



**REQUEST FOR QUALIFICATIONS (RFQ)
For
FINANCIAL AUDITING SERVICES**

SOLICITATION # 2025-01

Issue Date: October 7, 2024

Responses must be received before: December 13, 2024 by 3:00 pm CDT

Contact: info@evergreenuwcd.org

EVERGREEN UNDERGROUND WATER CONSERVATION DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ)
FINACIAL AUDIT SERVICES AND INCIDENTAL ACCOUNTING SERVICES

1. GENERAL INFORMATION

1.1 Introduction

The District requests Statements of Qualifications from a qualified auditor / Certified Public Accountant to provide financial auditing services. This procurement is made in accordance with the Texas Professional Services Procurement Act.

1.2 Background

The Evergreen Underground Water Conservation District was created by the Texas Legislature under Section 59 of Article XVI of the Texas Constitution and Acts of May, 1965, 59th Leg. R.S., ch. 197, 1965 Tex. Gen. Laws 398; as amended by Acts of May 25, 1967, 60th Leg., R.S. ch. 1272, 1967 Tex. Gen. Laws 1676; Acts of May 30, 1983, 68th Leg., R.S., ch. 484, 1983 Tex. Gen. Laws 2852; and Acts of May 17, 1985, 69th Leg., R.S., ch. 438, 1985 Tex. Gen. Laws 2984 and the non-conflicting provisions of Chapter 36, Texas Water Code. The district was created to to protect and conserve the groundwater resources of Atascosa, Frio, Karnes, and Wilson counties.

The District is a local political subdivision of the state of Texas and receives revenue from ad valorem taxes. The District is required by Section 36.153 of the Texas Water Code to perform an annual financial audit in accordance with generally accepted government auditing standards adopted by the American Institute of Certified Public Accountants.

The District's FY2024 amended adopted budget represents \$1,596,870.32 in total revenue and \$1,596,870.32 in expenditures including capital outlays. The District employs three (3) full-time employees. The membership of the Board of Directors for the District consists of eight (8) elected members, two each from Atascosa, Frio, Wilson, and Karnes counties, who serve staggered four-year terms; and one (1) Governor appointed director.

1.3 Objectives

The objective of this RFQ is to solicit information from qualified parties (Respondent) regarding their skills, abilities, experience, and credentials relevant to providing an annual financial audit required of groundwater conservation districts. In addition to the required annual audit, the District seeks occasional professional accounting advice as related to District payroll, finances, and investments. The District will consider the information provided to identify a preferred party to negotiate contract terms for providing the services required by the District.

2. SCOPE OF SERVICES

An annual financial audit in accordance with generally accepted government auditing standards adopted by the American Institute of Certified Public Accountants of fiscal year 2023-2024 to be completed by May 02, 2025 and as required by Chapter 36 of the Texas Water Code:

Section 36.153. ANNUAL AUDIT.

(a) Annually and subject to Subsection (c), the Board shall have an audit made of the financial condition of the district. The district audit shall be performed according to the generally accepted government auditing standards adopted by the American Institute of Certified Public Accountants.

(b) Financial statements shall be prepared in accordance with generally accepted accounting principles as adopted by the American Institute of Certified Public Accountants. The annual audit and other district records must be open to inspection during regular business hours at the principal office of the district.

The annual audit shall consist of an examination of financial statements conducted in accordance with generally accepted auditing standards and shall include review of accounting procedures and the system of internal accounting control to ensure that there is effective control over revenues, expenditures, assets, and liabilities and that there is a proper accounting of resources, liabilities, and accounting operations.

The audit shall consist of tests of compliance with requirements of the applicable state and federal laws and regulations of material effect on the financial statement.

The examination shall be sufficient in scope to render an opinion on the fairness of the representations contained in the balance sheets and related statements of revenue and expenditures, and changes in fund equity for the year ended in accordance with generally accepted accounting principles for state and local governments.

2.1 Deliverables

1. Provide a written report and presentation of the annual financial audit to the Board of Directors at a regularly scheduled meeting in Pleasanton, TX.
2. Provide any journal entries needed for the District to enter in the ERP system at the end of the audit for ERP records to match the audit.
3. Assist the District in any adjustments needed to Payroll/ERP System based on recent statutory changes or best management practices.
4. Provide accounting guidance as needed.

3. QUALIFICATIONS SUBMITTAL

3.1 Minimum Qualifications

The following minimum requirements must be demonstrated in order for the submission to be **considered responsive** to the District. Any submission received, which is determined to not meet these mandatory requirements may be immediately disqualified and rejected as non-responsive.

- Minimum of three (3) years' experience providing similar products or services of equal complexity and magnitude.
- Three (3) references from entities for which the Respondent provided the products or services, of equal complexity and magnitude, requested. The District cannot be used as a reference.
- The responding individual or business is not on the debarred vendor list with the District, the State of Texas, or Federal Debarment List (sam.gov)
- The responding individual or business must have a valid, current CPA license
- Understanding of GASB accounting principles

Submittal documents including a cover sheet, Executive Summary, per the method described in the Submission Format

3.2 Submission Format

The electronic proposal should be submitted in Adobe PDF as a typewritten, single spaced and submitted on 8 ½" x 11" white paper. Font size shall be no less than 12-point type and be in full color. All pages shall be numbered. Margins shall be no less than 1" around the perimeter of each page. Submittals shall be no longer than 12 pages and shall include the documents listed below (including, but not limited to: coversheet, executive summary, attachments, resumes, section dividers, and organization chart). Websites or URLs shall not be submitted in lieu of the printed proposal or electronic submission.

Submissions must contain, and be organized, as shown below. Each section should be separated by tabs.

