

# Border Region Behavioral Health Center

Maria Alonzo-Sanchez  
Executive Director



DATE: May 24, 2018  
TO: Chief Executive Officer, as addressed  
FROM: Jose L. Romero  
Budget Officer/Contracting Director  
SUBJECT: Request for Proposals - Audit Services

BORDER REGION MHMR COMMUNITY CENTER, d/b/a BORDER REGION BEHAVIORAL HEALTH CENTER, (CENTER) is requesting proposals from public accounting firms to perform an audit for the 12 month period ending August 31, 2018. Responses will be accepted for the services identified in the RFP packet located on the BORDER REGION Web site.

The RFP will be available on or after May 24, 2018 from the BORDER REGION Web site, ([www.borderregion.org/contracts.htm](http://www.borderregion.org/contracts.htm)). To request the RFP packet by email, send your request via email to Jose L Romero at [joser@borderregion.org](mailto:joser@borderregion.org). Include the name of the vendor, street address, phone number, and email address. Those who obtain the RFP packet from the Web site should register to be included in prospect list by sending an email Jose L Romero at [joser@borderregion.org](mailto:joser@borderregion.org) with the name of the vendor, street address, phone number, and email address.

Three copies of the completed RFP and the sealed dollar cost bid (with original signatures and applicable exhibits) are due to the CENTER by 3:00 p.m. C. S. T. on June 15, 2018. The technical proposals are to be bound and sealed in a separate envelope from the sealed dollar cost bids. Each envelope must be clearly marked as "Technical Proposal" or "Sealed Dollar Cost Bid." A proposal will be selected on or before July 2018, barring decision by the Board of Trustees to reject all proposals submitted. Questions concerning the RFP should be sent to [rfpquestions@borderregion.org](mailto:rfpquestions@borderregion.org) on the CENTER's Web site or to [lauram@borderregion.org](mailto:lauram@borderregion.org).

The CENTER will base its evaluation and selection of an award on the basis of demonstrated competence and qualifications to perform the services for a fair and reasonable price. The professional fees under any contract must be consistent with and not higher than the recommended practices and fees published by the applicable professional associations and may not exceed any maximum provided by law. Further, the Offeror will be evaluated on factors including, but not limited to the following, which are not necessarily listed in order of priority: compliance with the RFP, operating requirements (the vendor must have been in business and providing auditing services for at least five (5) years by September 1, 2018), appropriate auditing credentials, training and education for Offeror's personnel, general and specific experience with auditing insurance benefits, including managed care, the fairness and reasonableness of proposed fees, and the plan for performing the required services.

The contract for audit services, based upon Board of Trustees approval of the proposal, will be for the 12 month period ending August 31, 2018. The CENTER may request to extend this agreement for five additional one year terms through fiscal year ended August 31, 2023, following satisfactory delivery of the services specified in the proposal and engagement letter. The agreement can be terminated for cause.

## **SEALED PROPOSALS SUBMITTED TO:**

Border Region MHMR Community Center  
1500 Pappas  
Laredo, TX 78041  
Attn: Jose Luis Romero