



**CRISP**

# Request for Proposal

**Chesapeake Regional Information System for our  
Patients Inc. and Subsidiary (CRISP)**

**RESPONSE DEADLINE: March 1, 2023**



## Annual Financial Statement Audit and Related Tax Services

### Request for Proposal – “RFP”

#### TO ALL PROPOSERS

You are invited to submit a Proposal for audit and tax services for Chesapeake Regional Information Systems for our Patients, Inc, and subsidiary (CRISP).

The initial contract period is for five years (fiscal years ending June 30, 2023, to June 30, 2027). All Proposals should be submitted electronically to the following:

[Stacey.Benicewicz@crisphealth.org](mailto:Stacey.Benicewicz@crisphealth.org)

[Sara.Guscott@crisphealth.org](mailto:Sara.Guscott@crisphealth.org)

#### Evaluation of Proposals

The Audit Committee of the Board of Directors will evaluate proposals on a qualitative basis. This includes an assessment of the firm’s peer review and related materials, interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm’s completeness and timeliness in its response to us.

RFP key dates are as follows:

<b>February 10, 2023</b>	<b>Intent to bid on the proposal</b>
<b>February 17, 2023</b>	<b>RFP questions due from firms</b>
<b>February 22, 2023</b>	<b>Responses to questions will be completed by CRISP</b>
<b>March 1, 2023</b>	<b>Final proposals due to CRISP</b>

If you have any questions about preparing your Proposal, please contact us:

Name: Stacey Benicewicz, CFO

Email: [Stacey.Benicewicz@crisphealth.org](mailto:Stacey.Benicewicz@crisphealth.org)

Name: Sara Guscott, Regional Finance & Accounting Manager

Email: [Sara.Guscott@crisphealth.org](mailto:Sara.Guscott@crisphealth.org)

Please note that this Request for Proposal letter does not constitute a guarantee on the part of CRISP that a contract will be awarded. No payment will be made for costs incurred in the preparation and submission of a Proposal in response to this Request for Proposal.

**THIS IS NOT AN ORDER OR A CONTRACT**



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## 1. Background and Overview

**The finance function of CRISP is managed by CRISP Shared Services (CSS), which is a consolidating affiliate of the organization. In addition, CSS operates the finance function on behalf of two separate organizations that require audits, CRISP DC and West Virginia Health Information Network (WVHIN). The decision-maker of each organization is the respective Board of Directors from each entity.**

### Chesapeake Regional Information Services for our Patients, Inc. (and subsidiary)

Located in Columbia, Maryland, CRISP, is a not-for-profit organization incorporated as an Internal Revenue Code (IRC) section 501(c)(3) organization. Annual revenue is approximately \$50 million, and the organization employs approximately 120 staff. In addition, there are approximately 60 full-time-equivalents employed as independent contractors or through staffing vendors. CRISP has a June 30 fiscal year-end, with an annual requirement to file audited financial statements with its banking institution by October 31. The reporting deadline is to meet Line of Credit compliance requirements. The desired time frame for fieldwork is June to October. The audit report would need to be presented to the audit committee in October.

Formed in 2008, CRISP is formally designated as Maryland's statewide Health Information Exchange (HIE). The mission of the organization is to enable and support the healthcare community of Maryland and surrounding regions to appropriately and securely share data in order to facilitate care, reduce costs, and improve health outcomes.

In 2015, the Maryland Health Services Cost Review Commission (HSCRC) selected CRISP as the primary provider to develop the Statewide Integrated Care Network Infrastructure. This network will allow users including providers, patients, public health officials, care coordinators, and clinicians to share clinical data electronically. Starting in 2016, CRISP has established contractual relationships with several other HIEs, including in the District of Columbia, West Virginia, Connecticut, Alaska and Virginia. Starting in 2018, CRISP began providing finance-related services to some of the regions under the shared-services model, and in November 2020 formed CRISP Shared Services (CSS). The purpose of CSS is to operate centralized services for each region, such as Information Technology, Privacy and Security, Finance, and Human Resources. CSS has received 501(c)(3) status and is considered a consolidating affiliate of the organization.

### West Virginia Health Information Network, Inc. (WVHIN)

Located in Huntington, West Virginia, WVHIN began operations in 2010 within the WV Department of Health and Human Resources, and in 2018, transitioned to a self-sustaining non-profit organization. WVHIN's mission is to provide the West Virginia health care community with a trusted, integrated, and seamless electronic infrastructure to enable health-related data exchange between providers. WVHIN has a contractual relationship with CSS which provides services including Finance, Information Technology, and Privacy and Security. Annual revenue is approximately \$4 million, and the organization has no employees; 7 staff are employed by Marshall Health and leased to WVHIN. WVHIN has a June 30 fiscal year-end. The desired time frame for fieldwork is June to October. The preferred timeframe for presenting the final audit report to the board is at the end of October.

