



Request for Proposal:

Independent Financial Auditor – Licensed Certified Public Accounting Firm

Macon-Bibb County Board of Health

Macon-Bibb County Health Department

Deadline to submit proposals: June 16, 2023, by 3:00 pm EDT

A. BACKGROUND AND PURPOSE:

Macon-Bibb County Health Department (MBCBH) is dedicated to preventing disease, promoting health, and protecting our community against health threats through education, service, advocacy, and collaboration. This mission is aligned with the Georgia Department of Public Health (DPH) which is the lead agency in preventing disease, injury, and disability; promoting health and well-being; and preparing for and responding to disasters from a health perspective, for the one hundred fifty-nine (159) county health departments in Georgia and 18 public health districts. Macon-Bibb County Health Department lies within the North Central Health District (NCHD) which serves a population of 530,945 individuals residing in 13 Central Georgia Counties. At Macon-Bibb County Health Department, our workforce is guided by the following core values in carrying out our public health work: **People** – we value our employees as professional colleagues. We treat our customers, clients, partners, and those we serve with respect by listening, understanding, and responding to needs; **Excellence** – commitment, accountability, and transparency for optimal efficient, effective, and responsive performance; **Partnership** – internal and external teamwork to solve problems, make decisions, and achieve common goals; **Innovation** – new approaches and progressive solutions to problems, while embracing change and accepting reasonable risk; and **Science** – the application of the best available research, data and analysis leading to improved outcomes.

As a county health department, we offer more than 30 different programs and services, all focused on protecting the individuals and families within our community in the areas of oral health, maternal health, environmental health, and children’s health. We work daily to protect the health of our county’s residents, visitors, and workers wherever they live, work, or play

within our community. Many services we provide are available free, and all services we provide are low-cost. No one is denied service because of inability to pay or lack of insurance.

The current annual budget of the Board of Health is \$5.2 million.

Macon-Bibb County Board of Health (MBCBOH)

Chair: Christopher Tsavatewa, MPH

Vice Chair: Seth Clark, County Commissioner

Secretary: Elaine Lucas, County Commissioner

Wade Scott, RPh

Stacy Carr RN, BSN

David Gowan

Patrice Walker, M.D.

District Health Director

Thomas Craft, M.D. (Interim Health Director for North Central Health District & District Health Director for South Central Health District)

Health Department Administrator

Jimmie H. Smith, Jr., MD, MPH

Request for Proposal

Macon-Bibb County Board of Health seeks proposals from Licensed Certified Public Accountants/Accounting Firms who have a minimum of five (5) years' experience conducting annual, independent financial audits in accordance with Government Auditing Standards, Government Accounting Standards Board (GASB), and Generally Accepted Accounting Principles (GAAP). This is a request for competitive proposals. If a suitable offer is made in response to this Request For Proposal (RFP), MBCBH may enter into a contract with an organization to perform all or part of the work.

B. CONTRACT PERIOD

The initial term of the contract awarded as of result of this RFP shall be for a period of five fiscal years, with an intended contract from fiscal year **July 1, 2022 -June 30, 2027 (audits for fiscal years 2023-2027).**

The pricing shall remain as bid for the entire contract period.

The Board of Health may, at its sole discretion, renew the contract for no more than two (2) additional years upon written notice to the Firm, with any renewal beginning upon the anniversary date of the original contract. Exercise of the renewal option shall be made, if at all, by the Board of Health, not less than (90) days prior to the end of the contract term. The renewal period will be under the same terms and conditions as the original contract.

If, at any time, the Board of Health determines it is in the best interest to discontinue use of these services, the Board of Health reserves the right to cancel the contract to the awarded firm by giving sixty (60) days advance written notice.

C. SCHEDULE AND QUALIFICATIONS

Release of RFP	June 2, 2023
Required Intent to Bid Deadline	Send intent to bid – including firm name and contact information to: sylvia.woodford@dph.ga.gov No later than June 9, 2023, at 3:00 p.m.
Submittal Deadline	June 16, 2023, at 3:00 p.m.
Intended Award Date	July 1, 2023

Respondents are to provide three (3) proposal copies, including complete, concise, organized and detailed responses. Any costs incurred by the Firm in preparing or submitting proposals are the Firm’s sole responsibility. The Board of Health may also request an in-person meeting

to present proposals to Board members. In this event, the Board of Health will notify selected parties of the time and date.

