



REQUEST FOR INFORMATION:

Financial Services: Fractional CFO, Audit, and Technology

WISCONSIN PRIMARY HEALTH CARE ASSOCIATION

The Wisconsin Primary Health Care Association (WPHCA) is distributing a Request for Information (RFI) for the services of a qualified consultant or consulting firm (Consultant) to support WPHCA's financial services. Respondents may provide information on one or more of these services: Fractional CFO, Audit, and Technology Hosting.

Responses to the request should be made no later than **January 5, 2024**. Responses should be made to Katrina Strosahl, Accounting Assistant, as indicated in the following Background and Information. All communication should be directed to the primary contact. Responses may be delivered by email to the primary contact email address. Information regarding the Wisconsin Primary Health Care Association is considered proprietary and should not be shared outside of your organization without permission. WPHCA will treat all response materials shared by Consultant as public information open to sharing with Health Centers, unless otherwise noted by the Consultant.



WISCONSIN PRIMARY HEALTH CARE ASSOCIATION BACKGROUND INFORMATION AND PURPOSE

Primary Contact

- Name: Katrina Strosahl
- Title: Accounting Assistant
- Office/Location Address: 2810 Crossroads Dr, Suite 2700 Madison WI 53718
- Phone Number: 608-616-4388
- E-Mail address: kstrosahl@wphca.org
- Organization's Home Page: www.wphca.org

Overview, Background, Purpose

- WPHCA is a nonprofit, membership organization representing 19 FQHCs (referred to as Community Health Centers, CHCs, or Health Centers) in Wisconsin. WPHCA was founded in 1982.
- WPHCA's mission is to advance the efforts of Wisconsin Community Health Centers in providing access to comprehensive, community-oriented primary health care services.
- WPHCA envisions a future where every individual and community in Wisconsin achieves their highest health potential.
- WPHCA's values are Intention, Innovation, Inclusion, and Impact.
- WPHCA actively encourages responses from diverse businesses, such as Minority-Owned (MBE), Service-Disabled Veteran Owned (DVB), Lesbian, Gay, Bisexual, or Transgender-Owned (LGBTBE), Woman-Owned (WBE), small or locally-owned businesses, B Corps, or LEED-certified businesses.
- WPHCA has an annual operating budget of \$2.5 million per year, with roughly ten cost centers and one subsidiary (disregarded entity) organization, called Wisconsin Health+.
- WPHCA's fiscal year ends March 31. As we have been with our current audit partner for three years, it has been our practice to request new quotes on a three-year cycle. Our audit engagement would begin in the year ending March 31, 2024 and has traditionally commenced in June.

OBJECTIVES AND SCOPE OF SERVICES

WPHCA is seeking proposals from qualified consultants to identify partners to provide one or more of these services: fractional CFO, audit services, and/or technology hosting.

Objective 1: Fractional CFO

Due to a recent staffing transition in WPHCA's Director of Finance and Administration position, the organization is conducting a cost-benefit analysis to engage a fractional CFO for long-term organizational support versus hiring to refill the position.

Background: WPHCA currently has several staff members assisting with various roles and functions as it relates to our financial operations, including an accounting assistant who is taking on routine tasks and the accounts receivable function, an HR and Administration coordinator, who handles payroll and benefits, and a program assistant who handles accounts payable.

Objective 2: Audit Services

In keeping with best practices, WPHCA routinely solicits bids for external audit services. WPHCA requires the following services:

- Annual financial statement audit
- Federal Single Audit
- Preparation of IRS form 990
- Preparation of Charitable Organization Annual Report for the Wisconsin Department of Financial Institutions
- Management letter

All of the above must be completed within 150 days of the end of each fiscal year, in order for our Board to review each document prior to its submission to the appropriate recipients. In addition, WPHCA requires that a meeting of the auditors and selected WPHCA board and staff members be held to discuss a draft version of the financial statements and that the auditors meet at least yearly with the Board of Directors' Finance Committee.

Objective 3: Technology Hosting Services

WPHCA currently uses a hosted version of Sage Intacct for our general ledger system and BILL for our accounts payable function. In an ideal situation, we would retain these two systems for continuity and are seeking pricing for hosting these services. Respondents should address whether hosting is contingent on purchase of other services (e.g., outsourced finance services). Respondents are also encouraged to submit pricing and descriptions of cloud-based software that may effectively replace Sage Intacct and BILL.

RESPONSE

- Please complete the fillable form with all required information and send to the primary contact by 5 PM Central on January 5, 2024.

RESPONSE EVALUATION CRITERIA

Information will be evaluated by WPHCA on the following criteria:

1. Responsiveness and approach to the Request for Proposal (RFP).
2. Demonstrated plan for engagement of staff and translation of technical recommendations into actionable language for management and leadership staff.
3. Relevant experience and availability of consultant with qualifications and abilities.
4. Experience and commitment to working with marginalized and/or disenfranchised communities and the organizations that serve them.
5. Cost of the proposal.

DECISION MAKING AND SCOPE OF WORK TIMELINE

As this is an RFI, WPHCA is not committed to advancing any particular agreement with any particular vendor, but does hope to use this information for future decision-making.

Activity	Date
WPHCA releases RFI	December 13, 2023
Responses due by 5:00 pm CST	January 5, 2024
WPHCA Finance Committee Review	January 10, 2024
WPHCA Board Review	January 18, 2024
Consultant Notification (as applicable)	Week of January 29, 2024