



Northwest Health Services | 2303 Village Drive | St. Joseph, MO 64506

**REQUEST FOR PROPOSAL (RFP) No. NHS-022025-AATS**

For

**Annual Audit and Tax Services for a  
Federally Qualified Health Center (FQHC)**

**\*\*\* IMPORTANT NOTICE\*\*\***

**INCOMPLETE OR BIDS RECEIVED AFTER DUE DATE WILL BE REJECTED**

**PLEASE READ RFP CAREFULLY**

**Contact Information:**

Jena Propheter at (816) 307-4074 Ext 8222 or email: [jpropheter@nwhealth-services.org](mailto:jpropheter@nwhealth-services.org)

Questions must include the RFP number within the subject line of the email.

**RESPONSE MUST BE SUBMITTED ELECTRONICALLY BY:**

November 22, 2024, 12 pm Noon (CST)

Email: [jpropheter@nwhealth-services.org](mailto:jpropheter@nwhealth-services.org)

## 1. SUMMARY AND BACKGROUND

Northwest Health Services (NHS) is celebrating 41 years of service across Northwest Missouri. Their mission is to improve and strengthen lives through access to local, high-quality, affordable medical, dental, counseling and pharmacy services. Northwest Health Services was founded with a generous spirit and an ambitious goal. At the same time, they care about people, which is why they are located in the Metropolitan and Rural Northwest Missouri communities. Northwest Health Services employees serve their communities through the work they do in our clinics. Even more, they serve through volunteerism, caring for the underserved through homeless outreach, flood relief efforts, and partnering with local food banks.

NHS serves 21,000 clients each year with funding from grants, contracts, and fees. They receive government funding from numerous sources and agencies. NHS has 161 employees, and their annual revenue ranges between \$25M and \$35M for the past few years.

Northwest Health Services seeks an Audit Firm and/or licensed Accounting Practice ("Agency), qualified to perform a single audit, to submit a proposal for the preparation of its yearly audited financial statements and related filings for a three-year period beginning with the 2024 fiscal year ending 2025. NHS, as an organization does require a federal single audit. The nature and scope of federal funding received by the organization in 2024-2025 necessitates this audit, and we are seeking a firm with demonstrated experience in providing this level of audit services. Such an audit must be performed in accordance with generally accepted standards and practices.

Northwest Health Services expects the work and/or preparation of the work to commence immediately upon notification and acceptance of award. This contract will terminate upon the completion of all aforementioned work pertaining to this RFP in accordance to its associated contract.

NHS requires that any compensation for the scope of services provided in Exhibit (i.e. all services) will be comprehensive in nature. Agency will be expected to disclose in its submittal any and all fees (commission and non-commission) or compensation Agency expected from NHS and to explain under what circumstances these fees and/or commission would apply. However, NHS would prefer a flat fee, if possible, to ease the burden of fiscal forecasting and annual budgetary preparation.

Northwest Health Services is a Federally Qualified Health Center with the mission to promote health and wellness by providing quality care, access, research, and education to the underserved and all people in the community. NHS is exempt from federal income tax under Section 501(c)(3) of the IRS code. Their mission is to provide outreach medical, dental, and behavioral health services to people in the Kansas City Community and surrounding metropolitan and rural areas.

Your complete proposal must be received by November 22, 12 pm CST. Please send your proposal to Jena Propheter. All proposals will be reviewed and a corresponding recommendation of the top three will be made to the CFO and CEO. Final decisions will be made by the Board of Directors by December of 2024.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact me at [jpropheter@nwhealth-services.org](mailto:jpropheter@nwhealth-services.org). I look forward to receiving your proposal.

## 2. GENERAL INFORMATION

Northwest Health Services is an Equal Opportunity Employer and **strongly encourages small businesses and minority-owned businesses to bid**. This RFP will also be publicized per Electronic Code of Federal Regulations §200.320.

### 3. RFP TIMETABLE

The timetable for this RFP is as follows:

Description	Date
Release of RFP	November 1, 2024 (12 pm CST)
Deadline for Written Questions	November 8, 2024 (12 pm CST)
Responses to Questions Provided	November 15, 2024
RFP Final Proposals Due	November 22, 2024 (12 pm CST)
Initial Selections	December 2024
Interviews ( <i>only</i> if necessary)	December 2024
Contract Award & Commencement of Work	January 2025

### 4. SPECIFIC RFP REQUIREMENTS

a. **Questions and Responses:**

Prospective Agency may submit questions regarding this RFP by email to [jpropheter@nwhealth-services.org](mailto:jpropheter@nwhealth-services.org). All questions must be received by 12:00 pm (CST) on Friday, November 8, 2024. When submitting questions, please specify which section of the RFP you are referencing and quote the language that prompted the question. Questions may address issues or concerns that a Agency may have pertaining to this RFP or any specific area therein. All questions and responses will be sent and posted for all participants to review.

