



Request for Proposal

Audit Services

Yellowstone City-County Health Department (dba RiverStone Health) and RiverStone Health Foundation

February 2026

Contact:

Shanna Zier
Chief Financial Officer
RiverStone Health

123 S. 27th Street
Billings MT 59101
406.651.6471
RFP@riverstonehealth.org

Introduction and Overview

Yellowstone City-County Health Department, dba RiverStone Health, is requesting proposals from qualified firms to provide audit services for the fiscal years ending June 30, 2026, 2027, and 2028. In addition, RiverStone Health Foundation is requesting proposals for financial statement review services over the same three-year period. Consideration may also be given to proposals for a five-year contract term.

We invite your firm to submit a proposal for consideration no later than **March 13, 2026**. Background of our organization, the services requested, and other pertinent information follows.

Background of RiverStone Health

RiverStone Health is a multi-jurisdictional service district whose predecessor organizations were created in 1974 under an interlocal agreement between the City of Billings, Montana; the City of Laurel, Montana; and Yellowstone County, Montana. RiverStone Health currently operates under a 2004 interlocal agreement among these same entities.

The financial statements include the accounts of Yellowstone City-County Health Department, dba RiverStone Health, and Yellowstone Health Partnership, a 501(c)(3) organization and component unit of Yellowstone City-County Health Department, presented on a blended basis (collectively referred to as RiverStone Health).

RiverStone Health provides a broad range of public health, health services, social services, and education programs, primarily serving communities in Yellowstone County. Through approximately 380 employees, services include, but are not limited to:

- Federally Qualified Health Center (FQHC) providing comprehensive primary care and preventive medical, behavioral health, mobile, school-based health, and dental services
- Healthcare for the Homeless (HCH) program
- Retail pharmacy
- Hospice and home health program
- Family medicine residency program preparing physicians to practice in rural or underserved communities (residents and faculty also provide medical staffing for the community health center)
- Administration of the Women, Infants, and Children (WIC) supplemental nutrition program and Maternal and Child Health (MCH) programs
- Well-child and Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) services for children in foster care in Yellowstone County
- Numerous environmental health and community/population health services
(RiverStone Health provides Yellowstone County's local health department functions.)

Background of RiverStone Health Foundation

RiverStone Health Foundation (the Foundation) was organized and incorporated in 2008 as a nonprofit organization and began operations on July 1, 2009. The Foundation's primary purpose is to seek and receive bequests, contributions, gifts, and grants to aid and assist RiverStone Health in providing services. The Foundation is not considered to be a component unit of RiverStone Health for financial reporting purposes; however, RiverStone Health has entered into a management services agreement with the Foundation for the purposes of establishing relationships between the entities and facilitating the accomplishment of their mutual goals.

The Foundation is a nonprofit organization exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Service has ruled that the Foundation is not a private foundation as defined in §509(a) of the Code. Accordingly, no provision for income tax is included in the financial statements. Business income unrelated to the Foundation's exempt purpose, if any, is reported on Form 990-T, and income taxes are paid on any unrelated business income.

Services to be Performed

Proposals are expected to cover the following services for RiverStone Health:

- Annual financial statement audit conducted in accordance with Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards (GAGAS)
- Audit conducted in accordance with Title 2 of the U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)

Proposals are expected to cover the following services for RiverStone Health Foundation:

- Preparation of financial statements in accordance with Generally Accepted Accounting Principles (GAAP) based on information provided by management; and
- A financial statement review engagement to obtain limited assurance as a basis for reporting whether any material modifications should be made to the financial statements for them to be in accordance with GAAP.

RFP Process and Response Requirements

1. Submission Deadline:

- a. Any questions you may have to clarify this RFP are due to RiverStone Health no later than 5:00pm Mountain Time Friday, February 20, 2026. Proposals must be received before the **Submission Deadline of March 13, 2026, at 5:00pm Mountain Time**. Responses received on or after the Submission Deadline will not be accepted, and responses that are incomplete or do not conform to the requirements of this RFP will not be considered.
- b. Questions and proposals should be emailed to RFP@riverstonehealth.org. Do not contact any RiverStone Board Member or staff member regarding this

proposal. Any contact with these individuals will automatically disqualify the agency. All inquiries must be sent to the email address listed above.

