

**SOUTHSIDE BEHAVIORAL HEALTH
REQUEST FOR PROPOSAL (RFP)
RFP #2201310315: FINANCIAL AUDITING SERVICES**

Issue Date: January 31, 2022

Title: Auditing Services

Issuing Agency: Southside Behavioral Health
PO Box 1478
143 Industrial Parkway
Clarksville, VA 23927

Southside Behavioral Health requests qualified independent certified public accountants to submit proposals to enter into a contract to perform financial audits for a period of three (3) consecutive years beginning with fiscal year ending June 30, 2022 and ending with fiscal year June 30, 2024. The statutory requirement for operating boards, administrative policy boards, and policy-advisory boards to receive an independent audit is found in §37.2-501 B and C of the Code of Virginia (as amended).

Using Agency and/or Location: Southside Behavioral Health
Where Work Will Be Performed: Administrative Office, Clarksville, Virginia

Period of Contract: From Date of Award through completion of contract

Sealed proposals will be received for furnishing services described herein until:

<u>3:00 p.m.</u>	<u>Thursday</u>	<u>March 15, 2022</u>
Time	Day	Date

All inquiries for information should be directed to:

Helen Deslauriers
Business Operations Manager
Southside Behavioral Health
(434) 572-6916 Ext. 1527

ALL COMPLETED PROPOSALS ARE TO BE SEALED AND MAILED OR HAND DELIVERED TO:

Southside Behavioral Health
Attn: Business Operations Manager
PO Box 1478
143 Industrial Parkway
Clarksville, VA 23927

Email: BusOps@southsidebh.org

ENVELOPES SHOULD BE MARKED WITH RFP #2201310315: FINANCIAL AUDITING SERVICES AND MUST BE RECEIVED BY 3:00 P. M. ON TUESDAY, MARCH 15, 2022.

It is the contractor's responsibility to assure that proposals are received at the location indicated by the date and time above. This page and all attachments must accompany your proposal, with all information and signatures applied as required.

In compliance with this Request for Proposals, and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Offeror Name and Address:

_____ Date: _____
_____ By: _____
_____ Zip Code _____ Offeror Representative
(Print Name)

Telephone: _____ Signature (in Ink) _____

FEI/FIN: _____ Title _____

Virginia Contractor License No.: _____

Class: _____ Specialty Codes: _____

Optional Information: Minority contractors are encouraged to submit proposals; however, minority status does not influence award.

Offeror ___ **DOES** ___ **DOES NOT** consider his/her firm to be a minority owed business.

Offeror ___ **IS** ___ **IS NOT** certified as a minority business by the Virginia Department of Minority Business Enterprise.

**SOUTHSIDE BEHAVIORAL HEALTH
REQUEST FOR PROPOSAL**

A. PURPOSE

The purpose of this Request for Proposals (RFP) is to enter into a contract with a qualified independent certified public accountant (hereinafter called the “Auditor”) to perform financial audits for Southside Behavioral Health (hereinafter called “SBH”) for a period of **three (3) consecutive years beginning with fiscal year ending June 30, 2022 and ending with fiscal year June 30, 2024.**

B. BACKGROUND

Established in 1972, Southside Community Services Board (renamed Southside Behavioral Health in August 2020) was established to serve the tri-county catchment area of Halifax, Mecklenburg, and Brunswick in Southside Virginia. Each of the counties allocates an annual amount of funding to SBH and appoints representatives to the agency’s Board of Directors.

SBH is part of a state-wide system of Community Services Boards, which serves residents throughout the Commonwealth of Virginia.

SBH is a governmental agency delivering mental health, intellectual disability, substance use disorder, and prevention services to the citizens of the tri-county catchment area of Halifax, Mecklenburg, and Brunswick, located in Southside Virginia. SBH receives its funding from state general funds, federal funds, local government funds, and fee revenue.

Southside Behavioral Health System, Inc. (SBHS) is a 501(c)(3) established by and associated with SBH to assist SBH with fundraising efforts targeted toward helping individuals and families enhance their quality of life by providing a highly effective continuum of behavioral health and developmental disability, or related services including prevention, treatment, education and support within available resources.

Alberta Manor, Inc., Gateway Halifax Apartments, Inc., Brandon Home, Inc., and Marc of Virginia, Inc. (aka Ashley Manor) are legally separate entities and blended component units of SBH.

