



Florida Association of Healthy Start Coalitions, Inc.
and Healthy Start MomCare Network, Inc.

#RFP2024-02

Request for Proposal for Financial Statement Audit Services
(including Single Audit)

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**Florida Association of Healthy Start Coalitions, Inc.
Healthy Start MomCare Network, Inc.
Request for Proposal #RFP2024-02**

INDEPENDENT EXTERNAL AUDITING SERVICES

SECTION I – INTRODUCTION

Florida Association of Healthy Start Coalitions, Inc. (FAHSC) invites qualified independent auditing firms having sufficient non-profit and governmental accounting and auditing experience to submit proposals to provide Independent External Single Auditing Services beginning with fiscal year end June 30, 2024. Written proposals using the format described herein must be received by email by **12:00 p.m. on July 25, 2024** in order to be considered with delivery and read receipts enabled. **The only contact person with respect to any or all aspects of this RFP is Karen Chang, Chief Operations Officer, 850-999-6200, KChang@FAHSC.org. All communication must include “#RFP2024-02” in the subject line of the email.**

The Florida Association of Healthy Start Coalitions (FAHSC) invites a proposal for the preparation of audited financial statements for the Florida Association of Healthy Start Coalitions, Inc., (the parent company) and the Healthy Start MomCare Network, Inc., (HSMN, the subsidiary/administrative services organization). These two nonprofit, 501c3 organizations require separate federal single audits and other auditing services for the periods described herein. FAHSC and HSMN prefer to use the same auditing firm to prepare separate reports for each company.

SECTION II – AGENCY OVERVIEW & BACKGROUND

The Florida Association of Healthy Start Coalitions, Inc., (FAHSC) is a non-profit organization dedicated to improving the health of pregnant women and babies supporting services with 32 Healthy Start Program Coalitions across the state. The mission of FAHSC is to improve the health of mothers, babies and families through statewide advocacy and initiatives that support local communities and Healthy Start Coalitions. FAHSC receives federal funding from the Health Resources and Systems Administration (HRSA) and the Florida Department of Children and Families, and state funding from the Florida Department of Health. FAHSC also receives funding from various other grants and funders as well as dues from member Coalitions. Programs include: Healthy Start, Maternal Infant and Early Childhood Home Visiting Program (MIECHV), Early Childhood Comprehensive Services, Nurse Family Partnership, and Seeking Safety home visiting for substance exposed families.

The Healthy Start MomCare Network, Inc., (HSMN) serves as the Administrative Services Organization to administer a contract with AHCA for Medicaid funds supporting the Healthy Start Program and 32 statewide Healthy Start Coalitions. Beginning in July 2024, HSMN will also begin administering contracts with health plans for doula services subcontracted with the Healthy Start Coalitions.

FAHSC and its subsidiary HSMN subcontracted with approximately 50 subrecipients to serve more than 200,000 clients last year with funding from grants, contracts, and fees. HSMN provides the staffing for both companies and currently has 18 employees. FAHSC revenue on its most recent 990 was \$12.7 million; HSMN revenue was \$47.9 million. Both companies are low risk auditees.

Internal accounting policy requires a mandatory reevaluation of the CPA firm completing the annual audit at the end of the five-year cycle. The current auditors are not precluded from submitting a proposal.

FAHSC and HSMN have separate Finance/Audit Committees and governing Boards. The Committees will review the scope of services, discuss the results of the audit, discuss the findings presented in the management letter issued by the firm and the responses of the CEO and accounting team and other matters as determined by the Committee. The selected vendor is expected to present the annual report to the FAHSC and HSMN Boards of Directors separately at a regularly scheduled Board meetings.