2. RiverStone Health shall have the following rights:
 - a. It is at RiverStone Health's sole discretion to accept a response that does not satisfy all requirements of this RFP but which, in RiverStone Health's judgment, sufficiently demonstrates the respondent's ability to satisfy the major requirements set forth in this RFP.
 - b. Request and receive clarifications, and additional information and documents from each respondent as is deemed appropriate by RiverStone Health.
 - c. Modify any portion of this RFP before the Bid Submission Deadline. Modifications, if any, made by RiverStone Health will be in writing and issued as addenda to this RFP. No oral modifications shall be binding upon RiverStone Health.
 - d. Determine that a response is non-responsive and to give it no further consideration.
 - e. Interview any or all respondents.

In responding to this request, the following information should be provided:

- A description of your firm's experience providing the requested auditing services, including compliance audits for major federal programs, to nonprofit and governmental entities and organizations comparable in size and complexity to RiverStone Health. This should include confirmation that your firm has no record of substandard audit work and is approved by the Montana State Department of Commerce to conduct audits of local governments.
- A written affirmation of the firm's independence with respect to both RiverStone Health and the RiverStone Health Foundation.
- Identification of the partner/principal, manager, and in-charge/senior accountant who will be assigned to our engagement, along with biographies for each.
- Disclose any complaints against the firm or assigned staff by a state board of accountancy or other regulatory authority and any corrective actions taken.
- A discussion of your firm's commitment to engagement staff continuity, including staff turnover experience over the past three years, and your approach to backup staffing should key engagement personnel become unavailable.
- A description of your audit approach, including use of any affiliate or association member firm personnel, areas of primary audit emphasis, and your approach to interim testing, if applicable.
- A description of your firm's communication process with management and the Finance Committee, including escalation protocols for significant findings or disagreements.

- A summary of your firm’s internal quality control system and risk management practices, including your approach to ensuring compliance with professional standards.
- A description of your firm’s data security and confidentiality controls, including safeguards for remote work, data transmission, storage, and breach response protocols.
- Proposed fees for each of fiscal years 2026, 2027, and 2028, including all travel and out-of-pocket expenses, along with any proposed fee escalation caps for multi-year engagements.
- A separate identification of costs associated with the RiverStone Health audit and the RiverStone Health Foundation financial statement review.
- Pricing, if available, for optional or future services such as agreed-upon procedures, special audits, tax preparation services for 1099s and Form 990, or additional reporting.
- Names and contact information for similarly sized audit clients of the partner/principal and manager assigned to our engagement.
- A copy of your firm’s most recent peer review report, the related letter of comments, and the firm’s response to the letter.

Anticipated Timelines

The RiverStone Health audit process includes the following estimated schedule:

Audit planning and scheduling with RSH accounting staff	July
Accounting records closed and available to auditors	August 31
Auditor fieldwork conducted	September 30
Completion of audit fieldwork	October 31
Draft audit reports to RSH	November 15
Meet with finance committee to review draft audit reports	November 30
Reports and management letter issued	December 15

The RiverStone Health Foundation financial statement review process includes the following estimated schedule:

Planning and scheduling with RSH accounting staff	July
Accounting records closed and available to auditors	August 15
Auditor fieldwork conducted	September 30
Completion of audit fieldwork	October 31
Draft financial statements to RSH Foundation	November 15
Financial Statements and management letter issued	December 15

Terms and Conditions

1. The terms and conditions in this section, or terms and conditions substantially similar, will be included in any contract resulting from this RFP, at the sole discretion of RiverStone Health.

