

October 30, 2023

Dear Prospective Audit Firm Applicants,

Southwest CARE Center (SCC) is accepting proposals from certified public accounting (“CPA”) firms to provide audit, cost report, and tax services for a **three-year period** beginning with the fiscal year ending June 30, 2024. We invite your firm to submit a proposal by December 15, 2023, for consideration. A description of our organization, the services needed, and other pertinent information follows.

Background of Southwest CARE Center

Southwest CARE Center is a 501(c)(3) healthcare organization serving culturally diverse communities of New Mexico. Southwest CARE Center was founded in 1996 with a focus on providing compassionate, patient-centered care in a non-judgmental, respectful environment. SCC offers numerous services including: primary care-comprised of women’s services, family health and pediatrics, HIV/AIDS & Hepatitis C specialty care, behavioral health and diabetes education services at 2 locations in Santa Fe and one in Albuquerque.

The organization employs more than 150 people across the United States and serves approximately 12,000 patients a year. The organization has annual revenues exceeding \$55 million per year. Southwest CARE Center is an FQHC Look-A-Like, and is seeking full FQHC status.

The organization has a June 30 fiscal year-end and requires the audit to be completed within 120 days of the fiscal year end.

Services to Be Performed

Your proposal is expected to cover the following services:

1. Annual audit of the financial statements in accordance with OMB Circular A-133 to be completed in compliance with the previously mentioned filing requirement and meetings with audit committee and/or Board of Directors, as necessary.
2. Annual audit of a major federal program statements in accordance with OMB Compliance Supplement to be completed in compliance with the previously mentioned filing requirement and meetings with audit committee and/or Board of Directors, as necessary.
3. 990 Tax filings for the organization satisfying state and federal requirements.
4. Annual audit of the 401K retirement plan and meetings with audit committee and/or Board of Directors, as necessary
5. Medicare and Medicaid cost reports for FQHC.
6. Annual 5500 Health & Welfare Benefits Plan filing for the organization.
7. Availability throughout the year to provide advice and guidance on financial accounting and reporting issues.

Proposal Content

In responding to this request, we request the following information:

1. Detail your firm's experience in providing auditing, tax services and cost reports to organizations in the not-for-profit healthcare industry, as well as organizations of comparable scope and size to Southwest CARE Center.
2. Provide information on whether you provide services to any related industry associations or groups.
3. Discuss the firm's independence with respect to Southwest CARE Center.
4. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.
5. Identify the partner, manager, and in-charge accountant who will be assigned to the engagement if you are successful in your bid and provide biographies.
6. Describe how your firm will approach the audit of the organization, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also discuss the firm's use of technology in the audit. Finally, discuss the communication process used by the firm to discuss issues with the management and audit committees of the board.
7. Set forth your fee proposal for the 2024 audit and subsequent two years, with whatever guarantees can be given regarding increases in future years. Provide your proposed fee for the required work and for tax preparation. Your fee proposal should also delineate estimated hours by level of staff.
8. Describe how you will bill for questions on technical matters that may arise throughout the year.
9. Provide current standard and discounted billing rates for classes of professional personnel.
10. Provide the names and contact information for three ("3") other similarly sized clients of the partner and manager that will be assigned to our organization for reference purposes.
11. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our external accountants is the best decision we can make.
12. Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

The audit committee will review all proposals and it is anticipated that the committee will make a recommendation regarding the recommendation of auditors to the full Board of Directors in January of 2024.

Requests for additional information, visits to our site, or any other questions should be coordinated through me. You may contact me at (505) 395-2659 or jsanchez@southwestcare.org. Please return the completed proposal to my attention at the email address above.

We would also appreciate a response if you decline to submit a proposal.

Sincerely,

Jason Sanchez

Jason Sanchez
Chief Financial Officer

Attachments:

- A. FY23 Audited Financial Statements
- B. FY22 990 Report
- C. FY22 401K Audit
- D. FY22 5500 Health and Welfare Report