SECTION III – BIDDING INSTRUCTIONS

A. Proposals

Each proposer shall submit only one proposal per Bid Solicitation. The cost proposal should separate the costs for FAHSC audit and HSMN audit. Applicants must submit via email a complete electronic PDF copy of the proposal including any applicable attachments to Karen Chang, Chief Operations Officer, FAHSC/HSMN, at KChang@FAHSC.org. Proposals should include a signed cover sheet along with contact name, telephone number and an email address for correspondence and shall be submitted per the timeline below. It is the responsibility of the firm to ensure that the proposal is sent by the deadline. **Late proposals will NOT be considered.**

B. Timeline

- ◆ Dates advertised
July 1, 2024 – July 25, 2024
- ◆ Written questions may be submitted any time before end of day
July 18, 2024
- ◆ Answers will be posted at www.healthystartflorida.com every few days if questions are received. The final posting of responses will be on
July 19, 2024
- ◆ Deadline for receipt of proposals (No exceptions).
July 25, 2024 at 12:00 p.m.
- ◆ Estimated award announcement
August 2, 2024
- ◆ Estimated contract start:
August 9, 2024

All dates set forth above are subject to change by FAHSC and HSMN with notice provided at www.healthystartflorida.com. All communication must include “#RFP2024-02” in the subject line of the email.

C. Responses to Questions

All questions and responses will become public records and will be posted at www.HealthyStartFlorida.org The cutoff date for receipt of questions listed in the timeline in section B above. Beyond that date, any new questions submitted will not be answered.

D. Public Information

All submitted proposals, and information included therein or attached there shall become public record upon their delivery to FAHSC in accordance with Chapter 119, Florida Statutes.

E. Right to Reject Proposals and Waive Non-Material Irregularities

FAHSC and HSMN reserve the right to accept or reject any or all proposals, waive any non-material irregularities and technicalities and may, at its sole discretion, request clarification or other information to evaluate any or all proposals. FAHSC and HSMN reserve the right, before awarding the contract, to require proposer(s) to submit evidence of qualifications or any other information deemed necessary.

F. Unauthorized Modifications

Any unauthorized modifications by the proposer of RFP specifications, forms or terms may render the proposal invalid.

G. Conflict of Interest

All proposers must disclose in their Letter of Certification the name of any officer, director, or agent who has a conflict of interest with any employee, officer, Board member, or Finance Committee Member for FAHSC or HSMN. All proposers must also disclose the name of any FAHSC or HSMN employee, officer, or Board member who owns, directly or indirectly, any interest in the proposers' business or any of its branches.

SECTION IV – SCOPE OF SERVICES

A. Term of Engagement

FAHSC and HSMN wish to receive proposals for the selection of an independent certified public accounting firm to provide external auditing services for a period of up to five (5) years, beginning with an audit of the Coalition's financial statements for fiscal year ending June 30, 2024.

Audit Review period Year 1:	July 1, 2024 to June 30, 2025
Audit Review period Year 2:	July 1, 2025 to June 30, 2026
Audit Review period Year 3:	July 1, 2026 to June 30, 2027
Audit Review period Year 4:	July 1, 2027 to June 30, 2028
Audit Review period Year 5:	July 1, 2028 to June 30, 2029

B. Annual Examinations

The proposer selected as a result of this RFP shall provide independent auditing services to FAHSC and HSMN, to examine the financial statements of FAHSC and HSMN, beginning with the financial statements for fiscal year ending June 30, 2024.

The annual examinations by the proposer shall include, but not be limited to, the following:

1. Financial Audit – The examination will include a financial and compliance audit made in accordance with generally accepted auditing standards. The primary purpose of this audit is to express an opinion on the financial statements of FAHSC and HSMN. The examination and procedures related hereto contemplate the review of the financial statements prepared by FAHSC and HSMN. The audit procedures used should be sufficient to enable the proposer to express an opinion on the fairness with which the financial statements present the financial position of FAHSC and HSMN and the results of their operations and the cash flows of their proprietary fund types, if applicable, in accordance with generally accepted accounting principles. In addition, such procedures should be adequate to determine whether the operations of FAHSC and HSMN were properly conducted in accordance with legal and regulatory requirements, including Florida Statutes, Federal laws and FAHSC and HSMN policies

and procedures.

2. Data Processing Review – The proposer will perform a review of internal controls used in the computer environment to ensure (a) the proper development and implementation of applications, (b) the integrity of program and data files, (c) the completeness and accuracy of the accounting records, and (d) the integrity of computer operations.

