



REQUEST FOR PROPOSAL

Professional Audit Services

RFP No.: 11172021-01

ISSUED BY: Interim City Manager's Office / Finance Department

PROPOSAL DUE BY: December 17, 2021 Receive by 3:00 p.m.

City of San Augustine

jeaneyse.mosby@cityofsanaugustinetx.gov

City of San Augustine, Texas

Request for Proposal

Professional Audit Services

Table of Contents

- 1. INTRODUCTION 2
- 2. CALENDAR OF EVENTS 2
- 3. CRITERIA FOR EVALUATION 3
- 4. SCOPE OF AUDIT SERVICES REQUIRED 3
- 5. DESCRIPTION OF THE CITY 3 - 4
- 6. AUDIT QUALIFICATIONS & QUESTIONS 4
- 7. BIDDING INSTRUCTIONS/REQUIREMENTS..... 4 - 5

1. INTRODUCTION

1.1 The City of San Augustine, Texas (the City) is soliciting proposals from qualified firms of certified public accountants to audit its financial statements.

1.2 There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals to respond to this request.

1.3 During the evaluation process, the Audit Proposal Review Committee and the City reserve the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

1.4 The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

1.5 It is anticipated that selection of a firm will be completed by December 20, 2021.

1.6 Subcontracting. No subcontracting will be permitted without the express prior written consent of the City.

2. CALENDAR OF EVENTS

The following is a proposed calendar of events for the auditor selection. Dates are subject to change.

<u>Date</u>	<u>Description of Events</u>
November 17, 2021	Issue Request for Proposal
November 18, November 25; December 2, and December 9	Publish Notice for RFP in local newspaper and website
December 14, 2021	Due Date for clarification of requirements
December 17, 2021	Receive proposals by 3:00 p.m.
December 21, 2021	Final recommendation to City Council

3. CRITERIA FOR EVALUATION

3.1 The City Audit Proposal Review Committee will review the submitted proposals. The recommendation will be based on the proposal determined to be most advantageous on behalf of the city and the taxpayers.

3.2 The City Audit Proposal Review Committee is comprised of the Interim City Manager / Finance Director, the Municipal Billing Specialist, and Police Chief.

3.3 While the City desires to achieve a cost-effective audit, the emphasis is on quality, not low fees. The following additional evaluation criteria will be considered in the evaluation process:

- **3.3.1** The audit firm is independent and licensed to practice in the State of Texas;
- **3.3.2** The audit firm's professional personnel have received adequate continuing professional education within the preceding two years; and
- **3.3.3** The firm has no conflict of interest with regard to any other work performed by the firm for the city.

4. SCOPE OF AUDIT SERVICES REQUIRED

4.1 The City desires the auditor to express an opinion on the fair presentation of the City's general purpose financial statements in conformity with generally accepted accounting principles.

4.2 The auditors should submit a list of requested and agreed upon client-prepared schedules to the City's Finance Director prior to the start of fieldwork. Because the accounting division must carry on its normal operations during the audit, time constraints should be taken into account.

4.3 Working Paper Retention and Access to Working Papers. All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the Finance Director, and/or the City Manager of the City.

5. DESCRIPTION OF THE CITY

5.1 Inquiries. Inquiries should be conducted during normal business hours, Monday through Friday.

5.2 The City's fiscal year begins on October 1 and ends of September 30 of the following year.

5.3 More detailed information about the city and its finances can be found in prior audit and budget presentations. These are available to the proposers upon request or on the City's website at www.cityofsanaugustinetx.gov

5.4 Pension Plans. The city participates in the Texas Municipal Retirement System

6. AUDIT QUALIFICATIONS & QUESTIONS

6.1 The City realizes that the audit firm may have local government audit and consulting expertise nationally. While this is important, the city is most interested in local government expertise available in the "local office." The local office is defined as the office from which the audit engagement will be managed and primarily staffed.

6.2 The following items should be answered and/or discussed in the RFP:

- **6.2.1** A brief statement as to why the proposing firm is qualified to provide auditing services to the City of San Augustine. Proposer's response may include the firm's strengths, the local office's strengths and the firm's audit philosophy.
- **6.2.2** Detail the firm's overall qualifications and abilities to meet the specific requirements of this proposal including the size of the firm, the number of offices, and the number of partners and staff in the local office.
- **6.2.3** Disclose any relationships that may exist between the City and the management and members of the firm which might impair the firm's independence.

7. BIDDING INSTRUCTIONS/REQUIREMENTS

7.1 Filing. One (1) original copy, one (1) electronic copy, suitable for reproduction by the City, and three (3) copies of the proposed package, clearly marked "Professional Audit Services Proposal", no later than 3:00 p.m. (CST) on **Friday, December 17, 2021**: Submit Proposal to: City of San Augustine Jeaneyse Mosby Interim City Manager / Finance Director 301 South Harrison Street San Augustine, Texas 75972. NO PROPOSAL WILL BE ACCEPTED AFTER 3:00 P.M. LATE PROPOSALS WILL BE RETURNED UNOPENED TO THE PROPOSER.

7.2 Responses. The proposing firm uses this RFP form as the OFFICIAL PROPOSAL to submit information and to answer questions.

7.3 Rejections. The City reserves the right to reject any and all proposals and to accept the proposal deemed most advantageous to the City.

7.4 The first page of the proposal should indicate the name and address of the local office and the name, phone number and email address of a person(s) to contact with questions and to set up an interview.

7.5 Proposals should include the answers to each question in the Auditor Qualification and Questions section. Please number the answers corresponding to the questions and/or requests in this RFP.

7.6 Appointment. The final appointment of an audit firm will be made by the La Grange City Council.

7.7 Sealed dollar cost bid. The sealed dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this RFP. The total all-inclusive (not to exceed) maximum price to be bid is to contain all direct and indirect costs, including all out of pocket expenses

- **7.7.1** The sealed dollar cost bid should include: a. Name of Firm b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the fee estimate and authorized to sign a contract with the City

7.8 Method of payment. Payment by check or ACH will be made at the end of the audit once a statement is presented within 30 days.

7.9 The contents of the proposals will be considered confidential information by the city, during the evaluation process. However, upon final award of the contract by City Council, all proposals will be available to the public for review and inspection.

7.10 Work area, photocopying and FAX machines. The city will provide the auditor with reasonable work space, desk and chairs. The auditor will also be provided reasonable access to appropriate photocopying and FAX machines and internet connections.