Northwest Health Services will provide responses to questions regularly, and questioning period will terminate on November 15, 2024. Northwest Health Services reserves the right to group similar questions when providing answers.

b. **Proposal Submission Deadline:** The Agency’s final proposal should be submitted by email to [jpropheter@nwhealth-services.org](mailto:jpropheter@nwhealth-services.org) by 12:00 pm (CST) by November 22, 2024. Please include the subject line "NHS-022025-AATS."

It is the sole responsibility of the submitting Agency to ensure that its proposal is received before the submission deadline. Submitting Agency shall bear all risks associated with delays in delivery. Any proposals received after the scheduled closing date and time for receipt of proposals will not be accepted.

c. **Proposal Requirements:**

Proposals shall include the following components:

- i. Agency qualifications
- ii. Agency experience, access and approach to the needs outlined in **Exhibit A**.
- iii. Agency must identify any compensation the Agency may seek from Northwest Health Services, and an explanation for why those fees or compensation may be sought and under what terms payment is expected.
- iv. A copy of any standard agreement or contract that the Agency typically uses for these services. Agency is expected to identify any terms and conditions that Agency can waive or any exceptions or revision Agency is willing to make to such an agreement.

d. **Terms and Conditions:**

Northwest Health Services would like to pursue this term of this coverage for up to three (3) years, with an option to renew without bid by extension for up to two (2) additional years.

e. **Agency References:** To illustrate the Agency has the experience in this arena, the Agency shall provide three (3) references of professional clients that the Agency has gained and lossed when providing services

of similar size and scope. References shall include company name, contact name, title, phone number, and email. It is recommended that Agency notify references that they will be contacted (see Exhibit B).

- f. **Additional information:** The Agency may provide any other information that it believes will add value and/or additional context to its proposal.

## 5. PROPOSAL EVALUATION CRITERIA AND PRODUCTION PROCESS

Proposals will be evaluated in accordance with the following evaluation criteria.

Evaluation Criteria	
Agency/Vendor’s Qualifications & experience with FQHC serving MO clients	45%
Agency’s experience with and approach to the services requested in Exhibit A. Any non-commission fees and/or compensation Agency may seek from Northwest Health Services.	45%
Qualifications & Brokerage References (provided)	10%

Each qualified proposal will be evaluated based on the response of the submittal or subsequent information gained in the process. Price is important, but price will not be the sole determinate for award. The determination for the award is the absolute value, including but not limited to coverage, fees and structure of fees, access, timeframe, forecastability and industry insight, etc. and therefore, will be the sole responsibility of Northwest Health Services.

Following the initial evaluation, Northwest Health Services may select a particular Agency (with or without interviews) or enter into discussions with a “short list” of Agencies, consisting of those likely, in the opinion of Northwest Health Services, to potentially be awarded the contract.

The purpose of discussions with a Agency on the “short list” will be to identify Agency specific deficiencies and weaknesses in its proposal and to provide the Agency with the opportunity to consider possible approaches to alleviating or eliminating them. These deficiencies or weaknesses may include such things as meeting deadlines, technical issues, management approach, cost, or team composition. Discussions may take place through written correspondence, Zoom, and/or face-to-face interviews.

Northwest Health Services reserves the right not to convene interviews or discussions, and to make an award on the basis of initial proposals received and the scoring reflective therein. References may be contacted at any point in the evaluation process.

After an Agency has been selected, Northwest Health Services and the prospective chosen Agency will negotiate a contract for execution by Northwest Health Services. If a satisfactory contract cannot be negotiated, Northwest Health Services may, at its sole discretion, begin contract negotiations with the next qualified Agency who submitted a proposal, as determined by Northwest Health Services. Agency must realize that Northwest Health Services may disqualify any Agency with whom Northwest Health Services cannot satisfactorily negotiate a contract.

Northwest Health Services reserves the right to extend timelines if deemed necessary, waive irregularities, and to reject any or all bids in accordance with internal policy. Northwest Health Services or their designee also reserves the right to negotiate with the selected Agency in the event the price exceeds available funds.