C. SCOPE OF WORK TO BE PERFORMED

1) Financial Audit – The Auditor shall audit all funds and account groups of SBH in accordance with auditing standards generally accepted in the United State of America, the standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the Single Audit act Amendments of 1996, the provisions of the Uniform Guidance, and the Specifications for Audits of Authorities, Boards and Commissions issued by the Auditor of Public Accounts, Commonwealth of Virginia. The audit shall result in obtaining reasonable assurance about whether the financial statements are free from material misstatements and expressing an opinion on these financial statements. The Auditor’s opinion shall be expressed in the report and includes his reasons for qualifying the opinion, disclaiming an opinion, or rendering an adverse opinion. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures are including the assessment of the risks of material misstatement of the financial statements. In making the risk assessments the audits shall consider internal controls relevant to the preparation and fair presentation of the

financial statements. An audit shall include evaluation of the appropriateness of used accounting policies and reasonableness of significant accounting estimates.

In addition, due to federal funds received either directly or indirectly and subsequently expended by SBH, to ensure compliance with federal status, regulations, and the terms and conditions of federal awards, OMB Compliance Supplement and audits requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) will likely be required.

- 2) Assist in preparation the financial statements and the related notes, capital asset and depreciation schedules, the schedules of expenditures of federal awards, and the data collection in conformity with U.S. generally accepted accounting principles, and the Uniform Guidance.
- 3) For SBH's HUD properties the Auditor will: a. Audit the financial statements of Alberta Manor, Inc, which comprise the statement of financial position. the related statements of activities and cash flows, and the related notes to the financial statements. as of and for the applicable audit year. Also, the schedule of expenditures of federal awards and the supplementary information accompanying the financial statements required by the U.S. Department of Housing and Urban Development (HUD)'s Uniform Financial Reporting Standards for HUD Housing Programs will be subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures. including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.; and b. For the remaining HUD properties Brandon Home, Inc., Gateway-Halifax Apartments, Inc., and MARC of Virginia, In. (aka Ashley Manor) prepare the financial statements of each. which comprise the statement of financial position, related activities, and cash flows for the audit year, and any related notes and supplementary information to the financial statements, and perform a compilation engagement with respect to the financial statements as also may be required by HUD as referenced in paragraph a.
- 4) The Auditor also shall express and opinion as to the fair presentation of the combining, individual fund and individual account group financial statements in accordance with generally accepted accounting principles. The Auditor is required to provide an "in-relation-to" report on the supporting schedules and statistical tables based upon his audit of the financial statements.
- 5) In connection with the audit of the financial statements, the Auditor shall perform tests of internal controls in accordance with auditing standards generally accepted in the United States of America and other applicable standards, such as Government Auditing Standards, OMB Uniform Guidance - Audits of States, Local Governments, and Non-Profit Organizations; and the Specifications for Audits of Authorities, Boards and Commissions produced by the Auditor of Public Accounts of the Commonwealth of Virginia.
- 6) In connection with the audit of the financial statements, the Auditor shall also prepare and complete Form 990, Tax Return of Organization Exempt from Income Tax, if applicable, and will

also assume responsibility for forwarding the completed Form 990 to the Internal Revenue Service, if applicable.

- 7) Submission of reports – The firm shall provide SBH with 12 copies of the financial statements and Auditor’s report thereon and management letter, for the Board, SBHS, and each of the four HUD projects no later than September 30th, of the applicable fiscal year covered by the contract. A copy of the financial report, including Auditor’s reports on internal controls and compliance, must be submitted to the Auditor of Public Accounts no later than 90 days after the close of the fiscal year. In addition, a copy of the financial report, report on internal controls, and report on compliance must be submitted to each State agency that provided Federal funds to the CSB.
- 8) State Requirements – The Auditor should provide the following information for use by State agencies. This information may be reported as supplemental information in the financial statements and /or by separate reports, or schedules as appropriate. The Auditor should refer to the Financial Management Standards Guide issued by DBHDS for additional reporting requirements and disclosures.

NOTE: The Department of Behavioral Health and Developmental Services will not participate in sharing the cost of any audit which does not comply.