1. COVER SHEET: including solicitation number and name, firm name, address, contact phone, fax, website and email address.
2. EXECUTIVE SUMMARY: The summary shall be no more than two (2) pages and include a statement of the work to be accomplished, how consultant proposes to accomplish and perform each specific service and unique problems perceived by consultant and their solutions.
3. TABLE OF CONTENTS;
4. EXPERIENCE: Background of Respondent and support personnel, including professional qualifications and length of time working in Respondent's capacity. Include résumés of key personnel for services that Respondent proposes to perform including relevant experience of Respondent as it relates to the scope of services contemplated by the solicitation. Include applicable registrations, licenses, and certifications;

5. FIRM HISTORY: History of firm and principles, including:

- a. years in business, if less than five years, previous experience of principals;
- b. years in business under present name, the former names, if any, the organization has operated under; and,
- c. Description of previous work similar to the request, including a list of comparable clients where similar services have been provided, with dates services were provided and contact information

6. REFERENCES: List of at least three (3) references; and

7. OTHER DOCUMENTS:

- a. Conflict of Interests: a statement certifying that the applicant and/or his/her firm is not aware of any existing conflicts of interest with the District or its Board of Directors, including the filing of any statements required under Chapter 176, Local Government Code.
- b. Provide a list of current litigation or any pending claims against your firm.

Please note that in accordance with Section 2254.004 of the Texas Government Code, submittals must NOT include any cost quotations at this stage in the selection process. Any submittals that include cost quotations will be rejected upon receipt.

3.3 Submittal Process

Interested parties are to submit PDF file of the submission RECEIVED BY the District no later than 5:00 p.m., November 8, 2024, in accordance with either delivery method provided below.

In-Person Delivery or Mail:

Evergreen Underground Water Conservation District
Attn: RFQ #2025-01
110 Wyoming Blvd
Pleasanton TX 78064
NO FACSIMILES WILL BE ACCEPTED.

To facilitate the evaluation process, **one (1) complete electronic version of the Statement of Qualifications shall be provided by email transmittal to info@evergreenuwd.org**. All Statements of Qualifications are to be provided in a prepared Adobe Acrobat Portable Document File. The electronic version of the Statement of Qualifications shall be deemed delivered on the date and time in the email transmitting the submission.

Upon receipt by the District, each statement will be stamped with the date and time received and stored unopened in a secure place until the statement opening. All statements become the

property of the District, which will hold the contents of all statements confidential until an award is made.

Statements received after the time set for the opening will be declared late and not eligible for opening and consideration. The District is not responsible for mail, courier, or other delivery methods, in-transit time or non-delivery. Late deliveries will be held unopened. Potential firms will be advised by mail that their statement was late and not accepted and will be allowed to pick up their statement package.

Please direct any inquiries regarding this by email at info@evergreenuwcd.org.

4. SELECTION

Selection of a firm shall be in accordance with Section 36.057(c) of the Texas Water Code, and the Professional Services Procurement Act, Subchapter A, Chapter 2254, Texas Government Code.

The District may require additional information after the review of the initial information received. Interviews may be conducted individually with one or more of the firms who submit responsive statements and who are determined reasonably qualified for award of the contract. The District reserves the right to reject any and all submittals and does not guarantee a contract will be awarded. All costs associated with the preparation of the statements of qualifications, site visits, presentations, and any other costs are the responsibility of the submitting firms.

4.1 Evaluation Methodology

1. Criteria for Evaluation

The District will determine, in its sole discretion, the Respondent or Respondents best qualified to perform the required services, based on the following criteria:

- a. Demonstrated recent successful experience in governmental accounting using government auditing standards adopted by the American Institute of Certified Public Accountants.
 - i. Experience with Groundwater Conservation Districts
 - ii. Experience with local political subdivisions
 - iii. Experience with ad valorem taxes

Total: 50 points

- b. Ability to make site visits and availability to District staff.

Total: 30 points

- b. Ability to perform services in a timely manner.

Total: 20 points

2. Acceptance of Evaluation Methodology

By submitting a Response to this RFQ, the Respondent: (a) acknowledges and

accepts the evaluation process; and (b) understands that the determination of the most qualified Auditor will require the exercise of subjective judgment by the District.

4.2 Anticipated Statement of Qualification Review

The following table identifies the estimated dates/time frame for receipt, evaluation, and notice of acceptance as a financial audit resource of the District. Please note the following key dates when preparing your response to this RFQ.

Description	Date*
Release of RFQ	October 7, 2024
STATEMENTS OF QUALIFICATIONS DUE	December 13, 2024
Firm Interviews by District (<i>if any</i>)	To Be Determined
Notification of Selection as a Financial Audit Resource for District	To Be Determined

* The above noted dates are subject to change without notice.

5. CONTRACT

5.1 Contract Term

An agreement awarded in response to this solicitation will be for a two (2) year period. The District and the Respondent shall have the option to renew for up to three (3) additional one (1) year terms. At the sole option of the District, the Contract may be further extended as needed, not to exceed a total of six (6) months.

5.2 Contract Approach

The Auditor shall be selected by the District on the basis of demonstrated competence and qualifications to perform the services, as herein provided. After selection by the District, the Parties will endeavor to enter into a contract for financial auditing services, in the manner provided by law, including Chapters 2254 and 2269 of the Texas Government Code. That contract shall:

- (a) define and describe the scope of services, the agreed-upon and reasonable fees for such services, and reimbursable expenses prior to any services being performed under the contract;
- (b) be drafted in a form provided by the District, but in a form and scope which is acceptable to the Parties; and
- (c) recite a fair and reasonable price for the services to be provided, however, the professional fees under the contract may not exceed any maximum provided by law.

Respondents will not be compensated for responses. Final selection of a firm will be made by the District's Board of Directors.

END OF INSTRUCTIONS