The contract for WVHIN will begin one year later than the contract for CRISP; the first year will be for the fiscal period ending June 30, 2024.



## CRISP DC

Located in Washington, DC, CRISP DC was created in 2016 as a wholly owned subsidiary of CRISP, and is the District of Columbia's designated entity to perform HIE services. Effective March 2022, CRISP DC became a standalone organization with 501(c)(3) status. CRISP DC has a contractual relationship with CSS which provides services including Finance, Human Resources, Information Technology, and Privacy and Security. Annual revenue is approximately \$7 million, and the organization has no employees; 10 staff are employed by CSS and leased to CRISP DC. All other work is performed via CSS as a contractor. CRISP DC has a June 30 fiscal year-end. The desired time frame for fieldwork is June to October. The preferred timeframe of presenting the final audit report to the board is at the end of October.

## Coordination

The audit and tax services will be provided to each organization separately, in coordination with the CSS Finance Department, which will be a primary point of contact, along with the management and Board of Directors of each organization.

Following is a list of key persons you may wish to contact with respect to this engagement:

Craig Behm, CEO of CSS and CRISP, [Craig.Behm@crisphealth.org](mailto:Craig.Behm@crisphealth.org)

Stacey Benicewicz CFO of CSS and CRISP, [Stacey.Benicewicz@crisphealth.org](mailto:Stacey.Benicewicz@crisphealth.org)

Nichole Sweeney, General Counsel of CSS and CRISP, [Nichole.Sweeney@crisphealth.org](mailto:Nichole.Sweeney@crisphealth.org)

Sara Guscott, Regional Finance & Accounting Manager, CSS and CRISP, [Sara.Guscott@crisphealth.org](mailto:Sara.Guscott@crisphealth.org)

Colin Ward, Audit Committee Chair, CRISP [cward@umm.edu](mailto:cward@umm.edu)

## Relationship With Prior CPA Service Provider

The current CPA firm for CRISP, CRISP DC and WVHIN is Clifton Larson Allen LLP. In preparing your proposal, be advised that management will give you permission to contact the prior auditors.

## Other Information

The most recent audited financial statements and Form 990 for CRISP and WVHIN are attached. As noted, CRISP DC is a new standalone entity and therefore does not have prior year information available. However as CRISP DC was previously a wholly-owned subsidiary of CRISP, the organization's previous results are included in the consolidated financial statements. For coordination purposes, we ask that all requests for additional information, visits to our site, review of prior financial statements and tax returns, and/or appointments with key personnel are directed to our Regional Finance and Accounting Manager, Sara Guscott.



## 2. Minimum Requirements

The successful Offeror will be a Certified Public Accounting (CPA) firm with expertise in conducting audits of and providing tax services to HIEs (Health Information Exchanges), health care facilities, business associates, providers, and/or employers, in Maryland, West Virginia, District of Columbia, and/or other states.

The following audits and tax services will be required for each organization as part of the proposal (see summary matrix below indicating service required):

1. Annual financial statement audit (consolidated CRISP/CSS; unconsolidated CRISP DC and WVHIN).
2. Federal Single Audit (all)
3. Management letter communicating any significant deficiencies or material weaknesses in internal control over financial reporting that were identified during the audit (all)
4. Presentation of annual audited financial statements to the organization’s Executive and Finance Committee and Board of Directors as necessary (all)
5. Annual Employee Benefit Plan Audit (CSS only). This is a first-year audit with year end of December 31<sup>st</sup>.
6. Preparation and submission of Federal and state tax filings including (but not limited to) Form 990; State/District Personal Property Tax Return; Federal Form 1099 (all)
7. Agreed Upon Procedures directed by the Health Care Cost Review Commission (CRISP only)

Services	Chesapeake Regional Information System for our Patients Inc. and Subsidiary (CRISP)	CRISP Only	CRISP Shared Services Only	West Virginia Health Information Network	CRISP DC
Annual Financial Statement Audit	YES			YES	YES
Federal Single Audit	YES			YES	YES
Management letter	YES			YES	YES
Presentation to Board		YES	YES	YES	YES
Employee Benefit Plan Audit			YES		
Tax Preparation		YES	YES	YES	YES
Agreed upon Procedures Audit		YES			

The selected CPA firm may also be consulted during the term on various matters related to application of accounting principles and assistance with general accounting and reporting matters, including the Uniform Guidance.

