

Southwest Michigan Behavioral Health

Request for Proposal

Finance Department
Auditing Agency or Firm
RFP #Finance 202601

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Section 1: General Information

1.1 Purpose of RFP

Southwest Michigan Behavioral Health (hereinafter referred to as the “SWMBH”) is seeking proposals from qualified auditing firms to provide professional auditing services related to the administration and oversight of behavioral health funds. These services are intended to ensure compliance with federal and state regulations, promote sound financial practices, and support SWMBH’s commitment to fiscal responsibility and transparency.

1.2 Description of SWMBH

SWMBH is a **Regional Entity** (approximately 50 staff) created pursuant to MCL 330.1204b of the Michigan Mental Health Code, 1974 PA 258. A Regional Entity is an independent public governmental entity, and is separate from the counties, authorities, or organizations that establish it. The SWMBH operates under the authority of its own Board of Directors (the “SWMBH Board”).

The SWMBH was created on June 28, 2013 with the filing of its Bylaws with Michigan’s Office of the Great Seal. These Bylaws were approved by the following participant Community Mental Health Services Programs, which are organized and operated as community mental health authorities under Michigan’s Mental Health Code (MCL 330.1001 *et seq.*)

- Barry County Community Mental Health Authority;
- Berrien Mental Health Authority d/b/a Riverwood Center;
- Branch County Community Mental Health Authority d/b/a Pines Behavioral Health Services;
- Calhoun County Community Mental Health Authority d/b/a Summit Pointe;
- Cass County Community Mental Health Authority d/b/a Woodlands Behavioral Healthcare Network;
- Kalamazoo County Community Mental Health Authority d/b/a/ Integrated Services of Kalamazoo;
- Saint Joseph County Community Mental Health Authority d/b/a Pivotal; and
- Van Buren Community Mental Health Authority.

The SWMBH designated service area encompasses the following Michigan counties: Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren. These counties are hereinafter known as the “Service Area” of the SWMBH.

The SWMBH was formed for the purpose of (i) carrying out the provisions of the Mental Health Code in its MDHHS designated service area as they relate to: serving as a prepaid inpatient health plan, as defined in 42 CFR 438.2 (“PIHP”); (ii) managing the Medicaid Specialty Support and Services Concurrent with the 1915(b)/(c) Waiver Programs (“Medicaid”); (iii) managing the

Healthy Michigan behavioral health program; (iv) managing the Michigan Medicaid Autism Benefit for Applied Behavior Analysis 1915 (i) waiver for its designated service area; (v) ensuring a comprehensive array of services and supports as provided in the PIHP's Medicaid and Healthy Michigan contracts with MDHHS; and (vi) exercising the powers and authority set forth by the SWMBH Board.

Furthermore, on February 1, 2014 SWMBH took on the Substance Abuse Coordinating Agency (CA) required functions for its service area, pursuant to Public Act 501 of 2012 – Public Health Code, effective January 1, 2013; and Public Act 500 of 2012 – Mental Health Code, effective December 12, 2013. Moreover, (viii) on January 1, 2015 SWMBH is a contractual participant in the MDHHS demonstration project for its service area, serving persons with behavioral health needs who have both Medicare and Medicaid coverage (the Medicare/Medicaid Dual Eligible demonstration program, or “Michigan Health Link”).

It is within the scope of its authority to act as a Regional Entity, and its mandated contractual responsibilities that the SWMBH is conducting this Request for Proposal (RFP) for the selection of an Auditing Agency or Firm (AAF).

1.3 Scope of Services Requested

Proposals should address, at minimum, the following key audit service requirements:

- Annual independent financial audits of SWMBH's behavioral health funds and operations in alignment with state and federal requirements.
- Compliance audits with Medicaid and PIHP contractual obligations to MDHHS (Michigan Department of Health and Human Services).
- Audit of internal controls over financial reporting and fund management.
- Testing for fraud, waste, and abuse in behavioral health program expenditures.
- Review of provider contracts, cost allocation methods, and reimbursement practices.
- Assessment of SWMBH's adherence to relevant statutes (e.g., Michigan Mental Health Code, Public Health Code) and regulatory guidance.
- Provision of written audit reports, management letters, and recommendations for operational improvements.
- Availability for attendance at Board and Committee meetings, as requested.
- Effective communication with SWMBH staff and timely delivery of all reports and required materials.
- Respond to special audit service requests as needed (e.g., performance or programmatic audits beyond the core scope).

Due to fiscal responsibility mandates, SWMBH will balance audit quality, scope, and cost in reviewing proposals.