The proposer shall communicate periodically to leadership staff and the Finance Committees if reportable conditions in data process review are identified during the engagement. As part of the Management Letter, the proposer shall report the following information it deems appropriate:

- Specific comments in the above areas for FAHSC and HSMN’s major computer systems
 - Overall conditions of internal control in computer environment
 - Significant weakness in internal control in data processing
3. Preparation of IRS Form 990 – FAHSC and HSMN require that a meeting of the proposer and FAHSC and HSMN management teams be held to discuss a draft version of the single audit reporting package and 990 returns and that the auditors present this information to the Board of Directors for each company. All of the above should be completed within a timeframe that ensures timely submission of the single audit reporting package and filing of 990 returns as required by federal guidelines and the Internal Revenue Service.
 4. Single Audit - FAHSC and HSMN both receive federal funding that require a Single Audit to be performed. The proposer will perform a Single Audit in accordance with generally accepted auditing standards, Government Auditing Standards issued by the Comptroller General of the United States, the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance); and the Rules of the Auditor General of the State of Florida in order to report on the Schedule of Expenditures of Federal Awards, on the compliance of FAHSC and HSMN with laws and regulations and on internal controls, as required by the Single Audit Act. Information related to the single audit, including the schedule of Expenditures of Federal Awards, findings and questioned costs, and auditor's report on the internal control structure and compliance with applicable laws and regulations will be included in a separate report, when completed.

C. Audit Requirements

1. Commencement of the Audit – FAHSC and HSMN will have all records for the audit; all appropriate management personnel, as well as the Finance Committee available to meet with the audit team of the successful proposer upon acceptance of the proposal and execution of a professional services contract between the FAHSC and the proposer and HSMN and the proposer.
2. Statements and Schedules to be Prepared by Staff – FAHSC and HSMN have contracted with James Moore & Company to provide finance and accounting services and will prepare a final trial balance.. They will also prepare all schedules/work papers that the Auditor requests.
3. Schedule of the Fiscal Year Audit - Each of the following shall be completed no later than the date indicated:
 - a. Audit Plan - Within one month of the execution of the professional services contract, a detailed plan will be provided.
 - b. Fieldwork - For the fiscal year ending June 30, 2024 and thereafter, fieldwork should commence to ensure that the reporting deadlines outlined below can be met.

- c. Progress Conferences - Progress conferences will be held with the Finance Committee and/or the Chief Executive Officer as needed during the course of the engagement. Such conferences will be held at any time that it appears that: scheduled completion dates may be in jeopardy; the audit detects apparent violations of law or apparent instances of misfeasance, malfeasance, or nonfeasance by an employee; information is discovered that indicates that defalcations may reasonably be anticipated; or material weaknesses in internal controls are detected.
- d. Reporting Deadlines - The audit report and any related reporting in its final form including the management letter, if applicable, should be completed each year by December 15 depending on when information is received from the State of Florida. The report will be presented to the FAHSC and HSMN Boards at their January meetings for timely submission to the Federal Audit Clearing House for review. Note that the two companies meet independently as they have separate governing boards.
- e. Provide periodic reports to FAHSC and HSMN assessing the impact of any significant regulatory (Accounting Standards) changes and accounting or reporting developments proposed by the Financial Accounting Standards Board/Governmental Accounting Standards Board or any other significant financial/accounting matters that may affect the organization.

D. Additional Services

If, during the contractual period, additional services are needed, the proposer may, at the option of FAHSC and HSMN, be engaged to perform these services. Such services, if offered by the proposer, should be independent of financial audit whereas amounts and services are not material to financial statement. The proposer shall, upon receipt of a written request from the CEO, perform the requested services.

All additional work will be documented by engagement memoranda to be approved by the CEO. The proposer will be compensated in accordance with the schedule of fees established as a result of the RFP. The fee for additional services shall be separately negotiated at the time of the engagement for a not-to-exceed amount calculated in accordance with the rates included in the proposal.