A copy of the most recent audit is available upon request. It is the responsibility of each Firm submitting a proposal to familiarize themselves with the most recent audit to fully understand the nature of the work required.

Minimum Qualifications

Respondents must:

1. Be a Licensed Certified Public Accountant (CPA) audit firm.
2. Have a minimum of five (5) years' experience conducting audits in accordance with Government Auditing Standards, Generally Accepted Accounting Principles, and Government Accounting Standards Board.

Submit with Proposal (3 copies)

1. Responses to Firm Questionnaire, including a copy of the Firm's most recent peer review report and any letters accompanying and replies thereto.
2. Firm reference form
3. Execution of Proposal form
4. A copy of all agreements and service terms that will be required to initiate any proposed services.

To be provided in event of awarded contract, prior to execution of contract:

The following five (5) documents are not required to be included in the Firm's proposal.

However, the Firm must be able to provide the following prior to execution of a contract.

1. Current Business License. A copy of the current business license will be required.
2. CPA License. A copy of the current license will be required.
3. Professional Liability Insurance. The Firm to whom the contract is awarded shall provide to the Board of Health with documentation for the following: General Professional Liability Insurance Certificate with the following minimum limits:

- \$1,000,000 each incident/occurrence, automobile insurance should be at least five hundred thousand dollars (\$500,000) combined single limit per accident for bodily injury or property damage.
4. Workers Compensation Insurance. The safety of the successful bidder's employees or representatives and others in or around facility is the responsibility of the successful bidder. Proof of worker's compensation insurance will be required.
 5. Completed W-9 Tax Form.
 6. Completed I-9 Employment Eligibility Verification, if applicable.
 7. Fully executed Business Associate Agreement.

D. SCOPE OF WORK

1. The annual audit shall be of both government and general fund financial statements, to include single audits when required.
2. The audit shall be performed in accordance with Government Auditing Standards, Generally Accepted Accounting Principles, and GASB standards.
3. Expectation of audit field work to begin in August, with draft audit submitted to MBCBH in early November. Audit representative to be present at the November MBCHD Board Meeting to present the Audit to the Board.
4. The Firm will designate a representative who will be the contact with the Health Department and will oversee all activities in relation to this audit.
5. The Firm will be responsible for personnel, supplies, equipment, and all services offered in the proposal.
6. The Firm will be responsible for ensuring proper and timely services and reporting.
7. Completed work will be submitted to the Board of Health and NCHD Business office for review. It will be the Board of Health's discretion to determine whether tasks have been successfully completed and acceptable.

8. Within the annual auditing process, the selected Firm will be asked to prepare a Management Report highlighting any deficiencies in internal controls or processes or any other areas of concern that arose during the auditing process.
9. The Firm is to be available to provide advice and answer questions throughout the year on financial accounting items, as needed.

E. TERMS AND CONDITIONS

1. The Board of Health reserves the right to request additional information, reject any or all proposals, to waive any irregularity in the proposals, and to not guarantee a minimum value for the contract to be awarded.
2. If a proposal is accepted, the Board of Health will execute a contract based upon items contained in this proposal.
3. The cost for developing the submittal is the sole responsibility of the Firm.
4. The Firm must perform work in accordance with all local, state, and federal regulations.
5. Should the Firm fail to perform the above scope of work within a reasonable amount of time, the contract may be voided immediately upon notification to the Firm.
6. The Board of Health reserves the right to award any contract to the next most qualified Firm if the successful bidder does not execute a contract within 30 days of being notified of the selection.
7. The Board of Health reserves the right at any time to alter the specifications to meet increased or decreased needs. If such changes cause an increase/decrease in costs or time required for services, or otherwise affects any other provision of the agreement, an equitable adjustment shall be made, and this agreement shall be modified in writing accordingly.
8. The Board of Health is not responsible for accidents for injuries incurred by the Firm's employees. The Firm is required to maintain adequate insurance coverage. connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage to property of the Health Department or others sustained or alleged to have

been in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Firm their employees, including losses, expenses or damages sustained by the Health Department, as well as employees from any and all such losses, expensed, damages, demands, and claims.

