



North Central District Health Department

- Enfield—31 North Main Street, Enfield, CT 06082 * (860) 745-0383 Fax (860) 745-3188
- Vernon—375 Hartford Turnpike, Room 120, Vernon, CT 06066 * (860) 872-1501 Fax (860) 872 1531
- Windham—Town Hall, 979 Main Street, Willimantic, CT 06226 * (860) 465-3033 Fax (860) 465-3034
- Stafford—Town Hall, 1 Main Street, Stafford Springs, CT 06076 * (860) 684-5609 Fax (860) 684-1768

Patrice A. Sulik, MPH, R.S.
Director of Health

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Due: Friday April 29, 2016

Patrice Sulik, Director of Health
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The North Central District Health Department (NCDHD) requests proposals from qualified firms and/or certified public accountants to audit its financial statements for the fiscal year 2015-2016. The primary purpose of the audit is to express an opinion on the general purpose financial statements taken as a whole, in the form of an auditor's report. This audit is to be performed in accordance with generally accepted auditing standards, the standards set for the financial audits in the General Accounting Office's (GAO) Government Auditing Standards (1994), the provisions of the Federal Single Audit Act of 1984, as amended in 1996, and U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments and Non-profit Organizations, and the provisions of Sections 4-230 through 4-236 of the Connecticut General Statutes concerning the State Single Audit Act.

The deliverable is an independent auditor's report and any other reports required of the independent auditor examining the financial statements of the NCDHD in accordance with the standards listed above. The report shall state the scope of the examination and consist of examinations of all necessary NCDHD financial statements. The report must also state that the audit was performed in accordance with generally accepted auditing standards. Additionally, the NCDHD expects the successful applicant to provide advisory guidance regarding accounting and technical matters, as needed, to keep the NCDHD in compliance with accounting and reporting standards. A final deliverable is an exit meeting with the NCDHD Director and key Board Members.

Applicants are required to submit three (3) hard copies of RFP responses by Friday, April 29, 2016 by 4:30 PM at the NCDHD's office in Enfield. All submissions should be sealed and labeled with the title of this RFP. Bids will be opened promptly at 4:30 PM on April 29, 2016 at the Enfield Office of the North Central Health District, 31 North Main Street, Enfield, Connecticut. Emailed bids will not be accepted. Any questions should be directed to Patrice Sulik, Director of NCDHD via the email listed on the first page of this RFP by April 21, 2016 at 4:30PM. All questions asked and all answers given will be posted on the ncdhd.org website by April 25, 2016.

The NCDHD will assess applications based on experience in conducting audits with government entities or non-profits in Connecticut (particularly local health districts), knowledge of accounting principles and value.

The NCDHD reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. There is no expressed or implied obligation for the NCDHD to reimburse firms for any expenses incurred in preparing proposals in response to this request.

RFP Timeline and Agency Details

- RFP Release-Tuesday, March 29, 2016
- RFP Due Date-Friday, April 29, 2016, 4:30 PM
- Written Applicant Notification of award/non-award-May 20, 2016
- The NCDHD mission is to prevent disease, injury, and disability by promoting and protecting the health and well-being of the public and our environment.
- The annual budget, including grants is **\$1,690,388.00**. NCDHD is subject to a state single audit.
- The agency is currently staffed by a Director of Health, 2 Senior Sanitarians, a Public Health Educator, a Public Health Preparedness Coordinator and a Preparedness Intern, 5 Sanitarians

- and 4 Administrative Staff.
- NCDHD provides services in the following areas: Community Health, Environmental Health, Inspection Services, Emergency Management, Food Protection/Food Safety and Disease Prevention.
- NCDHD serves the following communities: Enfield, Ellington, East Windsor, Windsor Locks, Stafford, Suffield, Vernon and Windham.

The NCDHD is a full-time public health department with a full-time staff funded by its Member Towns and an annual per capita grant from the Connecticut Department of Public Health. The department is governed by a Board of Directors, with representatives from the eight municipalities, in proportion to their population, based on a State formula. District offices are located in Enfield, Stafford, Vernon, and Willimantic.

RFP Requirements

Please provide a description of the following:

- On the cover page, please list the name, proposing firm, address and contact information for the person authorized to represent the firm (if applicable).
- Provide details of the applicant, whether a firm or independent auditor. Please include size of organization (number of staff), where the primary office is located and what services it provides.
- Describe the experience in providing auditing services to government/non-profit entities, in particular, local health districts.
- Describe any reprimands or penalties the organization has received from the state of Connecticut or other regulatory entities.
- Briefly describe your understanding of the work to be done and the final deliverable to be provided.
- Provide a draft work-plan, with an estimate of time required to accomplish key deliverables.
- Provide a cost. (This is a firm bid of cost not an estimate).
- Provide names and resumes of personnel that would be assigned to this audit.
- Provide the name and contact information for two references.