

# Section I

## GENERAL INFORMATION

### A. Introduction

As a result of this RFP, Region 10 Prepaid Inpatient Health Plan (hereinafter referred to as the “PIHP”) along with Genesee Health System and St. Clair Community Mental Health (hereinafter referred to as the “Affiliates”) will be collectively contracting with a certified independent public accounting firm to audit its financial statements for the fiscal years ending September 30, 2023, 2024, and 2025. Contracts will be between the vendor and PIHP and each affiliate, respectively.

The PIHP manages public services for mental health and substance use disorders in Genesee, Lapeer, Sanilac and St. Clair counties. The PIHP operates within this region to manage public services for substance use disorders under the provisions of Act 500 of the Michigan Public Acts of 2012, as amended. As such, the PIHP’s mission is to promote opportunities for recovery, discovery, health and independence for individuals receiving services through ease of access, high quality of care and best value. The PIHP’s mission statement can be found on the PIHP’s website at <http://www.region10pihp.org/>.

The Affiliate- Genesee Health System (GHS) is Genesee County’s public mental health provider. GHS has provided services to Genesee County residents for nearly 60 years. GHS has joined Lapeer County Community Mental Health, Sanilac County Community Mental Health, and St. Clair County Community Mental Health in a collaborative effort to serve the four-county area effectively. The partnership is called Region 10 PIHP. The Affiliates mission can be found on the Affiliate’s website at <https://genhs.org>.

The Affiliate- St. Clair County Community Mental Health Authority (SCCCMH) provides public mental health services and supports to adults with mental illnesses, children with serious emotional disturbances, individuals with intellectual/developmental disabilities and individuals with co-occurring substance use disorders with a focus on integrated health care and recovery. The Affiliates mission can be found on the Affiliate’s website at <https://scccmh.org>.

### B. Purpose

This request for proposal (RFP) provides interested Vendors with sufficient information to enable them to prepare and submit proposals for consideration by the PIHP and the affiliates to satisfy the need for Audit Services. The PIHP and affiliates are seeking sealed proposals from interested and qualified Vendors that possess the capacity, infrastructure, and organizational competence to deliver Audit Services.

It is expected that the proposal to provide these services shall be in compliance with all applicable State and Federal standards and guidelines.

### C. Type of Contract

Separate contracts are expected with the PIHP and each Affiliate. It is expected that each contract entered because of this RFP will be a “fixed fee” agreement with a price per service and fiscal year.

### D. Payment Schedule

Payment terms for any contract resulting from this RFP will be net 30 days. Firm may invoice the PIHP and affiliates monthly for services performed during that month. Invoices must include a description of work performed, by whom and on which dates, with itemized ancillary expenses.

**E. Term of Engagement**

PIHP and the affiliates expect to independently award contracts each year for three years. The PIHP and the affiliates reserve the right to terminate at the end of each year if the vendor’s performance has not been satisfactory.

<b>Board/PIHP</b>	<b>Projected Timeline</b>
Genesee Health System	Fieldwork to begin in March 2024
Region 10 Prepaid Inpatient Health Plan (Region 10 PIHP)	Fieldwork to begin in March 2024
St. Clair Community Mental Health	Fieldwork to begin in December 2023

**F. Issuing Office**

This RFP is issued by the PIHP in conjunction with the Affiliates. The issuing office is the sole point of contact for this RFP. Information related to this RFP shall be posted on the PIHP’s website and the website of each affiliate.

**G. Proposed Timeline**

<b>EVENT</b>	<b>FIRM DATE</b>
Issue RFP	August 23, 2023
Submit Questions Deadline	September 6, 2023
Response to Questions Deadline	September 13, 2023
Intent to Bid Deadline	September 15, 2023
RFP Submission Deadline	September 20, 2023
Contract Award	October 20, 2023

**H. Oral Presentation**

Vendors who submit a proposal may be required to make an oral presentation of their proposal.

**I. Contract Award**

It is anticipated that a contract shall be awarded on or before October 20, 2023. Vendors who are awarded contracts shall begin services within 60 days of the contract start date if chosen vendors are not the PIHP and/or affiliates current vendors. Vendors who are awarded contracts shall not assign any duties or obligations under the contract without written permission of the PIHP and/or affiliates as applicable.

**J. Amendment**

In the event it becomes necessary to revise any part of this RFP, the information regarding the changes will be posted on the PIHP website.

**K. Withdrawal / Modification**

Vendors who submit a proposal may later request a withdrawal or modification in writing prior to the closing date and time specified herein. The written request shall be signed by an authorized representative of the Vendor. If a previously submitted proposal is withdrawn before the proposal closing date and time, the Vendor may submit

another proposal at any time up to the proposal closing date and time. Bids / proposals may not be modified after the fixed closing date and time specified herein.

#### **L. Late Proposals**

Late proposals, those submitted after the fixed closing date and time specified herein, shall not be accepted or reviewed. Proposals submitted after the fixed closing date and time shall not be considered and shall be discarded. The PIHP and affiliates shall not be held responsible for technical difficulty or delivery complications that result in the bidding Vendor being unable to meet the timeline requirements specified herein.

#### **M. Rejection of Proposals**

The PIHP and affiliates reserves the right to reject any and all proposals received as a result of the RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the PIHP and affiliates.

#### **N. Freedom of Information Act**

Information submitted in response to this proposal is subject to the Michigan Freedom of Information Act and may not be held in confidence after the proposal is opened. The proposal will be available for review after staff has evaluated it, or 22 business days after the receipt date, whichever comes first.

#### **O. Non-Collusion**

By submitting a proposal, the vendor certifies that the proposal has not been made or prepared in collusion with any other vendor and the prices, terms or conditions thereof have not been communicated by or on behalf of the vendor to any other firm and will not be so communicated prior to the official receipt of this proposal. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the penalties for perjury. Moreover, it is made subject to the provisions of 18 U.S. C. Section 1001, relating to the making of false statements.