



Southeast Volusia Hospital District

Request for Proposal  
Governmental Auditing Services  
4/1/19

The Southeast Volusia Hospital District is soliciting proposals from qualified independent Certified Public Accountants and/or firms licensed to practice in the State of Florida for the purpose of providing an annual audit of the financial statements of the Southeast Volusia Hospital District for the fiscal year ending September 30, 2019.

## **General Information**

The Southeast Volusia Hospital District (the “District”) is an independent special taxing district in Volusia County, Florida, created by Chapter 24961, Laws of Florida, Special Act of 1947, as amended. The appointed District Board of Commissioners (the “Board”) is enabled to acquire, construct, operate and maintain hospitals and healthcare facilities, contract with third parties for the medical care of indigent persons in the district, levy taxes and issue bonds to finance healthcare operations, and participate in other activities to promote the general health of the district.

Bert Fish Medical Center, Inc. (the “Medical Center”) is a not-for-profit corporation wholly controlled by the District and considered a component unit of the District. The Medical Center was originally established for the purposes of operating an acute-care hospital and other related facilities owned by the District. The Medical Center has the same governing board as the District, which is responsible for overseeing the operations of the Medical Center. On April 1, 2016 the Medical Center’s assets were sold or leased, and the hospital operations were transferred. The Medical Center currently is the sponsor of a single-employer defined benefit pension plan and acts as the trustee for the plan. The Medical Center also continues to handle any hospital matters that were not part of the April 1, 2016 transaction.

Copies of the audited financial statements for the fiscal years ended September 30, 2017 and September 30, 2018, are available upon request.

## **Performance Requirements**

The District requests proposals for the purpose of providing an annual audit of the financial statements of the District for the fiscal year ending September 30, 2019 for the purpose of obtaining reasonable assurance whether or not the financial statements are free from material misstatement. The audit is to be performed in accordance with auditing standards generally accepted in the United States of America (“GAAS”), the standards applicable to financial audits contained in *Government Auditing Standards* (“GAS”), issued by the Comptroller General of the United States and the provisions of Chapter 10.550, Rules of the Auditor General which governs the conduct of government local entity audits performed in the state of Florida.

The basic financial statements of the District include the following, as indicated by “X”:

Statement	Fund		
	Governmental	Proprietary	Fiduciary
Statement of Net Position	X	X	X
Statement of Activities	X	X	
Balance Sheet	X		
Statement of Revenues, Expenditures, & Changes in Fund Balances	X	X	
Statement of Changes in Net Position			X
Statement of Cash Flows		X	
Notes to Financial Statements	X	X	X
Required Supplementary Information	X	X	X

Additional reports that need to be included are:

- Report on internal control related to the financial statements. This report will need to describe the scope of internal control and the results of those tests of internal control.
- Report on compliance with laws, regulations, and the provisions of contracts. The report will include any noncompliance that could have a material effect on the financial statements.
- Report on the District’s compliance with Section 218.415 F.S. in accordance with attestation standards established by the American Institute of Certified Public Accounts.

We will require an electronic copy in pdf format of the final report.

The District’s books should be closed annually by the end of the first week of November and we would like for audit fieldwork to be completed by the first week of December. Staff will prepare confirmations and assist the audit firm by providing information, documentation and reasonable explanations. The District’s staff will also assist in preparing the financial statements, notes, and required supplementary information.

The District reserves the right to accept or reject any proposal and may waive any informality in any proposal. The proposal award shall be made to the Auditor that serves the best interest of the District.

To the extent that the provision of auditing services involves access to confidential information, the Auditor agrees to comply with all applicable requirements and regulations of the District.

The performance of auditing services may not be subcontracted in whole or substantially in whole by the Auditor without prior written consent from the District.

The Auditor shall not, without prior written consent from the District, make any news release, public announcement, denial and/or confirmation in regard to the Request for Proposal or its award.

The District considers response to this Request for Proposal by competing firms as purely voluntary and is under no financial obligation to said firms for the contents of their proposals.

