



**Request for Proposal (RFP) For
Financial Auditors
ISSUED BY THE
NEW YORK eHEALTH COLLABORATIVE**

APPLICATION INFORMATION	
CONTACT NAME	NYeC
EMAIL ADDRESS	auditorRFP@nyehealth.org
SUBMISSION DEADLINE	March 2, 2020

All correspondence and proposals should be submitted via email directly to the contact listed above and include 'Financial Auditor' in the subject line.

I. STATEMENT OF PURPOSE

The New York eHealth Collaborative (NYeC) is seeking applications from experienced independent auditing organizations to provide accounting and tax services as further detailed in Section V, the Scope of Work. NYeC has used its present accounting firm for seven years. While we are pleased with their services, our finance and audit committee have requested us to review which accounting firm will service our future accounting needs. Our present accounting firm is eligible to submit a proposal to retain this account as well.

II. INTRODUCTION

The New York eHealth Collaborative (NYeC) is working to improve healthcare for all New Yorkers through innovative health information technology and exchange (HIT and HIE). Founded in 2006 by healthcare leaders, NYeC is a 501(c)(3) and the State Designated Entity (SDE) in New York charged with leadership, coordination, and administration of the Statewide Health Information for New York (SHIN-NY), the state's public health information exchange (HIE). In that capacity, NYeC works as a public/private partnership with the New York State Department of Health (NYS DOH) on the development of policies and procedures that govern how electronic health information in New York State is shared via the SHIN-NY, an innovative "network of networks" that interconnects New York's regional health information organizations (Qualified Entities or QEs). QEs allow participating healthcare professionals, with patient consent, to quickly access electronic health information and securely exchange data with any other participant in the state.

As the health data interoperability landscape continues to evolve there is an increasing need for innovation and collaboration in the market to allow data to be exchanged more effectively. To meet these needs, NYeC has developed a set of ambitious goals outlined in the SHIN-NY 2020 Roadmap, which outlines five strategies that together will allow NYeC to support the evolving health information exchange landscape. These strategies: ensuring a strong foundation for HIE within New York State, supporting stakeholder needs, enabling interoperability and innovation, promoting efficiency and affordability and collective advocacy, all support the need to understand the advances in interoperability and partnership that are being promoted nationally.

III. BACKGROUND INFORMATION

NYeC has offices in Albany, NY and in New York City with approximately 70 total employees. Total annual revenues are approximately \$86 million resulting from New York State and Federal grants and contracts and minimum revenues from fundraising events. NYeC's fiscal year ends on December 31, however, NYeC is moving to a March 31 year end effective March 31, 2020.

IV. ELIGIBILITY CRITERIA

Required skills and qualifications:

Minimum Eligibility Criteria:

- Auditing organization with over ten years non-profit experience
- Demonstrated New York State and Federal contract experience
- Single Audit experience
- Demonstrated experience with Form 990 filing

Mandatory Eligibility Criteria:

Ability to audit on site in the New York City office location.

NYeC encourages MWBE firms to submit a proposal.

V. SCOPE OF WORK

Each audit will be performed in accordance with auditing standards generally accepted in the United States of America established by the American Institute of Certified Public Accountants ("U.S. GAAS") in order to render an opinion on the fairness of the presentation of the NYeC financial statements in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP").

The selected organization will provide NYeC with a scope of work proposal for the following:

- 1. Report on Financial Statements** - An audit of the Organization's statement of financial position as of December 31, 2019 and March 31, 2020 and the related statements of activities, functional expenses and cash flows for the fifteen-month period from January 1, 2019 through March 31, 2020 (initial year of fiscal year end change).
- 2. Single Audit** - An audit of the Organization for the fifteen-month period from January 1, 2019 through March 31, 2020 (initial year of fiscal year end change) in accordance with GAS and the Uniform Guidance. The reporting package will include a schedule of expenditures of federal awards for the same period, as required by the Uniform Guidance.
- 3. Tax Returns** – Preparation of the IRS Form 990 and New York State Form CHAR 500 for the Organization for the year ended December 31, 2019 and the three-month period of January 1, 2020 through March 31, 2020.
- 4. Audit Committee Presentations**- Pre-audit presentation and presentation of the post-audit report, Form 990(s), and the management letter at the board's audit committee meetings.
- 5. Miscellaneous Matters:** Consultation on financial and other matters related to the organization as required.

The timeline for this work will begin in May 2020 and be completed by July 31, 2020.

VI. CONTENTS OF PROPOSAL

1. **Profile of Firm:** Please include in your proposal answers to the following questions relating to your firm's background, experience, and approach to you fulfilling this engagement.
 - a. Describe the firm on an overall basis.
 - b. Summarize the firm's qualifications regarding nonprofit organizations from an audit, Single Audit, and tax perspective.
 - c. Give the firm's present proposed staffing assignments to the initial engagement.
 - d. Describe the overall results of your firm's most recent peer review.

2. **Workplan:** In developing a response as it relates to the Scope of Work, Section V, applicants should take into account the following items and address both quality and responsiveness in the workplan.
 - a. **Quality of Audit:**
 - Describe the firm's audit approach, including review of internal controls.
 - Describe how your firm will obtain a basic understanding of NYeC's operations and activities for planning the audit.
 - Describe the firm's experience in dealing with other nonprofit clients similar to NYeC.
 - Describe any services, other than audits, offered by the firm.

 - b. **Responsiveness to NYeC:**
 - Describe procedures utilized to monitor the progress of the work for periodic evaluation and communication to management of NYeC so that problems can be resolved quickly.
 - Identify key local engagement personnel who will be continuously available for consultation or discussion.
 - Describe any relationships with your existing clients that might jeopardize your objectivity or independence.
 - Submit local nonprofit client references.
 - Provide any other information you deem necessary

3. **Please include a detail cost estimate in your response.**
 - Please include a fixed price cost estimate for the Scope of Work as defined in Section V of the RFP.

VII. APPLICATION PROCESS AND TIMELINE

Proposals will be evaluated by a selection committee. Proposals that do not address all the criteria below may not be evaluated by NYeC.

Proposal submissions are due by March 2, 2020 Organizations may only contact NYeC using the email address auditorrfp@nyehealth.org for all matters concerning this RFP.

If you have questions about the application, please submit those questions to the designated mailbox noted on the cover page of the RFP by February 10, 2020 and NYeC will post all questions received and answers to those questions by February 14, 2020 online at <https://www.nyehealth.org/resources/rfps/>.

NYeC reserves the right to amend or cancel this RFP at any time prior to a signed contract. NYeC is not responsible for any costs incurred in the preparation of a response to this RFP.

Please submit your application in Microsoft Word format using font size 12 with a maximum of 12 pages. All valid applications must include all sections identified in the evaluation criteria.

Item	Due Date
RFP Release	Monday, February 3, 2020
Deadline to submit Questions to NYeC	Monday, February 10, 2020
Q&A Document posted	February 14, 2020
Proposal due	March 2, 2020

VIII. EVALUATION CRITERIA

All proposals are to address and be evaluated upon the following criteria (12-page maximum proposal length) as it relates to Section VI. Contents of Proposal.

1. Profile of Firm - 40 Points
2. Workplan in response to the Scope of Work - 40 Points
3. Cost - 20 Points