- a. Include in the audit report 1) a schedule (by disability and total) of the reconciliation of revenues and expenditures to the fourth quarter report and 2) a schedule (by disability and total) of the reconciliation of federal revenues to the fourth quarter report.
 - b. The Auditor should audit all Grants and Special Funding (both revenues and expenditures) for accounting accuracy and expenditure appropriateness as if the grant were a major program in accordance with the Single Audit Act Amendment of 1996 and Title 2 U.S. Code of Federal Regulation Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).
 - c. The Auditor shall disclose the local tax dollar funding received by SBH specified by locality.
 - d. The Auditor should disclose insurance information (company, employees covered, and amount of coverage).
- 9) The Auditor should submit a management letter with each audit. The letter should offer suggestions for improvement in financial management and internal controls.
 - 10) A copy of the audit contract and winning RFP should be filed with the Virginia Auditor of Public Accounts and the Virginia DBHDS. SBH is responsible for making these filings.
 - 11) The Auditor should exercise due professional care in understanding the type of engagement and also requiring that if during the audit the auditor becomes aware that SBH is subject to audit requirements which may not be encompassed in the terms of the engagement he or she should communicate to management and the audit committee, or others with equivalent authority and responsibility that the audit may not satisfy the requirements.

D. REPORTING REQUIREMENTS

1) Required Reports

Based on the audit work performed, the Auditor must issue the following reports.

- a. A report on the fair presentation of the financial statements, including the related notes to the financial statements of the SBH, supplementary information, and its related blended component units and the combining individual fund and individual account group financial statements in conformity with generally accepted accounting principles.
- b. A report will also include reporting on internal controls related to the financial statements and compliance with laws, regulations and provisions of contracts or grant agreements. In addition, the report will include a report on internal control related to major programs and an opinion on compliance with laws, regulations and provisions of contracts or grant agreements. The Auditor shall communicate all reportable conditions (as defined by the AICPA) found during the audit in the report on internal controls. Non-reportable conditions discovered by the Auditor shall be reported either in the report on internal controls or in a separate letter to management. If the non-reportable conditions are reported in a separate letter, the letter will be referred to in the report on internal controls and copied to Virginia Department of Behavioral Health and Developmental Services.
- c. A report on the internal control structure used in administering federal assistance programs. The Auditor shall communicate all weaknesses, which could have a material effect on a federal assistance program in the report on internal controls. Other conditions discovered by the Auditors shall be reported either in the report on internal controls or in a separate letter to management. If the non-reportable conditions are reported in a separate letter, the letter will be referred to in the report on internal controls and copied to the Office of Financial review and Assistance, Virginia Department of Behavioral Health and Developmental Services.
- d. A report on compliance based on the audit of the general-purpose financial statements performed in accordance with Government Auditing Standards. The Auditor shall communicate all instances of non-compliance, which could have a material effect on the general-purpose financial statements in the report on compliance.
- e. A report on compliance with specific requirements applicable to major federal assistance programs. The Auditor shall communicate all instances of noncompliance with the specific requirements for major federal assistance programs in the report of compliance or in the Schedule of Findings and Questioned Costs. If matters of noncompliance are disclosed in the Schedule of Findings and Questioned Costs, the Schedule shall be referred to in the Auditor's report on compliance.
- f. A report on compliance with the general requirements applicable to federal assistance programs. This report should be prepared regardless of whether SBH has major assistance programs. The Auditor shall communicate all instances of noncompliance with the general requirements in the report on compliance on in the Schedule of Findings and Questioned Costs. If matters of noncompliance are disclosed in the

Schedule of Findings and Questioned Costs, the Schedule shall be referred to in the Auditor's report on compliance.

- g. A report on compliance with the requirements applicable to non-major federal assistance programs if transactions from non-major assistance programs were selected for testing during the audit. The Auditor shall communicate all instances of noncompliance with the requirements governing non-major programs in the report on compliance of in the Schedule of Findings and Questioned Costs. If matters of noncompliance are disclosed in the Scheduled of Findings and Questioned Costs, the Schedule shall be referred to in the Auditor's report on compliance.
- h. A report disclosing the status of findings and recommendations from previous audits that have remained uncorrected.
- i. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts, or indications of illegal acts of which they become aware to the Chair of the Board of Directors for SBH and the Executive Director of SBH, and the Commissioner of the Department of Behavioral Health and Developmental Services.
 - Draft Reports
The Auditor shall have drafts of the audit reports and recommendations to management available for review by SBH Executive Director and Governing Board of Directors by September 15 of each contract year.
 - Report Preparation
Report preparation, editing and printing shall be the responsibility of the Auditor.
NOTE: A description of SBH background information is included in Appendix A.
- j. A report on the fair presentation of the Schedule of Federal Assistance