The District assumes no liability for disclosure or use of any information or materials submitted in response to this Request for Proposal for any purpose, and considers that all proposals are not submitted in confidence and are therefore releasable under any applicable Public Record Laws, and the Freedom of Information Act and also assume no liability for compensation in any form relative to any firm's submittal. All proposals received become the property of the District.

### **Instructions for Proposals**

The auditor shall submit no less than 7 copies of the proposal in a sealed envelope or package to be delivered or mailed to the office of the Southeast Volusia Hospital District at:

Southeast Volusia Hospital District  
Attn: Chris Ilardi  
305 Magnolia Street  
New Smyrna Beach, FL 32168

**All proposals shall be submitted no later than 12:00 noon EDST, on May 17, 2019.**

Proposals must include the following at a minimum:

1. History of the firm, including present ownership and key individuals.
2. Location of office or offices that will be involved in this engagement.
3. Overall size of the firm and number of professional staff who will be assigned to this engagement.
4. Qualifications and resumes of professional staff assigned to this engagement.
5. Documentation from the Board of Accountancy that the licenses of all members of the engagement team are active and in good standing.
6. A formal statement from the proposers that they meet appropriate guidelines for independence and continuing education.

7. Relevant governmental auditing experience with an emphasis on defined benefit plan and investments.
8. Not less than three (3) references for which the firm has performed similar work.
9. What are the competitive advantages of engaging your firm? How do you expect these to benefit the District?
10. A copy of the firm's most recent external peer review.
11. Description of insurance coverage maintained by the firm. Copies of declarations pages from current policies for each of the following types of insurance must be attached:
  - a. Workers' Compensation
  - b. General Commercial Liability
  - c. Professional Liability, Malpractice and Errors and Omissions
12. Describe your firm's approach to the provision of auditing services and your understanding of the scope of services contained in this Request of Proposal.
13. Explain any expectations and/or responsibilities the firm may have of the District in relation to this engagement.
14. Provide other information you wish to include that highlights the capabilities of your firm in providing the above listed Auditing services.
15. Describe your firm's approach to managing the District's engagement, including development of the audit plan, client assistance, and reporting the management letter comments.
16. Describe your firm's policy regarding staff continuity on audit engagements.
17. The proposal should include a total not to exceed cost to perform the audit engagement for FY19. The total cost is to contain all direct and indirect costs including all out-of-pocket expenses. The District will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar-cost bid. Such costs should not be included in the proposal.
18. Describe any existing relationship with the District or its affiliates that may present a conflict of interest concerning your engagement.
19. Include a proposed engagement letter that contains all material terms that would be required by your firm in a final contract for these services.

### **Evaluation Procedures**

The Board may request in-person presentations or conduct oral interviews with each auditor or firm. Among the factors which **may** be considered by the Board are the following:

1. Governmental audit experience – please note any audits of independent special districts.
2. Audit experience with defined benefit plans and investments.
3. Professional ability of personnel assigned to the audit.
4. Credibility and response of client references.
5. Geographic location of office.
6. Cost of audit services.

### **Contracts, Billing and Payment**

The District expects to make progress payments not to exceed 75% of the total fee upon completion of the audit fieldwork. Final payment shall be made upon approval of the final draft audit report and receipt of the final audit report by the District.

### **Requests for Additional Information by Proposer**

Respondents may submit questions in writing to SEVHD, Attn.: Jeff Davidson, fax 386-423-0002 or email: Jeff.Davidson@SEVHD.com. Such written questions must be received by 5:00 p.m. (EDST) on May 3, 2019. In order to maintain a fair and impartial competitive process, SEVHD can answer questions only in response to written questions received within the specified time frame. SEVHD must avoid private communication with the prospective respondents during the evaluation period. The written questions will be the only opportunity for respondents to ask questions as to form and content. Please respect this policy and do not attempt to query SEVHD personnel or members of its Board regarding this RFP except through written questions submitted in the manner and within the time frame indicated above.