

Request for Proposal #17-001

The Preparation of Yearly Audited Financial Statements and Related Information

Broward Behavioral Health Coalition, Inc., (BBHC) the Managing Entity serving Broward County invites Certified Public Accountants (CPAs) to submit a proposal for the preparation of its yearly audited financial statements and related information for the one-year period beginning with the fiscal year ending June 30, 2017. The audited financial statement must be prepared in accordance with generally accepted accounting principles. It must also include an expression of an opinion by the auditor on the fairness of the financial statements in accordance with generally accepted accounting principles and the applicable provisions of Section 215.97, Florida Statutes, Florida Single Audit Act.

BBHC was created in 2011 and was selected by the Florida Department of Children and Families as Broward County's Managing Entity for mental health and substance use services. Its mission is to advocate and ensure an effective and efficient behavioral health system of care is available in Broward County.

Broward Behavioral Health Coalition, Inc., requires the following services:

1. Yearly Financial Audit, including:

- a. Statement of financial position (assets, liabilities, and net assets)
- b. Statement of activities (revenue, support, and expenses) and changes in net assets
- c. Statement of functional expenses
- d. Statement of cash flows
- e. Schedule of investments, temporarily restricted assets, fixed assets, and contributions
- f. receivable
- g. Schedule of findings and questioned costs
- h. Schedules required by state contract, including but not limited to Schedule of Program/Covered Services, Actual Expenses and Revenues, Schedule of State Earnings, and Schedule of Related Party Transactions
- i. Auditor's report on internal control over financial reporting and on compliance and other matters, including a written review of BBHC accounting system and financial procedures and evaluation of these internal controls with recommendations, if any
- j. Auditor's report on compliance with requirements application to major federal programs and state projects in accordance with OMB Circular A-133 and the Florida Single Audit Act, Section 215.97, F.S.

2. Preparation of IRS Form 990

3. Management letter

The above-mentioned documents must be completed on or before November 30th following the end of each of fiscal year. In addition, BBHC requires a meeting of the auditors and BBHC's CEO and Executive staff members be held to discuss a draft version of the financial statements with detailed information about the proposed adjusting entries. The auditors must then present the finalized financial statements at the December Finance Committee and Board of Director's meetings of the BBHC Board of Directors.

All audit proposals must include:

- a) Evidence of the firm's qualifications to provide the above services
- b) Background and experience in auditing, particularly of not-for-profits
- c) The size and organizational structure of the auditor's firm
- d) Names and qualifications of the staff members to be assigned to audit
- e) Statement of the firm's understanding of work to be performed, including tax and nonaudit services
- f) A detailed workplan, including timelines and tasks to be carried out by auditors and BBHC staff
- g) Proposed fee structure for these services, with projected costs for audits covering the fiscal year audit, with a maximum fee to be charged
- h) At least three references from comparable audit clients
- i) System Review Report (Peer Review)

Four copies of your proposal must be received by **Monday, July 31, 2017**. Please address your proposal to Danica Mamby, Broward Behavioral Health Coalition, Inc., 1715 S.E. 4th Avenue, Fort Lauderdale, FL 33316. All proposals will be reviewed and a selection made by August 15, 2017. We may invite your firm to make a presentation if we consider it necessary in our decision-making process. To ensure that the report is completed and approved by the Board of Directors, an engagement date of September 1, 2017, with a completion date of November 30, 2017, is absolute.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact Danica Mamby at (954) 622-8121. We look forward to reviewing your proposal.