2. This RFP constitutes an invitation to make proposals to RiverStone Health. It does not commit RiverStone Health to award a contract or procure services or supplies. RiverStone Health reserves the right to:
 - a. Award the contract to the Respondent that best meets the RFP requirements, not necessarily the lowest bidder.
 - b. Accept or reject any or all proposals, negotiate with qualified sources, or cancel this RFP in whole or in part if deemed in RiverStone Health's best interest.
 - c. Interview some or all Respondents privately, if necessary.
 - d. Select and enter into a contract with the Respondent whose proposal best satisfies RiverStone Health's overall interests and evaluation criteria.
 - e. Waive or extend deadlines as needed.
 - f. Accept proposals in whole or in part.
 - g. Conduct investigations, including field investigations, to verify Respondent qualifications.
 - h. Request additional information or clarifications from any Respondent.
 - i. Cancel this RFP at any time, with or without issuing a new RFP.
 - j. Supplement, amend, or modify this RFP, including issuing additional or subsequent RFPs on the same subject matter.
 - k. Negotiate with any, all, or none of the Respondents.
 - l. Determine if a response is non-responsive and dismiss it without further consideration.
3. The Respondent must be licensed to do business in the State of Montana.
4. The Respondent must declare and provide details of any actual, potential or perceived conflict(s) of interest.
5. Respondent certifies that the individual or business entity named has not received compensation for participation in the preparation of this RFP and is not ineligible to receive the award.
6. Preparation and submission of a proposal are at the sole cost, expense, and risk of the Respondent. Respondents waive all claims for reimbursement from RiverStone Health for any costs incurred.
7. This RFP is not an offer or enforceable contract, and no contractual obligations will arise until a written agreement is signed.
8. Respondents must carefully review all RFP sections and follow instructions completely, as failure to do so may result in rejection of the proposal.
9. Compliance with Davis-Bacon Act: If awarded, the contractor must comply with the Davis-Bacon Act (40 U.S.C. 3141-3148), requiring payment of prevailing wages to laborers and mechanics as determined by the Secretary of Labor.
10. Any agreement or contract arising from this RFP shall be governed by and construed in accordance with the laws of the State of Montana, excluding its conflict of laws principles.
11. RiverStone Health reserves the sole discretion to accept responses that do not meet all requirements but demonstrate the Respondent's ability to deliver the project and satisfy major requirements.

Proposal Evaluation

Proposals will be evaluated on a qualitative basis, including but not limited to:

- Results of the firm’s peer review and related materials
- Discussions with senior engagement personnel
- Feedback from references or other clients
- Experience auditing entities of similar size and structure
- Proposed fees
- Ability to meet anticipated timelines
- Completeness and timeliness of the proposal response
- Preference will be given for local representation

Criterion	Score (0-5)	Weight	Points	Max Points
Firm Qualifications and Relevant Experience		x4		20
Engagement Team & Staffing Continuity		x3		15
Audit Approach & Methodology		x3		15
Quality Control, Peer Review & Regulatory Standing		x3		15
Fees & Value		x3		15
Communication, Governance & Board Interaction		x2		10
Data Security & Confidentiality		x2		10
TOTAL				100

RiverStone Health reserves the right to reject any and all proposals, waive formalities in the evaluation process, and accept the proposal deemed to best serve the organization’s needs and interests.

Questions and Clarifications

If a respondent encounters errors or discrepancies in this RFP, has questions, or requires clarifications of any portion of the RFP, the respondent shall submit its request or questions via email to the RiverStone Health contact person listed on the front page of this RFP (RFP@riverstonehealth.org) by no later than 5:00pm Mountain Time Wednesday, February 20, 2026. RiverStone Health will respond to all potential respondents who have obtained this RFP from RiverStone Health. Oral responses are not binding upon RiverStone Health. All requests for additional information, site visits, review of prior-year financial statements, or meetings with staff or Finance Committee members should be directed to Shanna Zier.

Please submit your proposal no later than **March 13, 2026**. Proposals may be submitted electronically or in hard copy. We would also appreciate receiving an email notification if your firm elects not to submit a proposal.

Responses should be e-mailed to RFP@riverstonehealth.org or delivered to the following address:

RiverStone Health
Attn: Shanna Zier
123 South 27th Street
Billings, MT 59101

Thank you in advance for your interest in submitting a proposal for RiverStone Health's audit services.

Shanna Zier
CFO