

**RFP - #01-2019**

**REQUEST FOR PROPOSAL**

**AUDITING SERVICES**



**FISCAL YEAR(S): 2019 and 2010**

**FOR**

**PRAIRIELANDS GROUNDWATER  
CONSERVATION DISTRICT**

**Ellis, Hill, Johnson, and Somervell  
Counties, Texas**

**PRAIRIELANDS GROUNDWATER CONSERVATION DISTRICT**  
**PROPOSAL SUBMISSION PROCEDURES**

**Invitation to Submit Proposal**

The Board of Directors of the Prairielands 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 ending 2019 and 2020.

There is no expressed or implied obligation for the Prairielands 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:

Kathy Turner Jones, General Manager  
Prairielands Groundwater Conservation District  
205 S Caddo Street  
PO Box 3128 (Mailing)  
Cleburne, TX 76033  
Phone: 817/556.2299 ~ FAX: 817/556-2305  
[kjones@prairielandsgcd.org](mailto:kjones@prairielandsgcd.org)

**Submission Schedule**

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

**5:00 PM, Thursday, November 14, 2019**

Proposals must be in a sealed envelope clearly marked **Audit Proposal**. Two (2) copies of the complete proposal are required.

**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. The auditor shall also perform tests of compliance.

The audit must be completed, and reports rendered three months following the fiscal year end (April 1).

A preliminary draft of the audit and required journal entries must be submitted to the District by March 15th for proofing and reconciliation to the District's records.

### **Reports**

The auditor shall prepare:

A. Comprehensive Annual Financial Report Audit

1. Three (3) preliminary drafts
2. Ten (10) final bound copies
3. One (1) master unbound set

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.

1. Ten (10) final bound copies
2. One (1) master unbound set

### **RFP 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 a fee estimate as follows:

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 the 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. The estimated audit fee based on the above work. The fee should include out-of-pocket expenses, including report production costs.

Outline two (2) year fee structure, including a non-binding clause.

### **Current Information Regarding Prairielands Groundwater Conservation District**

The Prairielands Groundwater Conservation District was created in 2009 by the 81st Texas Legislature under the authority of Section 59, Article XVI, of the Texas Constitution, and in accordance with Chapter 36 of the Texas Water Code.

The District is a governmental agency and a body politic and corporate. The District is created to serve a public use and benefit, 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 Ellis, Hill, Johnson, and Somervell Counties, Texas.

The District’s FY2019 budget represents \$1,316,000 in total revenue and \$2,216,000 in total expenditures including capital outlays from reserve funds.

The District employs eight (7-8) full-time employees.

The membership of the Board of Directors for the District consists of eight (8) appointed members. Members serve staggered four-year terms.

**Audit must be completed by:** April 1 each fiscal year.

**The Prairielands 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.**