

**Request for Proposal for Audit Services**

For the period

*January 1, 2019 to December 31, 2019*

**Date issued:** August 28, 2019

**Submission deadline:** September 30, 2019

**Submit any questions by:** September 26, 2019

**Submit questions to:** Lesley Marie, Deputy Director Administrative Services, San Juan Basin Public Health  
[lmairie@sjbpublichealth.org](mailto:lmairie@sjbpublichealth.org)

**Purpose**

This Request for Proposal (RFP) is to contract for a financial and compliance audit (if needed) for the year ending December 31, 2019 for San Juan Basin Public Health. The proposal includes options for two additional years.

**Who May Respond**

Only licensed Certified Public Accountants may respond to this RFP.

**Organization description:**

San Juan Basin Public Health is a local district public health agency (LPHA) serving Archuleta and La Plata Counties. Pursuant to C.R.S. § 25-1-508(3)(a), the District Board of Health shall consist of a minimum of five (5) members the exact number to be determined by the SJBPH Appointments Committee (the SJBPH Appointments Committee shall be composed of one member of each of the boards of county commissioners of the counties comprising the District). Except where appointments need to be shorter to stagger terms, full-term appointments shall be for five years.

**Proposed scope of work:**

San Juan Basin Public Health is a political subdivision of the State of Colorado and is required to have an annual audit. As a non-Federal entity that receives federal program funds we are required to have an A-133 audit. Auditor will perform a single audit and express an opinion on its findings including commentary useful to the Board of Health in fully understanding the findings of the audit.

**Submission requirements:**

Responses should be submitted electronically as a pdf document to:

Lesley Marie, Deputy Director Administrative Services, San Juan Basin Public Health  
[lmairie@sjbpublichealth.org](mailto:lmairie@sjbpublichealth.org)

All proposals submitted will be presented to the Board of Health Finance Committee for final selection.

SJBPH reserves the right to waive irregularities and to reject any or all bids. SJBPH also reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds.

SJBPH may consider informal any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof.

**Proposal Contents:**

- Full scope of work description for single audit under the guidelines for an A133 audit with an expected audit of two major programs
- How the auditor and audit team expects to complete the work, including a timeline and expectations of SJBPH staff
- Pricing for audit, including by area – financial audit, each major program, any additional scope requirements
- Auditor travel

**Criteria for selecting vendor: - basis for award:**

Price of service and level of support available for the organization. Low bidder may not necessarily win the contract.

**Options**

At the discretion of San Juan Basin Public Health, this audit contract can be extended for two additional one-year periods. The cost for the option periods will be agreed upon by San Juan Basin Public Health and the Offeror. It is anticipated that the operations of San Juan Basin Public Health will remain approximately the same for the optional years. If significant changes occur, it is anticipated a renegotiated fee would occur.