

REQUEST FOR PROPOSAL FOR AUDITING SERVICES

TGCD RFP 2011-10-07-A

TEXANA GROUNDWATER CONSERVATION DISTRICT

Invitation to Submit Proposal

The Board of Directors of the Texana Groundwater Conservation District (District) invites qualified independent auditors having sufficient government accounting experience in performing an audit in accordance with the specifications outlined in this Request for Proposal (RFP) to submit a proposal for the fiscal years FY10-11, FY11-12, and FY12-13.

There is no expressed or implied obligation for the Texana Groundwater Conservation District to reimburse firms for any expenses incurred in preparing proposals in response to this request.

Contact

Any inquiries regarding this District or this invitation should be directed to:

Tim Andruss, General Manager
Texana Groundwater Conservation District
Jackson County Services Building,
411 N. Wells St., Room 119
Edna, Texas
Phone: (361) 235-0980
Email: texanagroundwater@gmail.com

Submission Schedule

All proposals must be received at the above address no later than:

5:00 PM, Friday, November 4, 2011

Proposals must be in a sealed envelope clearly marked **Audit Proposal**. Three (3) physical copies of the complete proposal are required. The submittal package must include a digital copy of proposal in the Portable Document Format (PDF).

Scope of the Audit

The annual audit shall consist of an examination of financial statements conducted in accordance with generally accepted auditing standards and shall include a 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 so as 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.

Requirements

The audit is to include an examination for the financial statements of all funds and account groups of the District and the examination shall be made in accordance with generally accepted auditing standards including Audits of State and Local Governmental Units and Governmental Accounting and Financial Reporting Standards. The auditor shall also perform tests of compliance.

A preliminary draft of the audit and required journal entries must be submitted to the District on or before December 15 for proofing and reconciliation to the District's records.

The entire audit process must be completed by January 1 of the ensuing fiscal year. Final reports must be rendered by February 1 of the ensuing fiscal year.

Reports

The auditor shall prepare:

- A. Comprehensive Annual Financial Report Audit: Three (3) physical copies of the preliminary draft; Three (3) physical copies of final report; One (1) digital copy of the final report in PDF format shall be submitted to the District.
- B. Management Letter: purpose of letter shall be to make known recommendations of the auditor which, if implemented, would in the auditor's opinion, increase efficiency and improve internal accounting control as they relate to the District's operations. All comments and recommendations shall be discussed with, and a draft of the letter provided to the General Manager, prior to issuance. Three (3) physical copies of final letter; One (1) digital copy of the final letter.

Proposal Contents

We are prohibited from requesting, and you are prohibited from submitting, a competitive bid for this engagement; however we are requesting that you include in your proposal the following items:

1. Title page – include the firm’s name, address, name and telephone/fax of contact person.
2. Letter of Transmittal. Include a statement of your understanding of the work to be done and briefly describe your audit approach applied to reach the objective.
3. A statement to the effect that, the amount quoted is an estimate and your firm will not be bound to provide the services for the estimated amount.
4. Profile of the firm.
5. A brief resume of key personnel who would be involved in the District’s audit.
6. Services to be provided to meet the requirements of the engagement as stated in the “Scope of the Audit” and “Requirements” sections of these guidelines.
7. The estimated number of people (by classification) to be involved in performing the audit work and range of education and experience in each classification.
8. Provide a tentative schedule for performing key phases of the audit and the amount of time required to accomplish these phases.
9. A three (3) year estimate fee structure outline based on the above work. The estimated fee should include out-of-pocket expenses including report production costs.

Information Regarding Texana Groundwater Conservation District

The Texana Groundwater Conservation District was created in 2001 by the 77th Texas Legislature, regular session, enacting SB 1911, May 17, 1999 and passed the House with amendments on May 28, 1999. This act is recorded in Chapter 1294 of the Acts of the 77th Texas Legislature. The District was confirmed by local election held in Jackson County on November 6, 2001 with 52.5 percent of the voters in favor of the District. The District is located in Jackson County, Texas. The District boundaries are

the same as the area and extent of Jackson County, Texas and is comprised of 829.5 square miles.

The District is a governmental agency and a body politic and corporate. The District is created under and is essential to accomplish the purposes of Section 59, Article XVI, Texas Constitution.

The boundaries of the District are coextensive with the boundaries of Jackson County.

The membership of the Board of Directors for the District consists of seven (7) elected members. Members serve staggered four-year terms.

The Texana Groundwater Conservation District reserves the right to reject any or all proposals or any part thereof, to waive immaterial technicalities in the quoting, and to accept the proposal deemed most favorable to the Board after all proposals have been examined and evaluated.