E. ASSISTANCE TO BE PROVIDED TO THE AUDITOR

- 1) Books of Account
SBH represents that the books of account will be fully balanced, all subsidiary ledgers reconcile to control accounts, and all bank accounts for all months reconciled no later than 10 days immediately following statement date.
- 2) Schedules
The staff of SBH will prepare the following information on forms acceptable to the Auditor:
 - a. A final trial balance of each fund;
 - b. A final trial balance of each subsidiary ledger;
 - c. A schedule of federal program revenues expenditures and beginning and ending balances by program;
 - d. A copy of the final budget presented to the board for the audit period, the original budget ordinance for the audit period, and all amendments to the budget ordinance;
 - e. A copy of all capital projects and all amendments thereto for all projects beginning during the period or not fully completed prior to the period;
 - f. A schedule of insurance in force during the year and of insurance expense for the year;

- g. A schedule of investments of all funds at statement date showing both book value and estimated market value at statement date;
- h. A schedule of all capital outlays during the period;
- i. A schedule of all capital asset dispositions during the period;
- j. A schedule of accounts payable at statement date;
- k. Reconciliation of the final quarter's fringe benefit tax returns;
- l. Copies of all contracts with governmental grantor or grantee agencies;
- m. Copies of all other contracts in force at statement date of material amount; and
- n. Such reasonable additional schedules as may be requested for financial audits.

3) Other Assistance

The staff of SBH and responsible management personnel will be available during the audit to assist the firm by providing information and explanation.

F. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

1) GENERAL REQUIREMENTS:

a. RFP Responses:

In order to be considered for selection, Offerors must submit a complete response to this RFP. One original and five copies of each proposal must be submitted to SBH. No other distribution of the proposals shall be made by the Offeror.

b. Proposal Preparation

- Proposals shall be signed by an authorized representative of the Offeror. All information requested must be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- Ownership of all data, materials and documentation originated and prepared for SBH pursuant to the RFP shall belong exclusively to SBH and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 11-52 of the Virginia Public Procurement Act prior to our upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

c. Oral Presentation

Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to SBH. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. SBH agency will schedule the time and location of these presentations. Oral presentations are an option of the purchasing agency and may not be conducted; therefore, proposals should be complete.

2) SPECIFIC REQUIREMENTS:

Proposals should be as thorough and detailed as possible so that SBH may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

- a. The return of the RFP cover sheet and addenda, if any, signed and filled out as required.
- b. Complete Data Sheet, included as Attachment "A" to the RFP, and other specific items or data requested in the RFP.
- c. Letter of Transmittal:
 - History of the firm, including number of years in business, and sizes of firm.
 - A statement by the prospective Auditor of his understanding of the work to be done, including specific reference to the provisions in the Scope section of this RFP, with descriptions of the audit approach and illustrations of the procedures to be employed.
 - The approximate date the audit will begin (including preliminary fieldwork) and end, as well as approximate dates for delivery of the financial statements and/or Auditor's reports.
 - Biographies including experience, education, professional designation, and professional affiliations of the individuals who will be assigned to the engagement. Also include relevant experience of each in auditing community services boards, municipalities, Federal funds, and recent continuing professional education of each.
 - A copy of firm's most recent peer review.
 - A statement by the prospective Auditor that:
 - i. The firm is independent of SBH as that term is defined in the Ethical Rules of the AICPA and the AICPA Code of Professional Conduct
 - ii. The firm and the partner assigned to the engagement are licensed to perform the audit as provided by applicable laws of the Commonwealth of Virginia.
 - iii. The firm has met the peer review standards of the AICPA and Government Auditing Standards.
 - iv. The firm will provide adequate supervision on a day-to-day basis and that the resulting work papers shall be adequate and shall be available for routine review by appropriate Auditors of the Federal and State governments.
 - v. Staff assigned to the audit has met the continuing education requirements required by the Government Auditing Standards issued by the Comptroller General of the United States.

d. Meetings

Conferences between the Auditor, SBH employees and/or representatives of SBH should be scheduled by the selected Auditor before the preliminary work and at the end of the fieldwork. The purpose of the meetings is to keep SBH fully informed on the scope and progress of the audit.