E. Invoicing for Work

The proposer shall prepare an estimate of total hours required to complete the engagement for FAHSC and HSMN separately. Progress will be determined by comparing the hours incurred to date to the estimated total hours for the engagement.

Invoices will be presented as work is completed – not to exceed once per month. A listing of hours incurred will accompany the invoice in support of this calculation. The final payment will be paid upon resolution of any open issues or delivery of any remaining items.

F. Other

1. Primary Point of Contact – The proposer shall identify a specific individual as a primary point of contact and be responsible for the work product of the proposer. The individual identified shall be available by telephone to attend meetings, respond to telephone calls, and respond to specific inquiries.
2. Replacement of Personnel – All replacement personnel to be assigned to the project are subject to written approval by FAHSC and HSMN. Replacement personnel must have credentials equivalent, at least, to the

individuals whom they replace. Resumes of replacement personnel are to be submitted to FAHSC and HSMN for review. FAHSC and HSMN reserve the right to interview replacement personnel. The successful proposer will be responsible for the briefing of replacement personnel as to the status of the audit work at no expense to FAHSC and HSMN.

3. Working Papers – In all cases, the proposer will retain all working papers for a period of five (5) years and will provide FAHSC and HSMN and/or its assignees access, free of charge, to any or all work papers for a period of five (5) years.
4. Work Area – FAHSC and HSMN audits over the last five years have been conducted remotely as our files are paperless. However, if the vendor wishes to come on site, they are welcome to come to our office at 2002 Old St. Augustine Rd. Suite E-45, Tallahassee, FL 32301
5. Support Personnel – Support personnel will be made available by FAHSC and HSMN to provide assistance, such as identifying required records, gathering needed documentation and supporting information and such other tasks that will serve to expedite the audit, with the understanding that support personnel must be given consideration to effectively perform the day-to-day requirements of their positions.
6. Continuing Education – The proposer will update the Chief Executive Officer on any impact of significant regulatory (Accounting Standards) that may affect the organization and its timely and correct reporting.

SECTION V – SELECTION CRITERIA & EVALUATION

A. Selection Criteria

1. Minimum Eligibility Requirements

In order to be considered for evaluation, proposer:

- a. Shall be licensed to practice public accounting within the State of Florida.
- b. Shall be a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants;
- c. Shall have performed continuous CPA services in the government and/or nonprofit sector for a minimum of five (5) years.

2. Information to be Included in the Submitted Proposal:

In order to maintain comparability and enhance the review process, it is requested that responses be completed and organized in the manner specified in Section VII – Instructions for External Auditing Services RFP. Proposers may obtain electronic copies of the RFP and exhibits at www.HealthyStartFlorida.org. Include all the information in your proposal. Applicants must submit via email a complete electronic PDF copy of the proposal includes any applicable attachments to KChang@FAHSC.org.

B. Evaluation Process

The proposals will be reviewed by the Finance Committee members for each company and may include outside experts. The proposals received will be reviewed in accordance with the evaluation criteria listed below. The Finance Committees will make a recommendations to the respective FAHSC and HSMN Boards of Directors who

will make the final decision. When the Boards of Directors have approved the successful proposer, contract negotiations will begin. If a contract agreement cannot be reached with the selected proposer, negotiations with that firm shall be formally terminated, and FAHSC and HSMN shall negotiate with their next selection until agreement is reached. At any time during the negotiations, FAHSC and HSMN may choose to modify the choice of a selected proposer if FAHSC and HSMN determine that such a change is in the best interest of the respective companies. FAHSC and HSMN reserve the right to reject any or all proposals submitted.

Evaluation Criteria

	Description of Service	Points
	Profile and Qualifications of Firm <ul style="list-style-type: none"> • Licensed in State of Florida (preference for Broward County firms) • Quality Control Review • Past government and or non-profit experience of firm • Past financial software experience 	0-30
	Approach to the Audit <ul style="list-style-type: none"> • Sampling Techniques identified • Staff Planning • Internal Control Review 	0-25
	Profile and Qualifications of Individuals Assigned <ul style="list-style-type: none"> • Continuing Education • Past government and or non-profit experience of firm • Past financial software experience 	0-25
	Cost of Services	0-20
	Maximum Points	100

C. Length of Contract Period

Annual contracts may be issued for up to five years. A final not-to-exceed amount will be determined each year for the auditing services. The option to pursue another contract each year shall be at the sole discretion of FAHSC and HSMN dependent upon but not limited to the Finance Committees’ recommendations.