The selected Agency shall work directly with Northwest Health Services or their agent for final contract terms and conditions. All contractual terms and conditions will be subject to review by the Northwest Health Services CEO and/or Board of Directors and will include scope, budget, schedule, and other necessary items

pertaining to the project.

*By signing your RFP response proposal, you agree to the award criteria and process stated in this section.*

## **6. RESERVATION OF RIGHTS**

This RFP is a solicitation for proposals only and is not intended as an offer to enter into a contract or as a promise to engage in any formal competitive bidding or negotiations. Northwest Health Services may, at its sole discretion, accept or reject any or all proposals submitted in response to this RFP. Northwest Health Services also may, at its sole discretion, make no award for this RFP or cancel this RFP in its entirety. In addition, Northwest Health Services may elect to proceed with contract negotiations for some of the services included in the proposal. Northwest Health Services further reserves its right to waive minor errors and omissions in proposals, request additional information or revisions to offers, and to negotiate with any or all qualified Agency.

Northwest Health Services shall not be liable for any costs incurred by the Agency in connection with the preparation and submission of any proposal. Northwest Health Services reserves the right to waive inconsequential disparities in a submitted proposal. Northwest Health Services has the right to amend the RFP, in whole or in part, by written addendum, at any time. Northwest Health Services is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda. Such addendum shall be made available to each person or organization which Northwest Health Services records indicate has received this RFP. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the proposal being found non-responsive and not being considered, as determined in the sole discretion of Northwest Health Services. Northwest Health Services has the right to reissue the RFP at a future date, if deemed necessary.

## **7. CONFIDENTIALITY AND MATTER OF RECORD**

Responses to this RFP shall become the exclusive property of Northwest Health Services. The recommended Agency's proposal will become a matter of record when contract negotiations are complete and Northwest Health Services receives a letter from the recommended Agency's authorized officer that the negotiated contract is the firm offer of the recommended Agency or when an agreement is executed by Northwest Health Services. Exceptions to disclosure may be available to those parts or portions of proposals that are justifiably and reasonably defined as business or trade secrets, and plainly marked by the Agency as "Trade Secret", "Confidential", or "Proprietary". Northwest Health Services shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted by law. In the event Northwest Health Services receives a request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "Confidential", "Trade Secrets", or "Proprietary", Agency agrees to defend and indemnify Northwest Health Services from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with such a request.

A blanket statement of confidentiality or the marking of each page of the proposal indiscriminately and without justification identifies most or all of its proposal as exempt from disclosure or submits a redacted copy may be deemed non-responsive.

## 8. CONFLICTS OF INTEREST

Agency is not permitted nor allowed to contact or receive information outside of this RFP process. If it is discovered that the Agency contacted and received information from anyone other than the person specified above and under the process specified herein regarding this solicitation, Northwest Health Services may, at its sole discretion, disqualify your proposal from further consideration. Please do not reach out directly to Northwest Health Services other than the email set forth on the cover page.

All contact and/or questions regarding this RFP must be submitted in writing via email to [jpropheter@nwhealth-services.org](mailto:jpropheter@nwhealth-services.org).

## 9. REQUIRED PROPOSAL FORMAT AND CHECKLIST OF ITEMS TO BE INCLUDED:

**\*\*Proposals not conforming to these requirements will not be considered\*\***

**Final proposals must be submitted electronically to [jpropheter@nwhealth-services.org](mailto:jpropheter@nwhealth-services.org) and are due on/or before 12 pm noon (CST) on November 22, 2024.**

**Make sure your proposal includes the following (See above Section 1-5 for details):**

- a. Please review the project timeline and major steps/checkpoints necessary to meet all corresponding deadlines summarized in **Exhibit A**.
- b. Please provide a list of three (3) references of clients gained and lost related to the corresponding contact information – see **Exhibit B** to be submitted with the proposals.
- c. Please provide a Standard Purchase Agreement which includes payment percentage schedule, change request, cancellation, and any other relevant terms and conditions.
- d. Please share any additional information, feature(s), pictures, etc. as desired to add value to your proposal.
- e. Please complete the signature sheet – see **Exhibit C**.