G. FEES

Fees for services will be negotiated in accordance with the § 2.2-4302.2 of the Code of Virginia. Process for competitive negotiation. The fee will be in the form of a fixed contract price. Fees for additional services must be mutually agreed upon by the Independent Auditor and SBH.

H. EVALUATION AND AWARD CRITERIA:

1) EVALUATION CRITERIA

Selection criteria will include the following:

- a. The skill, experience and training of the specified persons who will be performing the services requested.
- b. The Auditor's understanding of SBH's system of accounting obtained through prior experience or discussion with appropriate SBH officials.
- c. The prior experience and reputation of the Auditor in auditing governmental units similar to SBH.
- d. Ability to complete the audit and submit the financial statements and Auditor's reports to the Department of Behavioral Health and Developmental Services by the required deadline.

2) AWARD

The selection process will be in accordance with § 2.2-4302.2 of the Code of Virginia. SBH shall engage in individual discussions with two or more Offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informed interviews shall be permissible. Such Offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the audit. This Request for Proposals, is not, however, requesting that Offerors furnish estimates of man-hours or cost for services. At the discussion stage, SBH may discuss non-binding estimates of total costs. Proprietary information from competing Offerors shall not be disclosed to the public or to competitors.

At the conclusion of the discussion, on the basis of the selection criteria listed in this Request for Proposals and all information developed in the selection process to this point, SBH shall select in order of preference two or more Offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with Offeror ranked first.

If a contract satisfactory and advantageous to SBH can be negotiated at a price considered fair and reasonable, the award shall be made to that Offeror. Otherwise, negotiations with the Offeror ranked first shall be formally terminated and negotiations conducted with the Offeror

ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Should SBH determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified and suitable than the other under consideration, a contract may be negotiated and awarded to that Offeror.

I. GENERAL TERMS AND CONDITIONS

1) PROCUREMENT REGULATIONS

This solicitation is subject to the provisions of purchasing regulations of SBH and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of these regulations is available for review at SBH's Administrative/Purchasing Office, located at 143 Industrial Parkway, Clarksville, Virginia or by calling the Purchasing Specialist at 434-572-6916, ext. 1509.

2) MANDATORY USE OF SBH FORMS AND TERMS AND CONDITIONS

Failure to submit a proposal on the official SBH form provided for that purpose may be a cause for rejection of the proposal. Return of the complete document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the proposal; however, SBH reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal.

3) CLARIFICATION OF TERMS

If any prospective Offeror has questions about the specifications or other solicitation documents, the prospective Offeror should contact the contract officer whose name appears on the face of the solicitation, no later than five days before the due date. Any revisions to the solicitation will be made only by addendum issued by the contract officer.

4) PAYMENT TERMS

The payment terms will be negotiated by SBH and the Auditing Firm.

5) DEFAULT

In case of failure to deliver goods and services in accordance with the contract terms and conditions, SBH, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which SBH may have.

6) ANTI-DISCRIMINATION

By submitting their bids or proposals or by signing any resulting contract, the Offeror certifies to SBH that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, the Virginia Disabilities Act, the Americans With Disabilities Act and Section 2.2-4311 of the Virginia Public Procurement Act. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements, made pursuant to the contract on the basis of the Recipient's religion, religious beliefs, refusal to participate in a religious practice, or on basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to

account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body (Code of Virginia 2.24343.10).

In every contract over \$10,000, the provisions in 1. and 2. below apply:

- a. The Offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Offeror. The Offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The Offeror, in all solicitations or advertisements for employees placed by or on behalf of the Offeror, will state that such Offeror is an equal opportunity employer.

Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

- b. The Offeror will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

7) DEBARMENT STATUS

By submitting their proposal, all Offerors certify that they are not currently debarred from submitting proposals on contracts by any agency of the Commonwealth of Virginia, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency of the Commonwealth of Virginia.

8) QUALIFICATIONS OF OFFERORS

SBH may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the work and the Offeror shall furnish to SBH all such information and data for this purpose as may be requested. SBH reserves the rights to inspect Offeror's physical questions regarding the Offeror's capabilities. SBH further reserves the right to reject any proposal if the evidence submitted by or investigations of such Offeror fails to satisfy SBH that such Offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.

