REQUEST FOR PROPOSALS
DEPARTMENT OF PUBLIC HEALTH

OFFICE OF MENTAL HEALTH AND SUBSTANCE ABUSE
INDEPENDENT PUBLIC ACCOUNTANT

The City of Cleveland Department of Public Health's Office of Mental Health and Substance Abuse (OMHSA) administers a substance abuse treatment program named CenterPoint, which has an annual operating budget of $214,000. OMHSA is soliciting proposals from individuals or organizations qualified as Independent Public Accountants (IPA). Candidates must demonstrate having had prior experience in performing audits identical to the type requested in this RFP; prior experience working on behalf of Alcohol and Other Drug (AoD) service delivery organizations; and prior experience of having worked on behalf of city, county or state governmental entities. References, professional and/or civic affiliations, significant skills, and awards or honors achieved by the organization and its personnel are expected elements of the proposal. Proposed costs must take into consideration the entire scope of services inclusive of incidental or out-of-pocket expenses such as those as may be required for travel, printing, postage, etc. Please carefully check submissions for completeness. Incomplete applications and those which lack any of the required forms (see "additional forms," below) will be disqualified.

Major Duties

In accordance with OAC 3793: 2-1-10, the IPA must be able to perform mathematical accuracy testing; personnel costs verification; non-personnel costs verification; administrative overhead costs verification; units of service verification; and budget uniform cost report (BUCR) to actual uniform cost report (AUCR) comparison in order to report on: the accuracy of data reported on the AUCR; the appropriateness of the allocation methods used for actual cost reporting; the allowability/unallowability of the cost data reported on the AUCR; to determine if AUCR data is in accord with federal and state resources as stated in OAC 3793: 2-1-09; and to report on the consistency between the first BUCR and the AUCR .

It is to produce an actual uniform cost report/agreed upon procedures report in accordance with the American Institute of Certified Public Accountants Statement on Standards for Attestation Engagements Statement number 11, 12 or its successors. At a minimum, the report shall include the following:

A) a summary of the procedures performed and the findings,
B) a schedule listing the number of variances, if any, per procedure and a list of unallowable costs noted during the AUP,
C) the completed copy of the AUCR, including an original signature,

D) any other observations and/or comments of note the auditor, using their professional judgment, deems relevant.

Maximum Amount Awarded

One contract will be awarded totaling a maximum of $3,500. The City of Cleveland reserves the right to not award all or any of the funds available through this request for proposal process, based on the available funding and the quality of the proposals submitted.

Application Deadline

The deadline for receipt of proposals is 5 p.m., Friday, September 27, 2013. One (1) original plus four (4) copies of the proposal must be delivered or mailed to:

Matt Rosing, Senior Budget and Management Analyst
Cleveland Department of Public Health
75 Erieview Plaza, 3rd Floor
Cleveland, Ohio 44114

Contact Matt Rosing at (216) 664-4310 or Email: mrosing@city.cleveland.oh.us for questions.

Additional Forms

All respondents to City of Cleveland RFPs ***must*** complete the following forms and submit with the proposal:

- Notice to Bidders and Schedules 1-4
- Non-Competitive Bid Contract Statement
- Vendor Entry Form (for new vendors only)
- W-9 Request for Taxpayer Identification and Certification (for new vendors only)

These forms are available on the City of Cleveland Website at:
http://www.city.cleveland.oh.us/business_center/forms/business_forms.asp