



SOUTHWEST DISTRICT HEALTH

REQUEST FOR PROPOSAL (RFP)

FINANCIAL STATEMENT PREPARTION

SWDH-2022-1

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RFP ADMINISTRATIVE INFORMATION

RFP Title:	Financial Statement Preparation Project
RFP Project Description:	Southwest District Health is requesting services to prepare financial statements/document
RFP Lead:	Christina Straub, Program Specialist Southwest District Health 13307 Miami Lane Caldwell, Idaho 83607 christina.straub@phd3.idaho.gov 208-455-5302
Submitting Sealed Proposal: Submitting Manually: MANUAL PROPOSALS MUST BE RECEIVED AT THE PHYSICAL ADDRESS DESIGNATED FOR COURIER SERVICE AND TIME/DATE STAMPED BY THE DIVISION OF PURCHASING PRIOR TO THE CLOSING DATE AND TIME.	Address for Courier: 13307 Miami Lane Caldwell, Idaho 83607 Address for US Mail: 13307 Miami Lane Caldwell, Idaho 83607
Deadline to Receive Questions:	Wednesday, May 11, 2022, 5PM Mountain Time
RFP Closing Date:	Friday, June 3, 2022, 5PM Mountain Time
Initial Term of Contract and Renewals:	One (1) year contract. Upon mutual, written agreement, the Contract may be renewed, extended, or amended. The anticipated total Contract term is up to five (5) years.

1 OVERVIEW

1.1. Services Requested

- Preparation of financial statements to include:
 - SEFA (Schedule of Expenditures of Federal Awards)
 - Statement of Net Position
 - Statement of Activities
 - Balance Sheet
 - Statement of cash receipts, disbursements, and changes in cash basis fund balances
 - Budget to Actual
 - Investment (LGIP) Summary
 - Cash worksheet
 - Trial Balance
 - GASB 54 Breakdown
- Assist the District in examining General Ledger Activity
- Assist the District in comparing its General Ledger activity to the financial statements
- Provide the District with comments regarding its financial statements
- Provide the District with other financial statement consulting services as needed.
- The District will provide past documentation, templates, and all required and requested information reasonably deemed necessary or desirable to prepare above statements.

1.2. Resulting Contract

If the District awards a contract from this Solicitation, it will do so by issuing a contract for services document from the District's Procurement system, which will be an acceptance of the successful offer. The Contract will be comprised of that contract document; this RFP, including any incorporated documents; the successful Proposal, including any clarifications requested by the District; and an artifact formalizing any requirements agreed upon through contract discussions or negotiations, if applicable.

2 QUESTIONS

2.1. Questions

2.1.1. Questions or other correspondence must be submitted in writing to the RFP Lead (see contact information in the RFP Administrative Information, page 1). QUESTIONS MUST BE RECEIVED BY 5P.M. MOUNTAIN TIME ON THE DATE LISTED IN THE RFP ADMINISTRATIVE INFORMATION.

2.2. Vendor Proposed Modifications and Exceptions to Requirements, Terms, and Conditions

2.2.1. Vendors are strongly encouraged to submit any proposed modifications to the requirements, terms, or conditions of the RFP prior to the deadline to submit questions. Questions regarding these requirements must contain the following:

- The rationale for the specific requirement being unacceptable to the party submitting the question (define the deficiency).

2.2.2. The District has sole discretion to determine if the modifications or exceptions submitted by an Offeror would result in a material change or otherwise threaten the integrity of the procurement process.

2.2.3. Except as otherwise provided within the Solicitation, the District will not consider modifications or exceptions to the requirements, terms, or conditions which are proposed after the RFP Closing Date.

3 INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

3.1. General Instructions

3.1.1. Proposals may be submitted electronically or manually, as detailed below. Except as otherwise addressed in this solicitation, all submission materials must be submitted at the same time (in a single package or electronic submission). If multiple submissions are received, only the latest timely submission will be considered.

3.1.2. Alternate proposals are not allowed.

3.1.3. All electronic files (whether submitted electronically or manually) must be in Microsoft Word, Adobe PDF, or Excel format; the only exception is for financials, brochures or other information only available in an alternate format.

3.2. Electronic Submission

3.2.1. Electronically submitted Proposals must be submitted via email to the RFP lead, information can be found listed on Page 1.

3.3. Manual Submission

3.3.1. The Proposal must be addressed to the RFP Lead, sealed, and identified as "SWDH-2022-1, Financial Statement Preparation." Include your company name on the outside of the package.

4 PROPOSAL FORMAT

These instructions describe the format to be used when submitting a Proposal. The format is designed to ensure a complete submission of information necessary for an equitable analysis and evaluation of submitted Proposals. There is no intent to limit the content of Proposals.

4.1. Table of Contents

Include a table of contents in the Technical Proposal identifying the contents of each section, including page numbers of major Sections.

4.2. Format

4.2.1. **Technical Proposal** – A detailed explanation of goods/services to be provided (scope of work)

4.2.2. **Cost Proposal** – Breakdown of costs (materials, personnel, etc.)

4.2.3. **W9** – A current W9 tax form is required

4.2.4. **Additional Documents** – Any additional information, documents, brochures, etc.

5 PROPOSAL REVIEW AND AWARD

5.1. Overview

The objective of the District in soliciting and evaluating Proposals is to ensure the selection of a firm or individual that will produce the best possible results for the funds expended.

5.1.1. All Proposals will be reviewed first to ensure that they meet the Mandatory Submission Requirements of the RFP. Any Proposal(s) not meeting the Mandatory Submission Requirements will be found non-responsive.

5.2. Technical Proposal

5.2.1. The Technical Proposal will be reviewed first on a “pass” or “fail” basis to determine compliance with those requirements listed in the RFP. All Proposals which are determined by the District, in its sole discretion, to be responsive in this regard will continue in the evaluation process outlined in this Section.

5.3. Cost Proposal

5.3.1. The Cost Proposal will be evaluated for the effective and efficient delivery of quality goods/services.

5.4. Award

5.4.1 Award of Contract will be made to the responsive Offeror whose Proposal best meets the District’s need.

5.4.2 Award determination will be made by Friday, June 3rd, 2022.