D. Cancellation of Award/Termination

In the event any of the provisions of this proposal are violated by the Proposer, the CEO, or designee will give written notice to the Auditing Firm stating the deficiencies and unless the deficiencies are corrected within ten (10) days, recommendation will be made to the Boards of Director for immediate cancellation. Upon cancellation hereunder, FAHSC and HSMN may pursue any and all legal remedies as provided herein and by law.

FAHSC and HSMN reserve the right to terminate any contract resulting from this RFP, at any time and for any reason, upon giving 45 days prior written notice to the other party. If said contracts should be terminated without cause as provided herein, FAHSC and HSMN will be relieved of all obligations under said contracts. FAHSC and HSMN will only be required to pay to the Selected Proposer the amount of the contract services actually performed up to the date

of termination. Access to any and all accounting and auditing information will be provided to FAHSC and HSMN after the termination of the contract.

The Selected Proposer will have the option to terminate the contract without cause upon written notice to the CEO. Such written notice must be received at least 60 days prior to the effective date of termination. Cancellation of contract by Selected Proposer may result in removal from bidders/proposers list for a period of three years.

E. Default

In the event that the awarded proposer should breach the contract, FAHSC and HSMN reserve the right to seek remedies in law and/or in equity. Default will result in removal from the bidders/proposers list for a period of three years.

SECTION VI – TERMS, CONDITIONS AND OTHER REQUIREMENTS

A. Federal and State Tax

FAHSC and HSMN are exempt from federal and state taxes for tangible personal property, sales taxes, and intangible taxes. Proposer(s) doing business with FAHSC and HSMN will not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the FAHSC and HSMN, nor will any proposer be authorized to use the FAHSC and HSMN's Tax Exemption Numbers in securing such materials.

B. Legal Requirements

It shall be the responsibility of the Proposer to be knowledgeable of all federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein which may apply. Lack of knowledge by the Proposer will in no way be a cause for relief from responsibility.

Proposer doing business with FAHSC and HSMN are prohibited from discriminating against any employee, applicant, or client because of race, creed, color, national origin, gender, sexual orientation, or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.

C. Agreement

Separate contracts with FAHSC and HSMN will be negotiated after the award for any work to be performed as a result of this RFP. The RFP, the proposal, and the resulting contracts will constitute the complete agreement between proposer and FAHSC and the proposer and HSMN.

D. Trade Secret and Confidential Materials

If the proposal application includes material which is deemed a trade secret (as defined by Section 812.081, FS) or other confidential material exempt from the provisions of Chapter 119, FS, which the proposer does not wish to become public record, the following statement should be included in the application:

“Trade Secrets as defined by Section 812.081, Florida Statutes, or other confidential materials contained on applicable pages of this application shall not be used or disclosed, except for evaluation purposes. However, if a

contract is awarded to this offer or as a result in connection with the submission of this program, FAHSC and HSMN shall have the right to use or disclose the information designated as trade secrets or confidential to the extent provided in the contract. This restriction does not limit FAHSC and HSMN's right to use or disclose the information designated as trade secrets or confidential which is obtained from another source."

Any exemption claimed will be limited to the pertinent data and documents and must be supported by a statutory exemption. Notwithstanding anything to the contrary, nothing contained in the application shall be deemed or interpreted to restrict or prevent FAHSC and HSMN from complying with the disclosure requirements of Chapter 119, FS, when material is incorrectly identified as a trade secret or confidential information. By submitting an application, the applicant covenants not to sue FAHSC and HSMN and waives any claim against FAHSC and HSMN arising under Chapter 119, Florida Statutes or in connection with or as a result of any disclosures by FAHSC and HSMN in connection herewith.

