

March 29, 2023

RE: Request for Proposal – Auditing Services

Colorado Rural Health Center (CRHC) is accepting proposals from CPA Firms to provide annual audit services for our organization for the next three to five years. We invite your firm to submit a proposal to us by May 5, 2023 for consideration. A description of CRHC, the services needed, and other pertinent information follows. Information is also available on our website.

**Background of the Colorado Rural Health Center:**

The Colorado Rural Health Center (CRHC) is Colorado’s non-profit State Office of Rural Health and also a membership association for rural hospitals and clinics. CRHC works with Federal, State and Local Partners to offer services and resources to rural healthcare providers, facilities, and communities. We have a diverse and inclusive statewide constituency of over 2,600 individuals and organizations. 2022 Annual revenues were \$9.1 million (2022 is unusually high due to \$5.1 million in COVID pass through funding for our rural hospitals). CRHC currently employs 14 people. The organization has a December 31 year end and a single audit is required.

**Services to be Performed:**

Your proposal is expected to cover the following services:

- Annual financial statement audit including the preparation of the financial statements and related footnotes.
- Federal Single Audit
- Preparation and submission of IRS Form 990
- Submission to Federal Audit Clearinghouse
- Management Letter
- Conference call meeting with the CRHC Board of Directors in April / May each year.

CRHC can be somewhat flexible in the timing of these services in order to be more cost effective.

All proposals must include:

- Evidence of the firm’s qualifications to provide these services.
- Background and experience auditing non-profit membership associations.
- Background and experience auditing grant funded organizations.
- The size and organizational structure of your firm.
- Statements of the Firm’s understanding of the work to be performed including tax and non-audit services.
- A proposal timeline for our schedule preparation time, fieldwork (physical or virtual) and final reporting.
- Proposed fee structure for at least the next three years and if you would consider a cap for fees if it were to go to five years.
- Indicate if out of pocket expenses, travel and administrative fees are included in these fees or if that is billed separately.
- Describe your billing rates and procedures for technical assistance that may come up during the year, or whether those occasional services are included in your audit fee.

- Names of the presumed Audit Partner, Audit Manager and potential staff that would be assigned to our audit and include their professional experience / background that is relevant to our audit.
- A copy of your firm's most recent peer review report.
- References and contact information from at least two existing clients that are comparable to CRHC with non-profit status, membership organization and / or predominantly grant funded.
- Educational opportunities for CRHC Accounting Staff to participate in CPE.

**Evaluation of Proposals:**

The Colorado Rural Health Center will evaluate the proposals on a qualitative basis. This includes a review of the firm's peer review report and any related materials, interviews with senior engagement personnel assigned to our audit, results of discussions with comparable clients provided above, and the firm's completeness and timelines in its response to us.

Please submit your response to this Request for Proposal by May 5, 2023. If you choose not to provide a response, we would appreciate a response that you are declining at this time.

**Key Personnel:**

Following are key contacts for information you may seek in preparing your proposal:

Michelle Mills	Chief Executive Officer	303-619-3326
Lori Arbuckle	Director of Finance	720-749-7311

I encourage you to also reference our website. [www.coruralhealth.org](http://www.coruralhealth.org) If you need any additional information, please coordinate that through our Director of Finance at [la@coruralhealth.org](mailto:la@coruralhealth.org) or 720-749-7311.

Please return your proposal to [la@coruralhealth.org](mailto:la@coruralhealth.org) and [mm@coruralhealth.org](mailto:mm@coruralhealth.org) or you may mail them to our offices at:

Colorado Rural Health Center  
Attn: Lori Arbuckle  
3033 South Parker Road, Suite 606  
Aurora, CO 80014

Sincerely,

Lori Arbuckle, CPA  
Director of Finance  
Colorado Rural Health Center