9) ETHICS IN PUBLIC CONTRACTING

By submitting their proposals, all Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

10) DRUG FREE WORKPLACE

The unlawful or unauthorized use, manufacture, distribution, dispensing, or possession of alcohol or other drugs, or the impairment or incapacitation from the use of alcohol or other drugs, is prohibited in the workplace by the contractor or his/her employees utilized to provide services herein. By submitting proposals, Offerors certify their compliance and understand that violation of these prohibitions is a breach of contract and can result in default action.

J. SPECIAL CONDITIONS

1) OWNERSHIP OF MATERIAL

Ownership of all data, material, and documentation originated and prepared for SBH pursuant to the RFP shall belong exclusively to SBH and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

2) INSURANCE

By signing and submitting a proposal under this solicitation, the Bidder or Offeror certifies that if awarded the contract, it will have the following insurance coverages, at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

Worker's Compensation: Statutory requirements and benefits.

Employers Liability: \$100,000

Commercial General Liability: \$ 1,000,000 per occurrence and \$2,000,000 in the aggregate. SBH is to be named as an additional insured with respect to the services being procured. These coverages are to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage.

Automobile Liability: \$ 1,000,000 Combined Single Limit (Only applicable if motor vehicle is to be used in the contract.)

NOTE: In addition to the above, various Professional Liability/Errors and Omissions coverages are required for those services indicated below.

The limits are to be:

<u>Professional Service</u>	<u>Limits</u>
Accounting	\$1,000,000 per occurrence, \$3,000,000 aggregate

During the period of the contract SBH reserves the right to require the contractor to furnish certificates of insurance for the coverages required by SBH and Commonwealth as indicated.

3) PROPOSAL ACCEPTANCE PERIOD

Final payment will be made upon approval of the report by the Auditor or Finance Committee of the Board.

ATTACHMENT A
OFFEROR DATA SHEET

RFP #2201310315: FINANCIAL AUDITING SERVICES

1. QUALIFICATIONS OF OFFEROR: The Offeror must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.
2. YEARS IN THE BUSINESS: Indicate the length of time you have been in business providing this type of service: _____ Years/Months
3. REFERENCES: Indicate below a listing of at least five (5) recent references for which you have provided this type of service. Include the date service was furnished and the name and address of the person the Board has your permission to contact.

PERSON TO CONTACT

CLIENT	DATE	ADDRESS	TELEPHONE NUMBER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Offeror name, phone number, state, and state of incorporation. If not a corporation, state the type of business organization, names and addresses of owners, address and phone number of principle place of business, date business began, and state in which organized.

5. Are you a subsidiary firm: _____ Yes _____ No. (If yes, list the name and location of your parent affiliation)

6. Name and title of firm's official to whom further communication should be directed:

I certify the accuracy of this information:

Signed: _____

Date: _____

Title: _____

APPENDIX A
SOUTHSIDE BEHAVIORAL HEALTH
REQUEST FOR PROPOSALS
FINANCIAL AUDITING SERVICES

SBH provides services for the mentally disabled in Halifax, Mecklenburg, and Brunswick Counties. This includes outpatient, psychiatry, group homes, individualized apartments, and day programs. The agency breakdown is as follows:

1. There are 17 owned facilities. Of these 17 facilities two (2) are ICFs (Intermediate Care Facility), four are HUD residential properties. NOTE: One of the HUD residential properties is also one of the two ICF's.
2. Approximately 1,500 clients are currently being served. This number is likely to increase due to program growth/development.
3. Approximately 280 claims per month are billed to Medicaid and approximately 1204 claims per month are billed to Medicaid MCOs. On average \$435,029 per month is received from Medicaid with \$228,376 per month being received from Medicaid CMOs. In addition to this, Medicare and 3rd Party billings are also conducted. Currently, numbers are tracking less than normal due to COVID-19 caused program service reductions; however, as operations return to normal it is expected the revenue numbers will rebound to previously established norms.
4. There are approximately 189 employees, with 179 being full-time and 10 being part time. There is an unusual number of open staff positions, with additional positions being added due to new program/service development.
5. The current retirement plan is through the Virginia Retirement System.
6. There are currently 3 bank accounts for SBH, 22 bank accounts for the HUD Properties, 24 bank accounts for individuals in service, and one LGIP account.
7. Monthly average revenues are \$1,192,229. Monthly average expenses are \$1,161,526.
8. The current annual budget is \$15,398,524.