Section 2: RFP Package Response

2.1 Response Timeline

Activity	Timeline
Issuance of RFP	April 1, 2026
Vendor questions due (via email)	April 22, 2026
Posted answers to vendor's questions: (via SWMBH.org)	April 29, 2026
Proposals due to SWMBH	May 11, 2026
Review of proposals and top vendor finalists notified	June 5, 2026
Vendor demos completed	June 22, 2026
Vendor notification	June 30, 2026

Posted answers to vendor's questions will be available on the SWMBH website: <http://www.swmbh.org>. Click on the About Tab and News and RFPs banner.

Submission Deadline: Proposal must be received by 5:00 p.m. (EST) on Monday, May 11, 2026. Proposals received after the deadline will not be accepted.

2.2 Contact Point for Communications

Questions or requests for additional information regarding this RFP must be received in writing **no later than 4:00PM EST on April 22, 2016**. Please email them to:

Contact Name: Garyl L. Guidry Jr.
Contact Title: **Chief Financial Officer**
Email: garyl.guidry@swmbh.org

No phone calls will be accepted or returned regarding the RFP. Should you have problems submitting emails call **1-800-676-0423** for assistance.

2.3 Vendor Response Package Components

The vendor must incorporate the following sections in their submitted proposal which are detailed in Section 3 of this RFP.

Section One: **Vendor Overview Information**

Section Two: **Vendor Solutions Summary**

The information contained in this section should provide full details around how vendor will meet SWMBH's requirements detailed in Section 1.3.

Section Three: **Sample contracts**

Please include a sample standard service agreement or contract. If it exists, an example of any ancillary agreements.

All proposal documents must be converted to Portable Document Format (PDF-preferred option), Microsoft Word or Microsoft Excel as appropriate, and submitted electronically via email to garyl.guidry@swmbh.org

Maximum size of email with attachments is 20 megabytes. Please divide attachments between multiple emails if larger than 20 MB.

This RFP, as well as all submitted documents, specifications and correspondence submitted to SWMBH in response to this RFP, become the property of SWMBH. The proprietary materials submitted will not be shared between competing vendors responding to this RFP at any time for any reason.

Section 3: Proposal Requirements

3.1 Vendor Overview

This section of the vendor response is designed to provide an overview of vendor. Vendor responses should contain the following information:

Company Name, Address and Contact Information

Name, Address, Telephone, cell, fax, email

Legal name of organization, owner, tax ID, Local contact information, Billing/Payment contact and address, and Person Authorized to sign contract

Articles of Incorporation

Copy of w-9

Insurance

Company History and Key Qualifications

Describe your company, its history, and what key qualifications you have to meet our AAF needs.

Pricing Methodology

Clearly define all fees that may be incurred by SWMBH, include such items as implementation, training or conversion fees and any other fees that may be incurred.

3.2 Vendor Solutions Summary

Provide an overview of your Auditing Department and describe how it will meet the needs of SWMBH. Specify what differentiates your company and services from other vendors.

3.3 Customer Profiles

Describe what customers you have and what experience you have with those in non-profit or governmental sectors, including how many, who they are, how long they have been customers, and where they are located. Indicate if you have any pending or active litigation with current or previous customers and any regulatory issues within the past three years with Federal or State regulatory bodies.

Customer References

SWMBH requires three (3) references from either past or existing customers of the vendor. These will be used for verification of quality of services received.

Disclosures

Disclose sub-contracting relationships you have for the services requested in this RFP. Disclose any known conflicts of interest, and provide a written attestation statement that the organization is independent of SWMBH.

Section 4: Proposal Review

SWMBH reserves the right to request additional information or clarification from vendors, to allow correction of errors or omissions, and to waive irregularities and/or formalities when so doing may serve the best long-term interests of the organizations involved.

SWMBH reserves the right to reject any or all RFP submissions and to proceed in any other manner selected by SWMBH. SWMBH also reserves the right to discontinue the RFP process at any time and for any reason. The right to amend this Request for Proposal, giving equal information and cooperation to all vendors, is also reserved.

SWMBH reserves the right to award the vendor that it believes, in its sole discretion; best meets the needs of the organization.

SWMBH will request the most recent financial report, audit and management letter, and articles of incorporation from the vendor chosen.

Responses to Requests for Proposal are subject to the terms of the Freedom of Information Act, and will be retained by SWMBH. A vendor's response to this RFP may become part of the final contract.

Section 4.1 Proposal Retention

SWMBH will retain all proposals submitted and all proposals become the property of SWMBH upon submission.

Section 4. 2 Acceptance of Proposal Content

RFP responses of selected vendor may become contractual obligations. Failure to accept these obligations may result in cancellation of the selection, and the Vendor may be required to reimburse SWMBH for damages incurred.

Section 5: Non-Collusion

The vendor certifies that this proposal has not been made or prepared in collusion with any other vendor and the prices, terms or conditions thereof have not been communicated by or on behalf of the vendor to any other firm and will not be so communicated prior to the official receipt of this proposal. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the penalties for perjury. Moreover, it is made subject to the provisions of 18 U.S. C. Section 1001, relating to the making of false statements.