

June 23, 2010

Dear Auditor:

Community Mental Health Affiliation of Mid Michigan (CMHAMM) is soliciting competitive proposals for financial and compliance examination audit services for 3 fiscal years beginning with the fiscal year ending September 30, 2010. Complete specifications and instructions for submitting a proposal are included in the enclosed packet.

The proposal must be received by July 14, 2010 at 5:00 p.m. Please submit eight copies of your proposal. Mail to the following address:

Community Mental Health Authority
Clinton-Eaton-Ingham
Finance Department
812 East Jolly Road, Suite 210
Lansing, Michigan 48910

Subsequent to receiving and reviewing proposals, CMHAMM will select those firms that meet the requirements, as outlined in the "Cost Proposal for Compliance Examination Audit Services" document. We will select those firms that best meet the requirements. If you are selected, you will be asked to present your firms proposal to our committee on August 18, 2010.

CMHAMM reserves the right to reject any or all proposals and/or waive any defects or irregularities in proposals. Awarding of a contract will be made to the contractor whose proposal is in the best interests of CMHAMM, in its sole discretion. CMHAMM also reserves the right to negotiate changes to proposals, specifications or other matters pertaining to the proposal that are deemed desirable by CMHAMM.

If you have any questions regarding this proposal, please email questions to me by July 5, 2010, at keyes@ceicmh.org.

Sincerely,

Pamela Keyes, MBA
Chief Finance Officer

Enclosures: Cost Proposal
Compliance Examination Guidelines