E. Subcontracting

Successful proposer shall not assign the responsibilities outlined in this RFP to another party or subcontract for any of the work described here within, without prior written approval of the FAHSC and HSMN Chief Executive Officer. No such approval by the CEO shall be deemed in any event or in any manner to provide for the incurrence of any obligation by the FAHSC and HSMN in addition to the total dollar amount stated in this Agreement. All such assignments or subcontracts shall be subject to the conditions of this Agreement and to any conditions of approval that FAHSC and HSMN shall deem necessary.

SECTION VII – PROPOSAL CONTENT INSTRUCTIONS

FAHSC and HSMN require the proposal to be completed in full and submitted electronically to KChang@fahsc.org. Proposals must be submitted with the section order and content listed below.

Section 1 - Applicant Information: Cover Sheet

This section is to be completed and signed by an authorized official of the organization. It must include the Proposer's Point of Contact. **See Attachment I.**

Section 2 - Table of Contents

Include a clear identification of the material by section and by page number.

Section 3 - Letter of Certification

A letter of certification on company letterhead is to be signed by the proposer. The letter should state that the auditing firm can provide the service FAHSC and HSMN require, that specific attachments have been included, that any required additional documentation will be forwarded within 3 days if selected, and that it is understood all information included in the response shall become public record unless marked proprietary. See the example of the Letter of Certification in **Attachment II.**

Section 4 - General Description of the Scope of Work

Briefly state the understanding of the proposer regarding the work to be done and make a positive commitment to

perform the work. Specify how you will meet each of the services desired as described in Section IV - Scope of Services. At a minimum, this section should include an explanation concerning each of the points outlined in Sections 5-12 below.

Section 5 - Approach to the Audit

1. Clearly describe the approach that the proposer will use in providing the auditing services.
2. Describe the procedures of the proposer for ensuring and documenting the internal controls environment.
3. Describe the computer auditing capability of the local office, and the approach that the proposer will use in auditing the computer environment.
4. Describe the proposed approach to the ensuing timelines so that all reports, as well as the Management Letter, are issued on time.

Section 6 - Experience and Qualifications of the Firm

1. Describe the experience of the local office in performing audits of governmental entities, including preparing governmental financial statements in conformance with GASB Pronouncements, Statements and Interpretations; in performing Single Audits; and in providing assistance to clients in preparing the Comprehensive Annual Financial Report for submission to Federal Audit Clearing House for review.
2. State whether the firm is local, regional or national and the state in which it is licensed to practice. Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors and other professional staff employed at that office.
3. Provide references from other Florida governmental clients or similar agencies for work similar to that contemplated by this RFP.
4. Describe the range of services offered by the local office, such as audit, accounting and/or tax services.
5. Describe any disciplinary action taken against the proposer or any individual associated with the proposer by the State of Florida Board of Accountancy within the last three (3) years.
6. Briefly describe all lawsuits that are pending/filed against the local office of the proposer over the last three years.

Section 7 – Individual Profiles and Qualifications

1. The proposer must provide the experience and qualifications of individuals assigned identify to the audit team that will be responsible for providing the required audit services, including the partners, managers, supervisors and staff, as well as staff from other than the local office, if necessary, for this audit. Resumes for each partner, manager and supervisor to be assigned to the audit team should be submitted in this section and include the following information:
 - Formal education
 - Continuing professional education relative to governmental or non-profit accounting and auditing
 - Experience in government, non-profit or private business
 - Experience in public accounting in general
 - Experience in auditing governmental units, including the position held (i.e., partner, manager, supervisor,

senior or other position in the engagement)

- Experience in auditing computerized systems
- Membership in various national and state governmental accounting boards, committees or associations (past and present)
- Professional recognition, such as Certified Public Accounting licenses, awards, etc.

