

Eastern Oregon Human Service Consortium

Request for Proposals (RFP)

Audit Services

**Proposal Closing:
2:00 PM, June 15, 2024**

Submit Proposal Response in a sealed envelope
on or before the proposal closing date and time stated above to:

Eastern Oregon Human Services Consortium
Audit Services Proposal
Attn: Lisa Chamness
3729 Klindt Dr.
The Dalles, OR 97058

Eastern Oregon Human Services Consortium
REQUEST FOR PROPOSALS (RFP)
TO PROVIDE AUDIT SERVICES

Notice is hereby given that Eastern Oregon Humans Services Consortium (EOHSC), an organization in Wasco County, Oregon, is seeking proposals for audit services under Oregon’s Public Contracting Rule, Personal Service Contracts.

SCHEDULE:

Final proposals due by 2pm	June 15, 2024
Proposals evaluated by	June 30, 2024
Interviews conducted on	July 10, 2024
Contract awarded	July 15, 2024

SUBMISSION OF PROPOSAL:

Two copies of your proposal must be provided in a sealed envelope and received by 2pm on June 15, 2024. Faxes and emails will not be accepted.

CONTACT:

Lisa Chamness, Finance and Budget Manager
541-298-2101
lchamness@eohsc.org

ADDRESS:

Eastern Oregon Human Services Consortium
3729 Klindt Dr.
The Dalles, OR 97058

The RFP document may be reviewed upon request at EOHSC at the address above.

Dated this 20 day of May, 2024.

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SECTION 1: INTRODUCTION AND BACKGROUND

1.1 About the Eastern Oregon Human Services Consortium

Eastern Oregon Human Services Consortium is a voluntary association of local governments formed under ORS 190.003 to 190.110. The consortium is comprised of the following eleven counties: Baker, Gilliam, Grant, Harney, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, and Wheeler. EOHSC was founded for the purpose of connecting OHP members to services not traditionally covered by Oregon Health Plan insurance to provide a higher quality of mental health, dual diagnosis, and substance use disorder services throughout Eastern Oregon. The associated mental health programs were determined to cooperate to efficiently manage the services within the Eastern Oregon region. Historically, EOHSC has provided a vehicle to accept grants and subcontracts to further the provision of the services. EOHSC has also provided planning and training to aid in the local provision of the services. <http://www.eohsc.org/>

1.2 Background

EOHSC's annual budget for FY2022-2023 is about \$2.6 million including fund balances. EOHSC does not have taxing or lawmaking authority, so almost all of EOHSC's funding is from grants and contracts. EOHSC follows the requirements of the State of Oregon in the preparation and adoption of its annual budget. These rules are different than the requirements for cities and counties in Oregon.

Fund Financial Statements are reported in governmental funds, proprietary funds and fiduciary funds.

Governmental Funds. Most of EOHSC's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of EOHSC's operations and the basic services it provides.

1. General Fund

Principal sources of revenue are dues from member agencies, interest, and reimbursements from other funds. The General Fund includes the only discretionary or flexible resources of EOHSC.

2. Special Revenue Funds

These funds account for revenues from specific revenue sources which include federal grants, state grants, and various contracts. These funds are reserved or designated to finance specific functions or activities.

Proprietary Funds (Enterprise). Principal operating revenues of rents, loan fees and interest on business loans, and Minutes Recording fees for service are reported in the proprietary funds.

Fiduciary Funds (Agency). EOHSC is the fiduciary for assets that belong to other governmental agencies. EOHSC is responsible for ensuring that the assets reported in these funds are used for their intended purposes. All of EOHSC's fiduciary activities are reported in a separate statement of fiduciary net assets.

SECTION 2: SCOPE OF WORK

2.1 Scope of Work

EOHSC is seeking sealed proposals from qualified consultants to perform the annual audit of EOHSC. The contract is for three years and may be renewed for one additional three-year period at EOHSC's option. Proposals are solicited from all qualified interested certified public accounting firms who desire to provide this service. Our objective is to select the firm best qualified to provide:

- Auditing our financial statements of governmental funds, proprietary funds and fiduciary funds, and the aggregate remaining fund information, which collectively comprise EOHSC's basic financial statements.
- Express an opinion as to whether our financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles.
- Reporting on our internal controls related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements, in accordance with Government Auditing Standards.
- Reporting on internal controls to major programs and an opinion on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).
- Assistance to staff on various accounting and reporting issues and questions;
- Written recommendations to management if appropriate.