9. Failure to submit all the mandatory forms from this RFP package may be just cause for the rejection of the qualification package. However, the Board of Health reserves the right to decide, on a case-by-case basis, at its sole discretion, whether to reject such a proposal as non-responsive.

Resources:

Learn more about Macon-Bibb County Health Department at:

[Macon-Bibb County Health Department « North Central Health District](#)

Learn more about North Central Health District at:

<https://northcentralhealthdistrict.org/>

FIRM QUESTIONNAIRE – PAGE 1 OF 3

Responses are to include responses to the following information. Proposals are to be prepared in a way to provide a clear, concise description of abilities to satisfy the scope of work set forth in this RFP.

Full Legal Business Name _____

Address _____

Contact Name, Title, Phone & Email _____

Type of Business: _____

Corporation _____

Partnership _____

Individual _____

Other, Explain: _____

GENERAL INFORMATION

- 1) Provide the history of your Firm, particularly your auditing experience. Include:
 - a) The number of years your Firm has operated full-time without interruption;
 - b) The number of years you have conducted audits using Government Auditing Standards;
 - c) Any parent/subsidiary/affiliate relationships;
 - d) The number of employees; and,
 - e) Disclosure if your Firm has been in bankruptcy, reorganization or receivership in the past five (5) years.
- 2) Describe your Firm's experience with government audits using Government Auditing Standards.

FIRM QUESTIONNAIRE – PAGE 2 OF 3

3) How many of your clients do you currently work with on an annual auditing basis? How many of your clients do you currently work with on a consultant basis?

SERVICES

1. Describe your Firm's philosophy/approach to client services. Include details on how you ensure excellent customer service, quality control. Include any special or extraordinary services provided that would distinguish you from your competitors.
2. Indicate the qualifications of the staff to be assigned to this audit, indicating at minimum their position title, total years with the Firm, experience and relevant certification/ continuing education.
3. Describe the make-up of the audit team, and if the staff are supervised include a description of planned supervision.
4. How do you ensure your clients receive the necessary information regarding applicable industry trends, best practices or latest developments? Provide details regarding related communications and/or educational opportunities your Firm has offered clients in the past year.
5. Describe your approach to the Board of Health audit, including timeline of all stages. Include how you will work with staff, areas that will receive emphasis, and any other information you would like to relay that assists the Board of Health in understanding your process.
6. Include a copy of the Firm's most recent peer review report and any letters accompanying and replies thereto.
7. If applicable, furnish a list of any subcontractors you would utilize on our audit.

FIRM QUESTIONNAIRE – PAGE 3 OF 3

OTHER

- 1) List or detail all pertinent information that would indicate the ability of your business to satisfactorily fulfill the scope of work outlined in this RFP.
- 2) Describe any requirements listed in the Scope of Services that you are not able to accommodate, or any exceptions, special conditions or deviations from the requested scope defined in this Proposal. Any additional recommendations for coverage or enhancements must outline a clear cost and detailed reason why said item is beneficial to the Board of Health.

COST PROPOSAL

All fees for service must be listed clearly and in detail.

1. Clearly describe and list your fees – including a statement of your understanding of the work to be performed - for an audit performed for FY2023 – FY2028. Provide a “total, not to exceed” amount, and consider both an independent annual audit and single audit.
2. Include your hourly billing rates by position (ex. staff, travel, lodging) and provide a description and/or breakdown of hours by personnel classification to be used in providing requested auditing services.
3. List any details for, or exceptions/ assumptions of enclosed pricing.
4. List pricing for any additional services offered/recommended (if applicable).

Intellectual Property

MBCBOH is the sole owner of all content and materials developed under this RFP and retains the distribution rights to any content or materials to use as it deems appropriate. Selected organization may not use, publish, distribute, or base derivative works upon such materials without the express, prior written consent of MBCBOH.

Submission Guidelines

Guidelines for asking questions:

- Questions may be submitted until June 9, 2023, by 3:00 pm EDT.
- Submit questions to sylvia.woodford@dph.ga.gov
- Please use subject line: MBCBOH Financial Auditor RFP