Audits conducted by the successful Offeror(s) will be performed in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards, issued by the Comptroller General of the United States. The Offeror should include an organization chart and descriptions of selected audits that the Offeror successfully performed for other clients.

## 3. Single Audit

Please refer to the enclosed Schedule of Expenditures of Federal Awards for the fiscal year ended June 30, 2022, for CRISP and WVHIN. For CRISP DC, the Federal Awards will be items that were previously listed on the SEFA for CRISP passed through District entities.

## 4. Response to CRISP Requirements



Each response should address the specific requirements listed below. Responses will be scored based on how the proposal specifically addresses each individual requirement. **A proposal to provide fewer than all the requested services and/or provide services to fewer than all the organizations will be considered although preference will be given to an offeror that can provide all the requested services to all the organizations.**

Please feel free to include explanations, caveats, conditions, or other information that will help qualify or explain your answers. Please also include any additional cost that may be incurred by the organization above and beyond the proposed pricing quoted.

**Please NOTE: All responses, assertions, and commitments made in this proposal will be part of any contract.**

To achieve uniform process and obtain the maximum degree of comparability, the proposal response should include:

- a) Letter of Transmittal (please limit to one page per organization) briefly stating your understanding of the work to be performed.
- b) Evidence of the firm's qualifications to provide the above services;
- c) Background and experience in auditing nonprofit clients, IT clients and Single Audit clients as well as organizations of comparable size to CRISP, WVHIN and CRISP DC;
  - Discuss your firm's Regional and/or National resources in the service lines key to our mission;
  - Listing of any other HIEs your firm audits in the United States, if applicable (not a requirement for submission or awarding);
- d) Provide three names and contact information of other similarly sized not-for-profit clients of the partner and manager that will be assigned to our organization;
- e) A summary of audit approach and proposed timeline for fieldwork and final reporting;
- f) Proposed fee structure for each of the five years of the proposal period, including whatever guarantees can be given regarding increases in future years; describe how you bill for questions on technical matters that may arise throughout the year;
- g) Names and qualifications of the partner, audit manager, and field lead who will be assigned to our audit and provide biographies. Indicate any complaints that have been leveled against them by the State board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these individuals;
- h) Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years. Describe the firm's diversity, equity, and inclusion efforts;
- i) 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 and whether part or all of the audit can be done remotely. Finally, discuss the communication process used by the firm to discuss issues with management and audit committees of the Board;
- j) Furnish current standard billing rates for classes of professional personnel, including an expense policy describing how incidental costs (for example, travel and mileage) are billed;
- k) Describe how your firm will work to meet the organization's reporting deadlines;
- l) Describe the firm's quality review process to ensure audit objectives are met at the highest level;
- m) Describe the firm's approach to the resolution of technical disagreements;
- n) Describe the firm's quality review process to ensure audit objectives are met at the highest level;
- o) Describe the firm's approach to the resolution of technical disagreements;



- among engagement personnel, and;
  - between the firm and the not-for-profit client;
- p) 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 comment and any reportable litigation information of the firm;
- q) Confirmation of the firm’s independence with respect to each organization included in the Offeror’s proposal;
- r) References and contact information (email and phone number) from at least two comparable nonprofit audit clients; and
- s) Be no more than 10 pages per organization excluding any Exhibits/Addendums for biographies and Peer Review report, for example.

Please be prepared to submit information on the firm’s liability insurance coverage if you are selected.

## 5. General Questions

CRISP requests responses to all questions listed below, and all answers should either be clearly provided within the context of the proposal and/or in their own separate section. All answers provided should be succinct in length to ease reviewer evaluation but should take care to answer each question in all necessary and appropriate depth.

CRISP will assume that any non-answer will indicate that any proposed company or technology will be unable to provide or unwilling to disclose a solution to the question, and this may negatively impact CRISP’s perception of the overall proposal. Inability to provide a response to any question will not immediately disqualify a proposal from consideration.

1. What is your company’s Dun and Bradstreet number?
2. Where is your company headquartered?
3. How long has your company been in business?
4. How many employees work for the company?
5. Please note any relevant accreditations your organization has achieved.
6. To fulfill the requirements of this RFP, will you rely on any partnerships, subcontracts, or other relationships? If yes, please describe the role the subcontractor will play?
7. Please describe your work with other HIEs, if any. In your work with HIEs, like CRISP, do you rely on any partnerships, subcontracts, or other relationships? If so, please explain.