2.2 Services to be Provided

Services to be provided include, but are not limited to the following:

2.2.1. The audit period for the first year shall cover the fiscal year 2023-2024.

2.2.2. The audit shall cover all funds of EOHSC. EOHSC’s Annual Comprehensive Financial Report for the Fiscal Year (ACFR) Ended June 30, 2022 and 2023 can be found here: <http://www.EOHSC.org/>

2.2.3. EOHSC staff, in addition to providing information for the audit, prepares the Annual Financial Report. The audit firm provides direction on the presentation of the components of the annual financial statements. The audit firm shall have conducted an examination of and have issued its opinion on the financial statements and accounting practices no later than November 15 of each year.

2.2.4. The proposal shall contain provisions that if there are circumstances disclosed by the audit which indicate that more intensive and detailed examination is required in addition to that which would be sufficient under normal circumstances, the firm shall provide in writing all pertinent facts relative to the extraordinary circumstances together with the firm's estimate of the additional services to EOHSC. Any fees relating to such extensions of examination procedures are to be considered as additional fees subject to negotiation and are not included within the scope of services to be performed under the original contract.

2.2.5. To meet the requirements of this request for proposal, the audit shall be performed in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards (GAGAS)*, issued by the Comptroller General of the United States, the provisions of the U.S. Office of Management and Budget (OMB) “Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance)”, Audits of State and Local Governments, and the requirements of the Minimum Standards for Audits for Oregon Municipal Corporations, prescribed by the Secretary of State in cooperation with the Oregon State Board of Accountancy. The audit shall also be in compliance with all other applicable federal, state and local laws and regulations.

2.2.6. The audit firm will conduct a preliminary audit exit conference for EOHSC’s management and conduct a final audit exit conference for EOHSC’s Audit Committee.

2.2.7. EOHSC does not have federal grants that will exceed the \$750,000 threshold; thereby not requiring an annual Schedule of Expenditures of Federal Awards (SEFA) report.

2.2.8. The firm shall provide a separate Management Letter addressing the observations, opinions, and comments concerning internal controls and operational efficiencies and recommendations for improvements if they are noted during the course of the audit. Such observations, opinions or comments are not to be construed as special or additional studies. The management letter and management’s written responses shall be discussed with EOHSC officials prior to publication. A discussion draft will be submitted to the Finance and Budget Manager each year by November 15.

Proposals shall contain provisions for dealing with extraordinary circumstances discovered during the audit that may require an expansion of audit work beyond that which was originally planned.

As a part of the overall audit contract EOHSC expects to receive a variety of technical assistance throughout the fiscal year. This assistance would include, but is not limited to, answers to accounting, reporting, Internal Revenue Service or internal control questions including the comments in the Management Letter. Timely availability and prompt response are important.

In addition, the audit firm may be requested to perform special projects for EOHSC during the year. Because of variations in the demand for additional services from year to year, such work will be contracted for, provided, and billed separately to EOHSC on an hourly or otherwise agreed upon basis. Proposals should be submitted to EOHSC describing the service to be rendered by the audit firm and the fees charged.

2.2.9 Specific deliverable products of this engagement include: an audit of EOHSC's Annual Comprehensive Financial Report (ACFR).

EOHSC is subject to the additional audit requirements the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

The audit firm shall not release news or make any statements to the public, press, or other media relating to matters pertinent to the financial statements of EOHSC, the management letter, or the audit contract, without prior approval from the EOHSC Board of Directors.

2.3 Schedule of Work

EOHSC expects the proposer selected for award of contract to start work as soon as a contract is signed. Note that a proposer taking exception to any of the contract terms or conditions must submit a request for a change of the standard terms and conditions with the proposal.

EOHSC anticipates all work for the first year of the contract will be completed on or before December 15th, 2024.

2.4 Proposal Submittal Timeline and Procedures

EOHSC reserves the right to modify this schedule at EOHSC's discretion. Proper notification of changes will be made to all interested parties.

Event Completion Date & Time

Advertisement and Release of Proposals	May 20, 2024
Submission of Proposals due by 2pm	June 15, 2024
Proposals evaluated by	June 30, 2024
Interviews conducted on	July 10, 2024

2.5 Pre-Qualification of Proposers

Pre-qualification of proposers is not required for this procurement.

