



Community Health Care Center, Inc.

Request for Proposal for 401(k) Plan Audit Services

DATE: June 24, 2021

FROM: Patrick Woodall
CFO
Community Health Care Center Inc, dba Alluvion Health

SUBJECT: 401(k) Plan Audit Services

Alluvion Health is soliciting proposals from qualified firms to provide auditing services for Alluvion Health's 401(k) Plan to include preparation of Form 5500.

Your proposal should contain, but not be limited to the following considerations:

1. Eligibility - authorization by any relevant agency to conduct a chargemaster review service
2. Experience of your firm in relation to the scope of 401(k) audit services for Federally Qualified Health Center, (FQHC)
3. A list of similar non-profit organizations served by your firm
4. Your staff assignments and availability to complete the chargemaster review service on a timely basis
 - Participation of senior personnel assigned to the engagement
 - Frequency of contact with Alluvion Health management and accounting staff
 - Availability of staff to respond to questions within the scope of the engagement and the hourly charge, if any, for services outside the scope of the 401(k) audit
5. 401(k) audit service firm staff stability history - what assurances can you provide Alluvion Health regarding the assignment of your permanent personnel to the engagement.
6. Procedures used to transmit 401(k) audit service adjustments and the reasons for them along with management recommendations to the responsible personnel within Alluvion Health.
7. 401(k) audit service plan and timeline; must be completed no later than May 31, 2022.
8. Your fee proposal to conduct the 401(k) audit service functions. Also include your fee schedule for additional services that may be required beyond the scope of the 401(k) audit service

engagement. The proposal should also state that any increase in the 401(k) audit service fee will be immediately disclosed to the CFO. This disclosure should include an estimation of the increased fees and the reason for the increase.

9. Estimated number of hours to complete the 401(k) audit service by classification of your employees, i.e. partners, senior, junior.
10. Detail of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.
11. Proof that the firm is certified to conduct 401(k) audit services by the relevant government agencies.

The final decision of the selection of the firm to conduct the 401(k) audit service will be made by Alluvion Health's CEO and Board of Directors. The final agreement will be in the form of a written contract.

All questions and correspondence should be directed to Patrick Woodall at 406-791-7927. Contact with Alluvion Health personnel other than the CEO/CFO regarding this RFP may be grounds for elimination from the selection process.

We will look forward to receiving your proposals on or before July 31, 2021 by 5 p.m.

Sincerely,

Patrick Woodall
Chief Financial Officer

Chargemaster Review Service Proposal Information

Sealed chargemaster review service proposals will be accepted by Alluvion Health until 5 p.m. 30 days after the date of the letter. Please direct proposals to the attention of Patrick Woodall, CFO. All proposals become the property of Alluvion Health.

All proposals will become part of the requester's files without obligation.

Nature of Services Required

1. Chargemaster review service
2. Conferences (may be via teleconference)
3. Description of Entity
 - Alluvion Health is a 501(c)3 non-profit organization.
 - Website: <https://www.alluvionhealth.org>
 - EHR software is ECW.
4. A budget is maintained and is available for examination.
5. Time Requirements
 - Proposals must be received at the Alluvion Health office at 601 1st Avenue North, Great Falls, MT 59401 not later than 5 p.m. on June 30, 2020.
 - If presentations of possible finalists are necessary, no one with personal bias will interview proposers.
 - The Board of Directors has made no decision as to the date of the award of the chargemaster service review. All proposers will be notified of the Board action in a timely manner.
 - The preliminary report and exit conference will be completed prior to September 30, 2020.
6. Alluvion Health Reserves the Right
 - To reject any and all proposals submitted.
 - To request additional information from all proposers.