2. Identify the specific individual who would serve FAHSC and HSMN as a primary point of contact.

Section 8 - Cost of Services

1. The proposer shall prepare a schedule of billing rates for each company separately (FAHSC and HSMN) for the various levels of staff, together with an estimate of the number of hours it anticipates for completing the annual examination of the financial statements of FAHSC and HSMN. Using these estimates, the proposer shall provide a not-to-exceed amount for the proposed audit services. Any extraordinary charges shall be considered as costs associated with annual examinations for the purpose of proposal evaluation.

Illustrative Guide For Proposing Cost of Services (Submit one for FAHSC and one for HSMN)

Staff Level	Hourly Billing Rate	Est. Number of Hours	Qualifications	Responsibilities
Junior				
Senior				
Manager				
Partner				
Other (explain)				
Total	N/A	_____	N/A	N/A

<u><i>Fiscal Year Ending</i></u>	<u><i>Est. Number of Hours</i></u>	<u><i>Not to Exceed Amount</i></u>
<i>June 30, 2024</i>	_____	\$ _____
<i>June 30, 2025</i>	_____	\$ _____
<i>June 30, 2026</i>	_____	\$ _____
<i>June 30, 2027</i>	_____	\$ _____
<i>June 30, 2028</i>	_____	\$ _____

2. All fees and charges should be included in the prices/rates in this Section. However, if the proposer anticipates any extraordinary charges, they must be detailed in the proposal.

Section 9 - Prior Governmental or Non-Profit Auditing Experience

List all recent governmental engagements within the past seven years; i.e. the auditor's general experience and reputation in the local government auditing/accounting field, including recent GASB statement implementations. Include a minimum of three references and dates of service.

Section 10 – Disciplinary Actions

The firm shall state whether it has been the subject of any disciplinary action within the last three years, or if any such action is pending by state regulatory bodies or professional organizations. If such conditions exist, information is to be provided as to the circumstances and status of the disciplinary action.

Section 11 - Quality Control Review

The firm is requested to submit a copy of its most recent peer review with a statement whether the review included an examination of specific government engagements.

Section 12 - Certification Affidavit

The Certification Affidavit attests that the organization has made all necessary disclosures and will provide copies of the specified policies within 3 days of being selected. This form needs to be signed and notarized.

This section left blank intentionally.

ATTACHMENT I: Cover Sheet

**Florida Association of Healthy Start Coalitions, Inc.
Healthy Start MomCare Network, Inc.
Request for Proposal #RFP2024-02
INDEPENDENT EXTERNAL AUDITING SERVICES**

Section A. Applicant Information:

1. Firm's Legal Name:	
2. Main Administrative Address:	
3. City & State:	4. Zip Code:
5. Telephone Number:	6. Fax Number:
7. Main Contact Person:	8. Office Telephone Number:
9. Contact Email Address:	10. Contact Fax Number:
11. Additional Contact Person:	12. Additional Contact Telephone Number:
13. Additional Contact Email Address:	14. Additional Contact Fax Number:
15. Licensed to do business in Florida? ___ Yes; ___ No; ___ N/A.	16. Federal Identification Number:

Section B. Certification of Accuracy and Compliance

I do hereby certify that all facts, figures, and representations made in the proposal are true and correct. The filing of this proposal has been authorized by the organization, and I have been duly authorized to act as the representative of the organization in connection with this proposal. I also agree to follow all Terms, Conditions, and applicable federal and state statutes.

Lastly, I hereby attest that all work contained within this proposal is the unique and original product of the firm I represent, and has not been plagiarized or duplicated in any way from another organization's work product.

Print Authorized Official's Name

Authorized Official's Title

Authorized Official's Signature

Date

ATTACHMENT II: Example of Letter of Certification On Company Letterhead

Karen Chang, Chief Operations Officer,
Florida Association of Healthy Start Coalitions, Inc.
2002 Old St Augustine Road, Suite E45.
Tallahassee, Florida 32301
KChang@fahsc.org

Dear Ms. Chang:

We have read the Request for Proposal for Florida Association of Healthy Start Coalitions, Inc. and Healthy Start MomCare Network, Inc., and fully understand its intent. We certify that we have adequate personnel, equipment, technology, and facilities to fulfill the requirements thereto. We understand that our ability to meet the criteria and provide the required services shall be judged by members of the Finance Committee, together with outside experts, with final approval from FAHSC and HSMN Boards of Directors.

