



May 16, 2017

CPA Firms

Dear Sir or Madam:

Florida Association of Healthy Start Coalitions, Inc. (FAHSC) and its affiliate, Healthy Start MomCare Network, Inc. (HSMN) are soliciting proposals from CPA firms to provide auditing and tax preparation services for the fiscal year ending June 30, 2017, with the option of auditing its financial statements for each of the two (2) subsequent fiscal years.

Attached is the "Request for Proposal for Accounting Services". If you have any questions or require additional information regarding this RFP, please contact me by e-mail at [jbracher@fahsc.org](mailto:jbracher@fahsc.org) no later than May 26, 2017. We will answer all questions in writing no later than June 2, 2017.

If your firm is interested in serving the organizations, please submit your proposal no later than 12:00PM on June 9, 2017. The Finance Committee will review all proposals received in order to make recommendations to the Board of Directors.

Thank you for your interest in serving FAHSC and HSMN.

Sincerely,



James J. Bracher  
Executive Director

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**FLORIDA ASSOCIATION OF HEALTHY START COALITIONS, INC. AND  
AFFILIATE, HEALTHY START MOMCARE NETWORK, INC.**

**REQUEST FOR PROPOSAL**

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## I. INTRODUCTION

### A. General Information

Florida Association of Healthy Start Coalitions, Inc. (FAHSC) and its affiliate, Healthy Start MomCare Network, Inc. (HSMN) are requesting a proposal from qualified firms of certified public accountants to audit their financial statements for the fiscal year ending June 30, 2017 with the option of auditing their financial statements for each of the two (2) subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards, *Government Auditing Standards*, issued by the Comptroller General of the United States, and the provisions of Office of Management and Budget Circular A-133 "Audits of Institutions of Higher Education and Other Nonprofit Institutions" (if deemed to qualify for 'Single Audit'), and SFAS No. 16 and 17. Upon completion of the audits, the selected firm will be required to prepare the applicable federal and/or state tax returns.

There is no expressed or implied obligation for the organizations to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

All questions must be e-mailed to [jbracher@fahsc.org](mailto:jbracher@fahsc.org) no later than **12:00PM on May 26, 2017**. The organizations will provide answers to all questions received by 5:00PM on June 2, 2017.

To be considered, the proposal must be received by **5:00PM on June 9, 2017**. The organizations reserve the right to reject any or all proposals submitted. The Finance Committees and the Boards of Directors will evaluate all proposals submitted.

During the evaluation process, the FAHSC and HSMN Finance Committees and Boards of Directors reserve the right to request additional information or clarification from proposers, or to allow corrections of errors or omissions.

### B. Terms of Engagement

A 3-year engagement contract with the selected firm is preferred, subject to annual review of the Boards of Directors and the satisfactory negotiation of terms (including a price acceptable to the FAHSC and HSMN and the selected firm).

## II. NATURE OF SERVICES REQUIRED

### A. Scope of Work to be Performed

FAHSC and HSMN desire the auditor to express an opinion on the fair presentation of its financial statements in conformity with generally accepted accounting principles. The schedule of federal financial assistance and related auditor's report, as well as the reports on the internal control structure and compliance are to be issued as part of the annual financial statements, if deemed required by the auditing standards.

FAHSC and HSMN require a management letter regardless of any findings, comments or recommendations for improvement of their operations which were noticed during the firm's audit.

B. Auditing Standards to be followed

The audit is to be performed in accordance with generally accepted auditing standards, *Government Auditing Standards*, issued by the Comptroller General of the United States, the provisions of Office of Management and Budget Circular A- 133 "Audits of Institutions of Higher Education and Other Nonprofit Institutions" and SFAS No.16 and 17.

