



**REQUEST FOR PROPOSALS
COMPILATION OF FINANCIAL STATEMENTS
and/or
UNIT OF SERVICE & FISCAL MANAGEMENT MONITORING**

Buckeye Hills Regional Council (BHRC) is a council of governments established in 1968 to serve the counties of Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry and Washington in Ohio. Buckeye Hills administers funding from multiple State and Federal sources in the areas of community and economic development, transportation planning and aging services.

BHRC is requesting proposals from Independent Public Accounting Firms for the following services:

A. Financial Statement Compilation:

Preparation of the compilation of financial statements in accordance with generally accepted accounting principles in the United States for the State of Ohio fiscal year ending June 30, 2018.

Financial statement compilation will require the conversion of reports from an MIP Accounting system from a project based format to fund accounting for approximately 70 projects, including a Revolving Loan Program. Conversion must be complete and submitted to BHRC by November 15, 2018. The successful bidder will also communicate with the Auditor of State and an independent firm completing the Financial Audit.

B. Unit of Service and Fiscal Management Monitoring:

Completion of unit of service and fiscal management monitoring of contracted service providers under Title III of the Older Americans Act of 1965 as amended.

Title III Service Provider monitoring will be completed at the Providers' business location for approximately six (6) service providers selected by Buckeye Hills. Monitoring will include a review of provider service delivery records, deployment/engagement of volunteers, program income documentation, local match documentation and compliance with applicable service cost share requirements. Title III programs are funded on a calendar year cycle and one quarter totals will be tested for each provider. Completion of testing will be due March 31, 2019.

Submission Requirements:

Interested firms should submit a proposal in accordance with the Statement of Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants for one or both services.

Proposals should include pricing for each service, both individually and combined, and should include projections for up to 5 years. Interested firms should respond by mail to Denise Keyes,



Page 2

Fiscal Director at 1400 Pike Street, Marietta, OH 45750 or by email to dkeys@buckeyehills.org.
Proposals are due at the location above by 4:00pm, July 31, 2018.