the District. In the event that an agreement satisfactory to the District cannot be reached, the District may enter into contract negotiations with one or more of the remaining qualified firms.

E. It is anticipated that award will be made within three (3) weeks after proposal deadline, or if interviews are conducted, within three (3) weeks after completion of the interviews. Award will take place during a regularly scheduled meeting of the Board of Directors (BOD). BOD meetings are open to the public and are advertised on the ECPS website at www.eaglecountyparamedics.com. In addition, all proposers will be notified by mail.

F. Upon award, a contract will be issued to the successful proposer. Work shall commence only after review and acceptance of all contract documents (including insurance certificates) by ECPS.

VIII. ADDITIONAL CONSIDERATIONS

A. Proposals must be guaranteed through November 30, 2020.

B. Proposals must include the attached Questionnaire and Acknowledgment forms. Any modification to the RFP will be issued as an Addendum with an accompanying Acknowledgment form; any and all Acknowledgment forms must be signed and returned with the proposal.

C. Proposals must be in compliance with all RFP requirements. Failure to do so may result in disqualification.

D. All proposal material submitted shall become the property of ECPS and shall not be returned.

E. Any information contained within the proposal that is proprietary in nature or protected by copyright, trademark, or other intellectual property law should be clearly identified for nondisclosure purposes.

IX. INDEMNIFICATION, INSURANCE, AND WARRANTY

The following will be required of the awarded firm:

A. Indemnification. The firm must agree to hold harmless ECPS, its elected officials, officers, and employees from any claims as a result of the awarded firm's negligence.

B. Insurance. The firm must purchase and maintain, at its own cost, primary insurance(s) with the minimum coverage limits described below. Insurance(s) must be with insurers and formats acceptable to ECPS, covering all premises and operations, and in force from the beginning of the project through the warranty period. The Consultant(s) will be responsible for any deductible losses required in its insurance(s).

Commercial General Liability

- combined single limits of one million dollars (\$1,000,000) each occurrence
- one million dollars (\$1,000,000) aggregate

Coverage must include bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy must also contain a provision for severability of interests. ECPS, its elected officials, officers, and employees must be named on the certificate as additional insured.

Professional Liability

- one million dollars (\$1,000,000) each occurrence
- one million dollars (\$1,000,000) aggregate

Employer's Liability Insurance

- one million dollars (\$1,000,000) each accident
- one million dollars (\$1,000,000) disease - policy limit
- one million dollars (\$1,000,000) disease
- ECPS, its elected officials, officers, and employees must be named on the certificate as additional insured.

Worker's Compensation (Evidence of qualified self-insured status may be substituted)

- in an amount according to applicable laws for Consultant's employees

Comprehensive Automobile Liability – bodily injury and property damage

- combined single limits of one million dollars (\$1,000,000) each occurrence
- one million dollars (\$1,000,000) aggregate

Automobile coverage shall be for each owned, non-owned or hired Consultant vehicle (including employee-owned vehicles) used for the project and shall also contain a provision for severability of interests. ECPS, its officials and employees must be named on the certificate as additional insured.

C. Certificates of insurance must be received and approved by ECPS prior to the beginning of services. Certificate(s) must identify the project and indicate that cancellation, termination or material change to the policy will not occur without 30 days prior written notice to the District. If asked, the Consultant must provide a certified copy of any policy and/or endorsement. Should the Consultant fail to purchase or maintain insurance(s) as required, the District may either terminate the contract or purchase the required insurance and recover the cost from the Consultant.

D. Warranty. The Consultant must warrant that the work will be performed in a professional manner in accordance with County, State, and Federal standards applicable to the project.

X. PROPOSAL CONTENT / SUBMISSION INSTRUCTIONS

A. Minimum proposal content is as follows:

1. Describe how your firm plans to approach the audit and include a description of audit tasks. If planning to use computer assisted auditing procedures and statistical sampling techniques, describe how they will be used. If statistical sampling will not be used, indicate your proposed method.
2. Identify the office partners, managers, and key staff members you intend to assign to the audit. Provide the planned organization of the audit team, team members to be actively involved in the field work, and their roles. Briefly describe their professional experience, governmental training and experience, education, certifications, and memberships.
3. Explain how you would use District personnel to assist you during the audit. Indicate the approximate time requirements to be placed upon them. Please address the following questions:
 - a. What responsibilities do you consider to be those of District management?
 - b. What schedules and other analyses and reports do you expect to get from District staff?
 - c. What other assistance do you expect from the District?
 - d. How much notice will be given to District staff to prepare requested information?
4. Submit a sample format of the management representation letter that the District is to sign.
5. Describe your firm's personal development program and its continuing education requirements as related to governmental clients.
6. Describe the experience and knowledge of your firm in Federal programs, including, but not limited to grant processes, program regulations and guidelines, and management responsibility.
7. Describe your firm's capability to provide management consulting services to governmental entities.
8. Identify your firm's current and projected auditing engagements through June 30, 2019.
9. Provide a copy of the latest external quality control review report.

10. Explain how your firm meets professional independence standards.
 11. Describe how your firm will retain staff and maintain continuity.
 12. Submit a copy of your firm's latest income statement and balance sheet. The balance sheet must reveal a current ratio of better than one to one. Any potential claims, liabilities or federal, state and local tax liens must also be disclosed.
 13. Describe your process of evaluating internal controls. Provide sample questionnaires for review of department internal controls.
 14. Provide an estimate of time and cost to complete the work. Provide the number, type, and/or title of personnel needed, estimated hours for each, and their hourly rate(s), or if applicable, the overall "blended" rate to be used.
 15. Submit a "not-to-exceed" total contract amount for each year of the three (3) contract years.
 16. Provide a tentative schedule for conducting the required field work.
 17. Provide any other information which you feel will assist the District in making its decision.
 18. Furnish three (3) references of District government audit clients. Identify those who have received the GFOA Certificate of Excellence in Financial Reporting. Provide client contact names, titles, telephone numbers, and length of time as a client.
 19. Complete and return the enclosed Questionnaire.
 20. Complete and return the enclosed Acknowledgment form.
- B. Submit one (1) original proposal (marked "original") and five (5) copies (each marked "copy"), for a total of six (6).
- C. Seal and mark the proposal package Financial Audit, DUE 9/4/19, 2:00. The package exterior must bear the name of the proposing firm.
- D. Submit the sealed proposal package to Eagle County Paramedic Services, Attn: Amy Gnojek, PO Box 990, 1055 Edwards Village Blvd, Edwards, CO 81632 no later than Wednesday, September 4, 2019 at 2:00 pm, our clock. Late proposals shall not be considered.