## 6. Full Pricing Proposal

CRISP and the organizations each require a pricing proposal to understand the total cost of your services. Please outline your financial proposal in the Excel spreadsheet provided and include it as part of your response. For each organization, include total expected cost with a detailed breakout of separate cost areas.

Please document any other costs that the organization may incur in doing business with your firm in this area of work. Responses should include a timeline and any potential cost that the organization may incur beyond the amount in the pricing proposal. Please also include a copy of your standard contract with this proposal.





## 7. Evaluation

CRISP will evaluate each proposal for completeness and will score the proposals based on the understanding that any proposed solution will effectively meet the requirements set forth in this RFP. CRISP's scores will be kept confidential and will not be disclosed to responders. Consideration may focus on, but is not limited to, the following:



- Adequacy and completeness of the proposal
- Experience and demonstrated competence in providing like services
- Quality of proposed approach
- Cost
- Timeline to complete

The order of these factors above does not denote relative importance.

CRISP reserves the right to:

- Select for contract, or for negotiations, a proposal other than that with lowest costs.
- Accept/reject all proposals or portions of proposals received in response to this RFP, to make no award, or to issue a new RFP.
- Waive or modify any information, irregularity, or inconsistency in proposals received.
- Request modification to proposals from any or all Offerors during review and negotiation.
- Negotiate any aspect of the proposal with any individual or firm, and negotiate with more than one individual or firm at the same time.

## 8. Offeror's Instructions

To be considered, all proposals must be submitted in electronic format, and must respond to the items outlined in this RFP using the requested format. CRISP reserves the right to reject any proposals that are, in the sole judgment of CRISP, non-responsive or non-conforming. Responses to this RFP should be complete but concise.

CRISP, CRISP DC and WVHIN are not state entities and are not bound by state procurement guidelines and regulations. Management does encourage Minority Business Enterprise (MBE) designated entities with relevant solutions to respond to this solicitation.

## 9. Modifications

Any changes, amendments, or modifications to a proposal may be submitted by email but will not be considered acknowledged until a response email from CRISP indicating receipt and acceptance of the modification is received. CRISP reserves the right to request clarification and/or further technical information from any Offeror submitting a proposal.

## 10. Request for Proposal (RFP) Terms and Conditions

### Proposal Response

CRISP reserves the right to reject any/all proposals received in response to this RFP. Any information obtained will be used, along with other information that CRISP deems appropriate, in determining suitability of proposed offer. Offerors whose proposals were not accepted will be notified that a selection was made, or- if it is decided- that no proposals were accepted. CRISP has no obligation to explain the basis of or reasons for the decision it makes relating to the proposals and/or this RFP. CRISP may identify multiple Offerors who are determined suitable and negotiate with each of them on parallel tracks,



pending a final contracting decision. Any proposal failing to meet all requirements may be eliminated from consideration and declared not accepted.

### *Proposal Becomes CRISP's Property*

All proposals become the property of CRISP and will not be returned to Offerors.

## Formal Contract

Although each organization is a separate legal entity and will have a separate set of audit and other services, part of the evaluation process will include a review of the Offeror's proposal(s) to the other organization(s). Each organization shall have the option to accept the proposal of an Offeror independently of the other organizations' proposal(s). For each organization, an Offeror receiving a positive response to their proposal should be prepared to provide a copy of your standard contract with your submission.

Within 5-7 days of receiving a positive response, the Offeror will be expected to notify CRISP in writing of its contract team, which shall include the individual with authority to approve and execute any final legally binding agreement with the organization.

Until and unless a formal contract is executed by each organization and Offeror, such organization shall have no liability or other legal obligation to the Offeror whatsoever, relating to or arising from this RFP, the RFP process, decisions as to awards resulting from this RFP, or otherwise.

In no event will CRISP nor any of the organizations be responsible for damages or other remedies, at law or in equity, arising directly or indirectly from its decision on the award of any service described in this document, or for any action taken or not taken in response to or because of this RFP or Offeror's response.

## Maintaining Pricing

Prices must remain valid for at least ninety (90) days from the Closing Date. Contract negotiations will include price re-verification if the price guarantee period has expired. CRISP reserves the right to request that an Offeror only provide a portion of the proposed deliverables. If Offerors are unwilling to comply with RFP requirements or terms and conditions, objections must be clearly stated in the Cover Letter to the proposal.

### *Cost of Proposal Preparation*

All Offeror's costs of proposal preparation and any negotiation will be borne by the Offeror.

## Applicable Law

For each organization, the laws of the State/District where the organization is located shall apply, except where Federal law has precedence. The successful individual or firm consents to jurisdiction and venue in the relevant State/District for each organization.