

March 6, 2023

The Arizona Association of Community Health Centers, Inc, dba Arizona Alliance for Community Health Centers (AACHC) is requesting proposals from CPA firms that have extensive experience in providing audit and tax services for Primary Care Associations, Community Health Centers, or Federally Qualified Health Centers (FQHCs). We invite your firm to submit a proposal to us by March 24, 2023, for consideration. A description of our organization, the services needed, and other pertinent information follows.

Background of Arizona Alliance for Community Health Centers

AACHC is an Arizona nonprofit corporation that has served as Arizona's Primary Care Association since 1985 and comprises the state's largest network of primary care providers, serving approximately one in 9 Arizonans and nearly one in five of Arizona's Medicaid enrollees. With a vision of equitable access to high quality healthcare for everyone, AACHC advances the vital work of Community Health Centers to serve the unique needs of our communities. AACHC supports and partners with organizations that provide primary healthcare services to the underserved, including Community Health Centers, Look-A-likes, and Federally Qualified Health Centers (FQHCs) and provides training, technical assistance, programmatic support, and advocacy that help address the needs of Community Health Centers and Arizona's most vulnerable patients. AACHC receives dues and assessments from its members, all of whom are located in Arizona and receive federal assistance. For more information, please visit our website at www.aachc.org.

We have a fiscal year-end of March 31, with a requirement to file an audited financial statement with the Federal Audit Clearinghouse within nine months of year end.

Period

AACHC anticipates continuing the relationship with the auditor for no less than five (5) years, April 1, 2023 – April 1, 2028, on the basis of annual negotiation after the completion of the first-year contract. Each year after negotiation has taken place, an annual contract documenting the terms of the audit will be signed.

Services to Be Performed

The proposal is expected to cover the following services:

- Annual audit of the financial statements for the year ended March 31 and meetings with the and Finance Committee and/or Board of Directors, as necessary
- Single Audit preparation and clearinghouse submission
- Management letter containing comments and recommendations with respect to accounting and internal controls and efficiency
- Preparation and submittal of Federal Form 990
- Sales Tax Exemption Certification
- Availability throughout the year to provide advice and guidance on financial accounting and reporting issues

Proposal Timetable

- RFP distributed March 6, 2023
- Written proposals due to AACHC by March 24, 2023
- Management contacts finalists to schedule presentations March 28, 2023
- Finalists make presentations to the Finance Committee April 10, 2023
- CPA firm selected and notified April 17, 2023

Key Contacts

Interested firms may obtain copies of the RFP specifications from AACHC office at 700 E. Jefferson St., Suite 100, Phoenix, AZ 85034 or by contacting Brenda Hanserd at brendah@aachc.org, or (602)-288-7559.