## 10. ATTACHMENTS

Exhibit A – Scope of Services

Exhibit B – Prospective Agency/Vendor References

Exhibit C – Completed Signature Sheet

## REQUEST FOR PROPOSAL (RFP) No. NHS-022025-AATS

### Exhibit A – SCOPE OF SERVICES

Accordingly, NHS is seeking the following services from one certified Agency of public accountants to:

1. Perform an audit of the financial statements and all related statements of activities and cash flows for the year then ended for NHS [January 31st, 2025, 2026, 2027] with a possible renewal for two years thereafter. With the said, the principal responsibility of the Federal Single Audit in accordance with standards generally accepted in the United States of America and OMB Circular A-133/Single Audit Act/Uniform Guidance (2 CFR 200) Subpart F – requiring § 200.500 of the Electronic Code of Federal Regulations.
2. Prepare the Medicare Cost reports for NHS; for years ended [January 31st, 2025, 2026, 2027].
3. Prepare the Kansas Medicaid Cost reports for NHS; for years ended [January 31st, 2025, 2026, 2027].
4. Prepare the Missouri Medicaid Cost reports for NHS; for years ended [January 31st, 2025, 2026, 2027].
5. Prepare the required Form 990, Return of Organization Exempt from Income Tax for NHS, for the years ended [January 31st, 2025, 2026, 2027].
6. Firm will conduct an ERISA Section 103(a)(3)(C) audit NHS' 401K Plan.
7. Preparation of 5500 Annual Return/Report of Employee Benefit Plan.
8. Management letter & summation.

All of the above must be completed in a timely manner on a date both parties agree upon (TBD), in order for the Board of Directors and affiliated Committees to review each document prior to its submission to the appropriate recipients. In addition, and prior to the Board meeting, we require that the auditors meet with necessary staff, leadership, Committee and Board members to discuss a draft version of the financial statements, and minimally, that the auditors meet annually with the Board of Directors' and Finance committee.

All proposals must include, but not be limited to:

- a) Evidence of the Agency's qualifications to provide the above services;
- b) Background and experience in auditing nonprofit clients; specifically your Agency's experience relevant to the audit of tax exempt health centers.
- c) The size and organizational structure of the auditor's firm/agency;
- d) Statement of the Agency's understanding of work to be performed and outline your Agency's process for ensuring you client's compliance with everchanging regulatory requirements and other related developments.
- f) A proposed timeline for fieldwork and final reporting;
- g) Proposed fee structure for each of the three years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged per year;
- h) Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies;
- i) Provide the Review Report for the most recent Peer Review completed in accordance with the Standards for Performing and Reporting Peer Reviews established by the American Institute of Certified Public Accountants; and
- j) References and contact information from at least three (3) comparable nonprofit audit clients that you have gained and lost over the past 3-5 years.

\*2024 Northwest Health Services' Audit Report (Public Version) is available upon written request

**REQUEST FOR PROPOSAL (RFP) No. NHS-022025-AATS**

**Exhibit B – PROSPECTIVE REFERENCES** (Submit with Proposal)

Contractor’s Name and Pertinent Information:

List six (6) references where the same or similar scope of services were provided in order to meet the Minimum Requirements stated in this solicitation (where applicable).

Clients Gained (if applicable)

	Name of Firm (or Contract #)	Term/YR and Contract Amount	Contact Person (First, Last)	Telephone #	Email
Ref #1:				( )	
Ref #2:				( )	
Ref #3:				( )	

Clients Lost (if applicable)

	Name of Firm (or Contract #)	Term/YR and Contract Amount	Contact Person (First, Last)	Telephone #	Email
Ref #1:				( )	
Ref #2:				( )	
Ref #3:				( )	



**REQUEST FOR PROPOSAL (RFP) No. NHS-022025-AATS****Exhibit C – SIGNATURE SHEET** (Submit with Proposal)

The undersigned Agency acknowledges that I/we have received and thoroughly reviewed the Request for Proposal (RFP). Pursuant to notices given, the undersigned Agency with complete understanding of the requirements and conditions, shall comprehensively complete the RFP by the dates and the contents therein. If the Agency's proposal is accepted, the Agency certifies that the proposed prices will remain in effect for 90 days after bid closing date.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Northwest Health Services and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Northwest Health Services, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Northwest Health Services.

**AUTHORIZATION AND SIGNATURE:**

I hereby certify that I am authorized to sign as a Representative for the Agency:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print or Type - Name / Title: \_\_\_\_\_

Complete Legal Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Federal ID No.: \_\_\_\_\_ Duns No: \_\_\_\_\_

Please check any that apply: Minority Business \_\_\_\_\_ Woman-Owned Business \_\_\_\_\_

Small Business \_\_\_\_\_ Labor Surplus Area Firm \_\_\_\_\_