



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CALIFORNIA 93258

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October 15, 2014

Subject: Request for Proposal to Provide Auditing Services

Introduction

Tule River Indian Health Center, Inc., (the “Clinic”) is a not-for-profit corporation established under the laws of the State of California in May 1973. The Clinic is located on the Tule River Indian Reservation in Porterville, California and provides comprehensive health care and ancillary services to the Native-American population. The Clinic is primarily supported by federal and state grants as well as patient revenues.

The Clinic invites proposals from qualified independent certified public accounting firms for annual audit services for fiscal year ending June 30, 2014. The intent of the Clinic is to negotiate a three-year contract to include Fiscal Years 2014, 2015, 2016, continuation from year to year within the three-year contract will be contingent upon successful and timely completion of each subsequent year’s contract.

Objective

The objective of this engagement is to perform an annual audit of the Clinic’s basic financial statements inclusive of a compliance audit as required under the Single Audit Act and the Office of Management and Budget Circular A-133. The audit is to be performed in accordance with the U.S. general accepted auditing standards and the *Government Auditing Standards* issued by the Comptroller General of the United States.

Proposal Requirements

It is mandatory that each applicant be properly licensed to conduct audits in the State of California.

All proposals shall contain the following:

1. Firm name, address, contact information, and the name of the primary contact in reference to this proposal,
2. Information about your firm, including:
 - a. Background,
 - b. Size,
 - c. Types of services provided, and
 - d. Types of engagements completed,
3. Copies of your most recent Peer Review, Letter of Comment, and Letter of Response,
4. List and address any current complaints with the State Board of Accountancy or complaints filed within the last three years,

5. A list of key staff who will be assigned to this engagement. Please provide resumes for those who will be performing professional work. These resumes should precisely address each individual's level of experience in auditing tribal organizations,
6. Indicate the number of staff that will be assigned to perform fieldwork. Submit a work plan with accompanying time schedule for each segment of work to be performed. Include an estimate of total hours expected to be expended on this engagement,
7. Client references of at least three tribal entities audited by your firm. Please provide contact information for these clients,
8. Explain how the Clinic's personnel will be utilized to assist during the audit,
9. Provide the all-inclusive fee your firm will charge the Clinic for the annual audit by year, for each year included in this proposal. "All-inclusive" is defined for the purpose of this proposal as any fee associated with the successful and timely completion of the audit, including but not limited to:
 - a. Personnel,
 - b. Travel and lodging,
 - c. Out-of-pocket, and
 - d. Per diem costs, etc.,
10. Provide the fee structure your firm will use when charging the Clinic for special requests. Please indicate whether this fee structure will remain the same throughout the proposed years, or if it will change. If the fee structure is subject to change, please indicate specific information regarding the fee structure to be used. When describing the fee structure to be used, please indicate any variation in fee based upon the staff classification requirements of the task. Please note that professional advice, when related to the audit, or for other purposes when requiring little research and solicited infrequently, is expected to be included in the audit fee. For the purposes of this agreement, "little research" is described as research requiring on-half hour or less and "infrequently" is described as two or less times per 30-day period,
11. Provide a statement that your firm commits to completing the FY 2014 on or before March 1, 2015,
12. If your firm is intending to claim Indian preference, the proposal must include documentation to support claim of Indian ownership of 51% or greater,
13. The work performed under this proposal is subject to section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e (b) (the "Act"). The Act requires that to the greatest extent feasible preference and opportunities for training and employment shall be given to Indians, and preference in awarding contracts and subcontracts shall be given to Indian owned organizations and Indian-Owned Economic Enterprises. Please describe the actions your firm will take to abide by this requirement.

Proposal Submission

To be considered, submit one copy of your proposal in a sealed envelope by: Friday, November 15, 2014. Proposals must be delivered by the due date to the address listed above. Please clearly indicate on the envelope that its contents are a proposal in response of the audit RFP. Proposals received after the 5:00pm on the specified deadline will not be considered.

Any questions with regards to this request for proposal for audit services should be directed to Casey Carrillo, Chief Financial Officer, (559)784-2316 or Casey.Carrillo@crihb.org.