2.6 Pre-Proposal Conference

There will be no pre-proposal conference held in connection with this procurement.

SECTION 3: PROPOSER'S SPECIAL INSTRUCTIONS

3.1 Procurement Method

EOHSC is conducting this RFP pursuant to Oregon's Public Contracting Rule Personal Service Contracts which can be found here:

https://www.oregonlegislature.gov/bills_laws/ors/ors279A.html

EOHSC seeks proposals that will enable EOHSC to determine which service provider and solution will best meet EOHSC's needs. EOHSC expects this RFP will result in a single contract with a single vendor for the preferred solution.

3.2 Proposals not available for Public Inspection at the Opening.

No formal opening will occur in connection with this procurement.

3.2.1 Distribution of proposals

Proposals will be distributed to members of EOHSC's evaluation team. In submitting a proposal, each Proposer agrees that EOHSC may reveal any trade secret, or other confidential materials contained in the proposal to EOHSC staff and Board members for purposes of evaluating and ranking proposals.

3.2.2 Proposal validity period

Each proposal shall be irrevocable for a period of ninety (90) days from the date of the scheduled proposal opening.

3.2.3 Withdrawal of proposals

If a Proposer wishes to withdraw a submitted proposal, it shall do so prior to the Closing date and time. The Proposer shall submit a written request to withdraw, signed by the Proposer, on the Proposer's letterhead, to Lisa Chamness, 3729 Klindt Dr., The Dalles, OR 97058.

3.2.4 Right to Reject Proposals

EOHSC reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between EOHSC and the firm selected.

3.2.5 Cost of preparing proposals

The RFP does not commit EOHSC to paying any costs incurred by any proposer in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof.

3.3 Single Point of Contact and Questions

All questions or requests regarding the procurement process shall be directed to Lisa Chamness, 3729 Klindt Dr., The Dalles, OR 97058, 541-298-2101, lchamness@eohsc.org

Questions must be received prior to close of business on May 31, 2024 to be considered. A written response will be provided to those questions that are deemed appropriate. The response will be in the form of an addendum and posted on EOHSC's website no later than June 5, 2024.

If necessary, interpretations or clarifications in response to such questions will be made by issuance of an addendum within a reasonable time prior to proposal closing, but in no case less than 72 hours before the proposal closing. If an addendum is necessary after that time, EOHSC will extend the closing date. Any addenda will be posted on EOHSC's website on the Audit Committee page and emailed to proposers who have submitted their proposals. Any addendum issued as a result of any change in the RFP must be acknowledged on the "Signature Page" enclosed in Section 6 of this RFP.

Only questions answered by formal written addenda are binding. Oral and other interpretations or clarifications are without legal effect.

3.4 Taxpayer ID Number

A Proposer awarded a contract shall complete an IRS Form W-9 for EOHSC and provide EOHSC with either the Proposer's Social Security Number or federal taxpayer ID number.

3.5 Contract Administrator

The Contract Administrator will be Steve Jensen, Board Chair, sjensen@eohsc.org

3.6 Term of Contract & Availability of Funds

A contract award is expected to commence on or about June 21, 2024 and end on or before June 30, 2027. Continuation or extension of the contract after the end of the fiscal period in which the contract takes effect shall be contingent upon a new appropriation for each succeeding fiscal period. If sufficient funds are not provided in future EOHSC Council-approved budgets of EOHSC (or from applicable federal, state, or other sources) to permit EOHSC in the exercise of its reasonable administrative discretion to continue the contract, EOHSC may terminate the contract without further liability by giving Proposer reasonable notice.

3.8 Nondiscrimination

The consultant agrees that, in performing the work called for by this proposal, consultant shall comply with all federal, state and local civil rights and rehabilitation laws prohibiting discrimination because of race, sex, national origin, religion, age or disability, and shall comply with all applicable provisions of ORS 279C.500 through 279C.565.

SECTION 4: PROPOSAL FORMAT AND ADMINISTRATIVE REQUIREMENTS

EOHSC's proposal format and administrative requirements are set out below. These are intended to facilitate EOHSC's ability to quickly and accurately evaluate proposals. Failure to follow these format and administrative requirements may affect the scoring of proposals.

4.1.1 Cover Page

Include a cover page with the submitted proposal. Include the following information on the cover page:

- The RFP Title: EOHSC ANNUAL AUDIT SERVICES
- The name, title, address, telephone number, fax number, e-mail address of Proposer's primary contact person; and
- The date of submission.

In addition to the above information, but not in lieu thereof, Proposers may include other information on the cover page.

4.1.2 Table of Contents

Include a table of contents with the submitted proposal. The table of contents should include a clear and complete identification by section and page number of the materials submitted.

4.1.3 Transmittal Letter

Include a transmittal letter with the proposal, not exceeding two pages in length. The letter should identify by name and contact information the one person proposer wishes EOHSC to contact after proposals have been evaluated, scored and ranked.

4.1.4 Signature Page

The Proposer must sign and submit the Signature Page (see Section 6 of this RFP). The submission and signing of the signature page indicates the intention of the Proposer to adhere to the provisions described in this RFP.

4.1.5 Page Limit

There is no page limit on proposals submitted in response to this procurement.

4.1.6 Commitment to Sustainability

In an effort to promote greater use of recycled and environmentally preferable products and to minimize waste, EOHSC encourages all proposals submitted in hard copy be prepared simply and economically. The use of special bindings, unnecessary colored displays and irrelevant promotional materials is neither required nor desired. Double-sided printing on recycled paper and/or the use of reusable products is preferred.

4.1.7 Proposal Submittal Addresses and Number of Original and Copies

Submissions in response to the RFP shall contain one signed original and one complete paper copy. Submit the proposal and one copy in one sealed envelope. The name and address of the Proposer must appear on the outside of the envelope. Additionally, in the lower left-hand corner of the outside envelope print or type the following:

**EOHSC Annual Audit Services
2:00 PM on May 31, 2024**

Proposals shall be addressed and mailed to:

EOHSC

Lisa Chamness, 3729 Klindt Dr., The Dalles, OR 97058.

Under exigent circumstances, proposals may be addressed to Rose Kelly, 3729 Klindt Dr., The Dalles, OR 97058. Proposals received after the designated time and date will be returned unopened.

EOHSC does not accept proposals delivered by e-mail or facsimile transmission.

4.1.8 Submission Deadline

Sealed proposals will be received until 2:00 PM on June 15, 2024. Late, faxed or electronically transmitted proposals shall not be accepted.

4.1.9 Trade Secrets and Confidential Information

If it is necessary to submit trade secrets or other confidential information in order to comply with the terms and conditions of this RFP, Proposers shall label any information that it wishes to protect from disclosure to third parties as a trade secret under ORS 192.501(2) with the following: "**This material constitutes a trade secret under ORS 192.501(2) and is not to be disclosed except as required by law.**" Each page containing the trade secret or other confidential information must be so marked.

EOHSC shall take reasonable measures to hold in confidence all such labeled information, but shall not be liable for release of any information when required by law or court order to do so, whether pursuant to the Oregon Public Records Law or otherwise and shall also be immune from liability for disclosure or release of information under the circumstances set out in ORS 646.473(3).

In submitting a proposal, each proposer agrees that EOHSC may reveal any trade secret or other confidential materials contained in the proposal to EOHSC staff and to any Board member for purposes related to its evaluation and ranking. Furthermore, each proposer agrees to indemnify and hold harmless EOHSC and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection

with refusing to disclose any material that the proposer has designated as a trade secret and/or as confidential information. Any proposer that designates its entire proposal as a trade secret may be disqualified.

4.2. Minimum Requirements

No special minimum requirements are applicable to this procurement.

4.3 Substantive Requirements

The following information is requested to allow EOHSC to evaluate Proposer responsibility and responsiveness to perform work described under the “Scope of Work” heading. If a contract is awarded, EOHSC shall award the contract to the responsible Proposer whose proposal it determines in writing to be the most advantageous to EOHSC based on the evaluation process and evaluation factors described in Section 5 of this RFP, and, when applicable, the outcome of any negotiations authorized by the RFP. Other factors may not be used in the evaluation.

