



P.O. Box 187
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June 20, 2019

RE: REQUEST FOR AUDITOR SERVICES

Del Puerto Health Care District (DPHCD) invites you to submit a proposal for the preparation of its yearly audited financial statements for three years beginning with the fiscal year ending June 30, 2019. The audit of DPHCD's financial statement must be performed in accordance with the Governmental Accounting Standards Board.

DPHCD is a California Special District organized under California Health and Safety Code Section 32000. The mission of DPHCD is *to provide the highest quality health care services through Patterson District Ambulance and Del Puerto Health Center, while expanding the healthcare availability to the citizens of the Del Puerto Health Care District.*

Programs include Del Puerto Health Center, a primary health care and pediatric outpatient clinic with Rural Health Certification, located at 1700 Keystone Pacific Parkway, Patterson, CA 95363, and Patterson District Ambulance, 875 E Street, Patterson, CA 95363, which provides 24/7/365 emergency medical care and transportation. We operate under a single EIN: 94-6003380.

DPHCD provides 15,500 patient visits and 2,400 ambulance transports. Funding includes service revenue plus property tax, special assessments, and development impact fees. We do not receive government grants but a significant amount of our care is provided to Medicare and Medi-Cal patients. We have 52 employees located in two offices. Our annual revenue is \$5 million.

DPHCD requires annual financial statement audit services.

The above must be completed within 120 days of the end of each fiscal year (i.e., November 1), for our Board to review prior to submission to the mandated recipients. In addition, DPHCD requires a meeting of the auditors and selected DPHCD board and staff members be held to discuss a draft version of the financial statements and that the auditors meet at least yearly with the Board of Directors' audit committee.

All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in providing audit services to public agency and healthcare clients;
- c) The size and organizational structure of your firm;
- d) Statement of the firm's experience with audit services for California public agencies, Emergency Medical Services (EMS) and Rural Health Clinics (RHC);
- e) A proposed timeline for fieldwork and final reporting;

- f) 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;
- g) Describe your additional services 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;
- h) Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies.
- i) 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
- j) References and contact information from at least three comparable public agency audit clients.

Proposals must be received no later than July 23, 2019 and can be sent to **Del Puerto Health Care District, ATTN: Maria Reyes, P.O. Box 875, Patterson, CA 95363** or emailed to mreyes@dphealth.org. The audit committee will review all proposals as soon as received and make a recommendation to the Board of Directors on July 29, 2019.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact me at 209-892-8781. I look forward to receiving your proposal.

Sincerely,

Karin Freese Hennings, MBA
Administrative Director / CEO

Encl: DPHCD FYE 2018 audit