C. Date Audit Report is Due

The auditor shall provide all recommendations, revisions and suggestions for improvements to the Executive Director by **12:00PM on October 31, 2017** (electronic draft is acceptable). The Executive Director will complete the review of the draft audit report as expeditiously as possible. During this period, the auditor should be available for any meetings that may be necessary to discuss the audit reports. The audit report will then be reviewed by the FAHSC and HSMN Finance Committees, during which time the auditor should be available for any meetings that may be necessary to discuss the audit report. Once all issues for discussion are resolved, the final signed report shall be delivered to the Executive Director. It is anticipated that this process will be completed and the final report and Board members' copies should be delivered by **12:00PM on December 20, 2017** (20 bound copies and electronic version will be provided).

D. Additional Requirements

The audit firm shall prepare all applicable federal and/or state tax returns. One request for extension of filing deadline will be allowed. However, as the second request for extension is not automatic, all tax forms shall be electronically delivered no later than **12:00PM on January 15, 2018** (assuming one extension is requested).

### III. DESCRIPTION OF THE COALITION

A. Name and Telephone Number of Contact Person / Office location

The auditor's principal contact with the organizations shall be:

James J. Bracher, Executive Director  
Florida Association of Healthy Start Coalitions, Inc. and Healthy Start MomCare Network, Inc.  
1311 N. Paul Russell Rd.  
Suite A204-D  
Tallahassee, FL 32301  
Phone (850) 999-6200  
E-mail: [jbracher@fahsc.org](mailto:jbracher@fahsc.org)

B. FAHSC and HSMN

FAHSC is a non-profit corporation organized under the laws of the State of Florida in 1994. It is dedicated to strengthening maternal and child health by ensuring that

all Florida families have access to a continuum of affordable and quality health and related services and advocating for public policy initiatives to facilitate those services. FAHSC also is the grantee for the federal Maternal, Infant, and Early Childhood Home Visiting Initiative (MIECHV), a \$20 million project to support the development of evidence-based services in high need communities and to strengthen state and local early childhood systems of care. It is also the grantee for Strong Start, an initiative funded through the Centers for Medicare and Medicaid Services. Strong Start offers enhanced prenatal care interventions for women enrolled in Medicaid or Children's Health Insurance Programs.

Its affiliate, HSMN, was incorporated in June, 2012 as a Section 501(c) 3 organization of the Internal Revenue Code. Its purpose is to serve as the Administrative Service Organization (ASO) representing all Healthy Start Coalitions in the state of Florida for the purposes of implementing 409.975 (4) (a) of the Florida Statutes. It was established to receive all of the Medicaid dollars from the Agency for Health Care Administration (AHCA) on behalf of all the Healthy Start Coalitions. HSMN is responsible for developing, implementing, managing and overseeing the contract negotiation/management, data management and other activities identified by the organization's Board of Directors.

C. Magnitude of Finance Operations

The accounting records of both the parent (FAHSC) and its affiliate (HSMN) are maintained on a computer system utilizing QuickBooks accounting software.

Both the parent and affiliate have a Finance Committee which oversees the financial operations and ensures that the accounting practices and/or procedures meet applicable standards and are in compliance with all contractual requirements.

#### IV. PROPOSAL REQUIREMENTS

A. General Requirements

The proposal should include the following:

- A title page indicating the firm's name, contact person, address and telephone number.
- Number of years in business.
- Three (3) references with contact information for which you have done similar work.
- A copy of your most recent Peer Review Letter.

Please note that preference will be given to firms whose partner in charge of the audit is located in the Tallahassee, FL area.

B. Technical Proposal

The proposal should demonstrate the qualifications, competency and capacity of the firm and of the particular staff to be assigned to this engagement. Please include familiarity with OMB Circular A-133, Audits of State, Local governments and non-profit organizations and requirements for federal grants and Medicaid.

- C. Total All-Inclusive Maximum Price  
The proposal should indicate the audit and tax preparing/filing fees separately for each service for each year.
- D. Rates for Additional Professional Services  
Should it become necessary for the organizations to request the auditor to render any additional services to either supplement the services requested in this invitation to bid or to perform additional work as a result of the specific recommendations, such additional work will be performed only if mutually agreed to between the organizations and the Firm prior to commencement. A Schedule of Hourly Fees by partner and staff level should be included for such additional work.