4.3.1 Knowledge and Experience

Provide the following:

4.3.1.1 Information and Background of Firm

A comprehensive history of your firm and its experience in providing audit services to local governments in Oregon. Under this heading, include the following information (seven pages maximum):

- Total number of years the firm has been in business, the general scope of services the firm provides, the current number of employees, and current principal areas of expertise.
- A description of similar work performed in the preceding five years involving the items called out in the Scope of Work.
 - A list of the Oregon local government jurisdictions that you presently audit with annual budgets in excess of \$1 million. Also list the local governments that have had business loan programs as part of their audit.
 - Describe the firm’s experience and qualifications relative to similar engagements contained within this RFP.
- A summary of the firm’s management and organizational capabilities, particularly regarding organizational resources to deliver complex projects on short notice and/or a hard deadline.
- Whether there are any disciplinary actions or pending actions during the past three (3) years with state regulatory bodies or professional organizations. (If yes, please provide information on the circumstances and status.)
- A list of at least three (3) current references for most relevant completed contracts that directly relate to the scope of services. Reference list should state reference’s company name, address, contact name and title, phone number, email address, and description of the service provided to the reference.

4.3.1.2 Key Personnel

Identify by name and title, the key staff members who will be assigned to work with EOHSC, if EOHSC awards the proposer the contract contemplated by the RFP. Key staff members are those people who provide substantive work for EOHSC. Provide a description of each key personnel's proposed roles and responsibilities on the project team.

4.3.1.3 Subcontractor Qualifications

A statement whether you intend to use subcontractors to fulfill any part of the tasks described under the scope of work. To the extent you intend to use subcontractors to fulfill any of the required tasks, include the following information (two pages maximum):

- A list of the tasks the subcontractor will perform.
- A description of each subcontractor's key personnel and the proposed roles and responsibilities each of the subcontractor's key personnel has on this project.

4.3.2 Project Approach & Understanding

With the Scope of Work in mind, submit statements of project approach and understanding that include the following: (ten pages maximum):

- Provide a proposed audit work plan that will meet Annual Comprehensive Financial Report (ACFR) publication date during the first week of December.
- A description of the proposed work tasks and activities, the methodology that will be used to accomplish them, and identify the team members who will work on each task.
- A description of the proposed work products that will result from each task or activity.
- A description of any points of input and review with EOHSC staff.
- A description of the time frame estimated to complete each tasks.
- A description of the amount of time devoted by principals and project managers to the significant tasks of the engagement.
- A description of how you will meet the goals of the project and the characteristics described in the scope of work.
- A description of a practical approach to meeting EOHSC's specific deadlines set out at Section 2 of this RFP.
- A description of the process or tools required by the scope of work.
- To the extent applicable, a description of and a stated rationale for any proposed alternative approaches to stated objectives of this project.

4.3.3 Minority, Women, Service-Disabled Veteran, & Emerging Small Business (M/W/SDV/ESB) Program

EOHSC values and supports diversity and is dedicated to advancing equity in public contracting by increasing opportunities for State of Oregon certified M/W/SDV/ESB enterprises. Please note whether your firm is currently certified in the State of Oregon as an M/W/SDV/ESB enterprise on the Signature Page in Section 6 of this RFP.

4.3.4 Contract Price

Your fee proposal should be based on EOHSC Staff providing work papers as explained in Appendix A. A draft of the financial statements will be provided about mid-September of each year. Your fee proposal should contain the following information:

- The rate per hour for each staff member to be assigned to EOHSC engagement.
- The maximum fee/cost that your firm will charge EOHSC for the entire audit. EOHSC anticipates the cost proposal will be based on a lump sum per fiscal year. The fee proposal should include an estimate of the maximum fee for the second, and third fiscal years:
- Please indicate whether your maximum fee includes out of pocket expenses. If not, please itemize the out-of-pocket expenses that will be billed and the corresponding maximum amount.
- Indicate whether your firm will provide year-round advice to EOHSC's Finance and Budget Unit on matters relating to budgeting, accounting and auditing issues, as part of the proposal's maximum fee.

4.3.6 Additional Services (optional)

To the extent you believe you can provide EOHSC additional services in matters relevant to EOHSC's interests, provide a brief description of those services and an approximation of the charge for each service of this type. Such services would be contracted for on an "as needed" basis, to be provided and billed for separately. Offers and/or pricing of additional goods or services included under this heading are not a factor in the evaluation of Proposals.

