
LAKES REGIONAL COMMUNITY CENTER

REQUEST FOR PROPOSAL (RFP)

ANNUAL FINANCIAL AND COMPLIANCE AUDIT

Lakes Regional Community Center

P.O. Box 747

Terrell, TX 75160

972-388-2000

Prepared By: Becky Lewis, Accounting Administrator

beckyl@lakesregional.com

972-388-2000, ext. 1189

REQUEST FOR PROPOSAL
ANNUAL FINANCIAL AND COMPLIANCE AUDIT

PROPOSAL POSTING DATE: Monday, February 13, 2023

PROPOSAL SUBMISSION DEADLINE: Friday, March 17, 2023

ANTICIPATED AWARD DATE: Friday, March 24, 2023

INTRODUCTION:

Lakes Regional Community Center invites and welcomes proposals for their Annual Financial and Compliance Audit. Please take the time to read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the “PROPOSAL SUBMISSION DEADLINE.”

It is the contractors’ sole responsibility to review the Lakes Regional Community Center website at <https://www.lakesregional.org/> under the Procurement Portal tab and retrieve all related documents prior the RFP due date.

AUDIT LOCATION:

The audit associated with this RFP is or shall be located at:

Lakes Regional Community Center
400 Airport Rd.
Terrell, TX 75160

OBJECTIVE:

The objective and ultimate goal for this RFP is to obtain the services of a public accounting firm for the Annual Financial and Compliance Audit for the fiscal year ending August 31, 2023. The comprehensive financial and compliance audit shall be prepared in accordance with Texas Health and Safety code section 53.068, 40 Texas Administrative Code Chapter1, Subchapter G, and HHSC’s guidelines for Annual Financial and Compliance Audits of Community MHMR centers (21st Revision- February 2005).

The financial statement audit is to determine whether (1) the financial statements present fairly the financial position, results of operations, and cash flows in accordance with generally accepted accounting principles, and (2) whether Lakes Regional Community Center has complied with laws and regulations for those transactions and

events that may have a material effect on the financial statements. The financial related audit will also include determining whether (1) financial reports and related items are fairly presented, and (2) financial information is presented in accordance with established or stated criteria.

As part of the audit of the general purpose, financial statements, the annual audit will also include obtaining an understanding of the Lakes Regional Community Center's internal control structure and identifying any reportable conditions relating to the internal control systems coming to the attention of the auditors. Any reportable condition or material weakness noted during the study and evaluation of internal accounting and administrative controls must be reported.

As part of the audit of the general purpose, financial statements, transactions and records pertaining to the federal and state programs will be tested for material compliance with applicable federal and state laws, rules and regulations, and all instances of noncompliance required to be reported under *Government Auditing Standards* will be reported to Lakes Regional Community Center.

The compliance audit, commonly referred to as the single audit, subjects to testing all federal and state financial assistance. Federal and state assistance must be treated as separate populations for the determination of major programs. Major Type A and Type B financial assistance programs (as defined by OMB Circular A-133) will be tested for compliance with laws and regulations, as well as compliance with specific requirements for the grants or contracts. All instances of noncompliance will be reported to Lakes Regional Community Center.

PROPOSAL SELECTION CRITERIA

In order to be eligible to submit a proposal, firms must:

- Maintain membership in an external quality control review organization;
- Have had a peer review conducted within the past 3 years and must have been issued an unqualified report;
- Have verifiable experience in performing Community MH-IDD Center audits within the past 3 years;
- Not be under the terms of a public or private reprimand by the Texas State Board of Public Accountancy and/or licensing boards of other states; and
- Be eligible to do business in the State of Texas.

PROPOSAL CONTENT

Technical Component: To describe clearly the public accounting firm's understanding of the work to be done, the proposing bid will:

- Explain the proposer's approach to performing an annual financial and compliance audit, including the methodology, nature, and extent of audit procedures to be performed;
- Make a statement concerning the independence of the proposer, including direct and indirect financial interest, and the relationship of the proposed audit team to employees of Lakes Regional Community Center and any of the Board of Trustees members.

Management Component: The proposing bid will furnish satisfactory evidence of capability to provide in a professional and timely manner the services stated in the Request for Proposal. To meet this requirement, the proposer will:

- Provide the name of the external quality control review organization of which the proposer is a member and the proposer's length of membership. Also, state the review organization's planned frequency of peer reviews;
- Provide a copy of the most recent peer review and whether an unqualified report was issued;
- Provide evidence that the proposer has experience in performing Texas Community MH-IDD Center audits in the last 3 years. List current and past audit clients and the number of years audit services were provided;
- State whether the proposer is currently under the terms of a public or private reprimand by the Texas State Board of Public Accountancy and/or licensing boards of other states;
- Describe the proposed audit team, in terms of job positions in the firm;
- List names of staff member(s) who will direct the overall audit throughout the duration of the engagement as well as those staff members who will be responsible for planning, directing, and conducting substantial portions of the fieldwork or reporting on this audit engagement. Include the educational background of all staff members named and professional licenses held;
- Provide all pricing information relative to performing the audit engagement as described in this request for proposal;
- Provide certification that the person signing the proposal is entitled to represent the firm and authorized to sign a contract with Lakes Regional Community Center.

PROPOSAL SUBMISSION PROCEDURE

Proposal Expectations: Lakes Regional Community Center shall award the contract to the proposal that best accommodates the various audit requirements. Lakes Regional reserves the right to (1) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (2) award the contract to more than one bidder, and (3) refuse any proposal or contract.

Proposal Deadline: Deadline to submit proposal is Friday, March 17, 2023 by 5 p.m. The original proposal, signed in ink, or a signed electronic copy via electronic mail shall be submitted to the attention of:

REGULAR MAIL:

Lakes Regional Community Center

ATTN: Becky Lewis

P.O. Box 747

Terrell, TX 75160

ELECTRONIC MAIL:

beckyl@lakesregional.org

Proposal Questions: Any bidder wishing to obtain additional information about the request for proposal or about the operations of Lakes Regional Community Center may contact Erwin Hancock, Chief Financial Officer at erwinh@lakesregional.org

PROPOSED OUTCOME

Summary of timeline and work to be completed.