



May 15, 2015

Dear Sir or Madam:

Community Health Access Network (CHAN) is requesting proposals for the preparation of its yearly audited financial statements and related filings for a three-year period beginning with the October 1, 2015 fiscal year ending September 30, 2016.

The audit must be conducted in accordance with auditing standards generally accepted in the United States 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; and the provisions of OMB circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures considered necessary to express such an opinion and to render the required reports

CHAN is a 501(c)(3) organization. CHAN's mission as a public charity is to enable our member Federally Qualified Health Center (FQHC) agencies to develop the programs and resources necessary to assure access to efficient, effective quality health care for all clients in our communities, particularly the uninsured, Medicaid and medically underserved populations. CHAN provides high quality, leading edge clinical systems, using national guidelines, to providers of the medically underserved in an efficient and transparent manner, thereby supporting the use of best practices to minimize the cost of health care for all.

CHAN's primary funding sources are from Federal and State Grants and member fees. These funds assist CHAN's members by building necessary infrastructure through a central data repository, interfaces and reporting capabilities and analysis of clinical information for member FQHCs and their partners.

CHAN serves 8 direct FQHC clients each year and has 7 direct and 6 subcontracted employees located at 207 South Main Street in Newmarket, NH. Our annual Revenue has ranged between \$1.8 million and \$2.3 over the past 3 years.

CHAN, as a non-profit, requires the following services:

1. Annual financial statement audit in compliance with OMB Circular A-133
2. Preparation of the Federal and State exempt organization income tax returns
3. Preparation of IRS form 990
4. Management letter

Audit schedule must meet the following timeline:

Following fiscal year end of 9/30, complete on-site audit within 90 days (by 12/31)

All of the above completed within 30 days of on-site audit (by 1/31).

**207 South Main Street, Newmarket, New Hampshire 03857
(603) 292-7267 Fax: (603) 292-1036 www.chan-nh.org**

In addition, CHAN requires that a meeting of the auditors and selected CHAN staff members be held to discuss a draft version of the financial statements and that the auditors meet at least yearly with the Finance Committee and at least yearly with the Board of Directors, as requested.

All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in auditing nonprofit clients;
- c) The size and organizational structure of the auditor's firm;
- d) Statement of the firm's understanding of work to be performed;
- f) A proposed timeline for fieldwork and final reporting which meets requirements noted above;
- g) Proposed fee structure for each of the three years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged;
- h) Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;
- i) Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies.
- j) A copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments; and
- k) References and contact information from at least three comparable nonprofit audit clients.

Your proposal must be received by July 1, 2015. Send your proposal to CHAN's Finance Director at 207 South Main Street, Newmarket, NH 03857 address. The Finance Committee will review all proposals and make a recommendation regarding the choice of auditors to the full Board of Directors by July 31.

CHAN will evaluate proposals on a qualitative basis. This includes review of the firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us. CHAN may engage the auditor for a one year period, with an option to extend to three years.

CHAN's NONPROFIT audit report and Form 990 for last fiscal year (Oct'14-Sept'15) are available upon request.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact Karen Joslin, CHAN Finance Director at 603-292-7267 or via email at kjoslin@chan-nh.org. CHAN looks forward to receiving your proposal.

Sincerely,

Karen Joslin
Finance Director