We have attached the following:

1. External Auditing Services Proposal
2. Signed and Notarized Copy of the Certification Affidavit
3. Completed W-9 IRS Form (See Attached Form)

I, the undersigned proposer, have not divulged, discussed, or compared this proposal with any other proposer and have not colluded with any other proposer in the preparation of this proposal in order to gain an unfair advantage in the award of this proposal.

It is understood that all information included in, attached to, or required by this RFP shall become public record upon their delivery to FAHSC anHSMN as defined in the Public Records Act, Chapter 119, F.S.

Submitted by:

(AUDITING FIRM)

(AUTHORIZED SIGNATURE)

(TITLE)

(EMAIL)

(DATE)

(TELEPHONE)

ATTACHMENT III: CERTIFICATION AFFIDAVIT

DIRECTIONS: BY ATTESTING TO THIS FORM, THE PROPSEER AGREES TO COMPLY WITH ALL SECTIONS (ONE THROUGH FIVE) ON SWORN AFFIDAVIT. THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. APPLICATION ACCURACY

I do hereby certify that all facts, figures, and representations made in the proposal are true and correct. The filing of this proposal has been authorized by the contracting entity and I have been duly authorized to act as the representative of the organization in connection with this proposal. I also agree to follow all Terms, Conditions, and applicable federal and state statutes.

2. CONFLICT OF INTEREST

Applicants are hereby advised, and agree to comply with FAHSC and HSMN adopted conflict of interest policies.

All Applicants must disclose the name of any officer, director or agency who is also an employee of FAHSC or HSMN. All Applicants must disclose the name of any FAHSC and HSMN employee who owns, directly or indirectly, any interest in the Applicants' business or any of its branches. Any conflicts of interest must be listed below. Please specify "none" if applicable:

3. AGENCY CERTIFICATION

I, the undersigned Applicant, hereby attest that the following policies, procedures, regulations, and documentation are in effect and agree to provide copies of the following within three (3) working days of notification of intent to contract or contract award:

- a. Affirmative Action Policy
- b. Certified Minority Business Enterprise (if applicable)
- c. Small Disadvantaged Business Enterprise Policy (if applicable)
- d. Americans with Disabilities Act Policy
- e. Drug Free Workplace Policy

4. PUBLIC ENTITY CRIME AFFIDAVIT

- a. I understand that a "public entity crime" as defined in Paragraph 287.1 33(1)(g), Florida Statutes means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
- b. I understand that "convicted" or "conviction" as defined in Paragraph 287.1 33(1)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

- c. I understand that an “affiliate” as defined in Paragraph 287.1C3(a)(a), Florida Statutes means:
- A predecessor or successor of a person convicted of a public entity crime; or
 - An entity under the control of any natural person who is active in the management of the entity and who has been convicted of public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of affiliate.
- The ownership by one person of shares constituting a controlling interest in another person, or pooling of equipment of income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
- d. I understand that a “person” as defined in Paragraph 287.1330) (e), Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bids on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- e. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies).
- Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime.
 - The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime AND (Please indicate which additional statement applies.)
 - i. There has been proceeding concerning the conviction before a hearing officer of the state of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order).
 - ii. The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order).
 - iii. The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services).

Organization's Name and Address: _____

NOTE: AS EVIDENCED BY MY SIGNATURE BELOW, I UNDERSTAND AND WILL COMPLY WITH ALL TERMS AND CONDITIONS STATED HEREIN:

Type Authorized Official's Name

Authorized Official's Title

Authorized Official's Signature

Date

FEDERAL EMPLOYER IDENTIFICATION NUMBER _____

FOR NOTARY PUBLIC (OFFICIAL USE ONLY)

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

_____ who, after first being sworn by me, affixed his/her
_____ (name of individual signing) signature in the space provided
above on the _____ day of _____, 2024.

_____ NOTARY PUBLIC

My commission expires: