



Request for Proposals (RFP): Forensic Accountant Services – Cyber Loss Assessment

Issue Date: 04/22/2026

Proposal Due Date: Suggested 5 days from issue

Project Turnaround Time: 30 Calendar Days from Engagement Start

Client: G.A. Carmichael Family Health Center, Inc.

1. Introduction and Background

G.A. Carmichael Family Health Center, Inc. ("the Center") is requesting proposals from qualified forensic accounting firms ("Consultant") to calculate, document, and certify the total financial loss related to a recent cybersecurity attack.

The Center's Electronic Medical Record Host partner suffered a [ransomware/data exfiltration] attack, discovered on February 19, 2026, which caused significant operational disruption, including loss of access to Electronic Health Records (EHR), billing systems, and patient scheduling. The objective of this engagement is to determine the comprehensive economic impact for insurance claims and potential regulatory reporting.

2. Scope of Services

The consultant will be expected to work expeditiously to analyze the financial impact. The scope of work includes:

- **Business Interruption (Lost Revenue):** Calculate lost revenue due to postponed procedures, clinic closures, or reduced operations.

- **Payroll & Labor Cost Recovery:**
 - **Incremental Labor (Overtime):** Quantify overtime and bonus pay for internal IT staff, clinicians, and administrative personnel tasked with manual data entry, system restoration, and patient backlog management.
 - **Idle Labor/Unproductive Time:** Determine the cost of "ordinary payroll" for staff who were unable to perform their primary duties during the system outage, categorized for potential recovery under business interruption coverage.



- **Fixed vs. Variable Labor Analysis:** Conduct a "bottom-up" analysis to differentiate between fixed salary costs and incremental expenses to avoid over-indemnification.
- **Opportunity Cost of Billable Staff:** Calculate the loss of potential revenue for clinicians who were diverted from patient care to assist with IT restoration or manual charting
- **Extra Expenses:** Identify and quantify costs incurred to minimize the interruption (e.g., temporary staff, forensic IT specialists, legal fees, emergency paper-based procedures).
- **340B Pharmacy/Revenue Loss:** Specifically quantify losses related to 340B pharmacy operations during the system downtime.
- **Ransomware/Forensic IT Review:** Evaluate costs associated with the containment and remediation (if applicable).
- **Insurance Claim Preparation:** Assist in drafting the Proof of Loss (POL) for cyber insurance coverage according to policy terms.
- **3. Deliverables and Timeline (30-Day Turnaround)**
The project is on an expedited timeline.
 - **Engagement Start:** Within 48 hours of selection.
 - **Interim Report/Update:** Due within 15 days of engagement start.
 - **Draft Forensic Report:** Due within 25 days of engagement start.
 - **Final Certified Report:** Due within 30 days of engagement start.

4. Proposal Submission Requirements

Proposals should be concise and include:

1. **Firm Experience:** Experience in healthcare forensic accounting, specifically in cybersecurity loss calculation.



2. **Team Expertise:** Credentials of key personnel (CPA, CFE, CFF).
3. **Methodology:** A brief overview of the approach to calculate lost revenue in a clinic setting.
4. **Timeline Affirmation:** Explicit confirmation that the 30-day turnaround for a final report is achievable.
5. **Fee Structure:** Hourly rates and total estimated cost for expedited services.
 - **Firm Experience:** Experience in healthcare forensic accounting.
 - **Team Expertise:** Credentials of key personnel (CPA, CFE, CFF).
 - **Methodology:** Overview of approach to differentiate "saved costs" from "extra payroll expenses".
 - **Timeline Affirmation:** Explicit confirmation that the 30-day turnaround is achievable.
 - **Fee Structure:** Hourly rates and total estimated cost for expedited

6. Contact Information

Please submit proposals to William Edwards @ wedwards@gacfhc.org or @ purchasing@gacfhc.org.