SECTION 5: PROPOSAL EVALUATION & CONTRACT AWARD

5.1 Evaluation Criteria

The EOHSC evaluation team will review all proposals. Criteria to be considered in the evaluation and selection of a personal service contractor may include, but is not limited to:

- Total cost of services.
- Specialized experience in the type of work to be performed.
- Capacity and capability to perform the work, including any specialized services within the time limitations for the work.
- Educational and professional record, including past record of performance on contracts with governmental agencies and private parties with respect to cost control, quality of work, ability to meet schedules, and contract administration, where applicable.
- Availability to perform the assignment and familiarity with the area in which the specific work is located, including knowledge of design or techniques peculiar to it, where applicable.

- Any other factors relevant to the particular contract.

Following the verification of mandatory requirements being met, the proposals will be evaluated for their technical and fee proposal responses. Finalists may be selected to make a presentation of their proposal to the evaluation team. The scoring of proposals will be based on a 100 point scale. Following affirmative Executive Committee action, the successful firm and EOHSC will enter into a contract incorporating the terms and conditions of this RFP document and the proposer’s response.

	CRITERIA	POINTS AVAILABLE
1.	The qualifications of the firm as demonstrated by its organizational history, clients presently served, extent of governmental and municipal audit work, and references.	20
2.	The expertise and capacity of staff: the partner in charge, audit manager, supervising auditor(s), and staff auditors assigned to this engagement.	20
3.	Description of the proposer’s approach to the scope of work	20
4.	Cost (fee schedule)	20
SUBTOTAL POINTS		80
Interview		20
TOTAL POINTS AVAILABLE		100

SECTION 6: SIGNATURE PAGE

[FILL OUT AND SUBMIT THIS PAGE WITH YOUR PROPOSAL]

This page must be signed with the full name and address of the Proposer submitting the response; if a partnership, by a member of the firm with the name and address of each member; if a corporation, by an authorized officer thereof in the corporate name.

The undersigned verifies that he/she is a duly authorized officer of the company, and that his/her signature attests that information provided in response to this Request for Proposal is accurate.

The undersigned certifies that the proposal has been arrived at independently and has been submitted without any collusion designed to limit competition.

The undersigned certifies that all addenda to the specifications have been received and duly considered and that all cost adjustments associated with the addenda are reflected in this proposal.

Addendum No(s)._____ Acknowledged?	YES / NO
Resident Proposer as defined in ORS 279A.120(1)?*	YES / NO
Proposers certify non-discrimination in accordance with ORS 279A.110(4).	YES / NO
Is your firm currently certified in the State of Oregon as an M/W/SDV/ESB enterprise?	YES / NO

If so, what Certifications do you hold and provide certification number. _____

Proposer hereby makes this proposal to furnish services at the price(s) indicated herein in fulfillment of the requirements and specifications of EOHSC as stated in the Request for Proposal.

Signature of Authorized

Official Date

Printed Name

Telephone Number (with area code)

Title

E-mail Address

Address

*"Resident Bidder" means a bidder that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid, has a business address in this state and has stated in the bid whether the bidder is a "resident bidder".

APPENDIX “A”
EOHSC
Request for Proposal - Annual Audit Services
Support and Services Provided by EOHSC Staff

EOHSC’s Finance and Budget Unit Staff will prepare the following work papers:

- Trial balances with final budget, and actual activity for each budgetary fund. Includes balance sheet and revenue and expenditure accounts.
- Journal entry register
- GAAP (full accrual) journal entries for all funds at fund level
- Schedule of Resources and Requirements for all funds – budget and actual
- Schedule of Funding Progress
- Statement of Net Position and Schedule of Revenues, Expenses, and Changes in Net Position – Intermediary Relending Program
- Combining Statement of Changes in Assets and Liabilities – agency funds
- Accounts receivable lead schedule
- Accounts payable lead schedule
- Ending fund balances (Reserves) for all funds
- Bank reconciliations
- Outstanding checks lists/check register
- Deposits in transit
- Schedule of investments by fund; earnings
- Inter-fund transfers and Due to / due from lead schedule (budgetary and GAAP)
- Schedule of Receivables and Unearned Revenue – grants and contracts
- Grant billings at June 30
- All grant agreements and amendments
- Fund balance classifications
- Insurance/risk management schedules
- Other statistical information about region
- Final print of ACFR including all statements, schedules and note disclosures.
- Governing Body meeting minutes of EOHSC Board