**Hearne ISD Request for Information for External Audit**

The Hearne Independent School District (Hearne ISD) is requesting information from public accounting firms regarding conducting the annual audit for fiscal year 2016 (beginning September 1, 2015 and ending August 31, 2016).

A. To demonstrate the public accounting firm's understanding of the work to be done please briefly explain:

1. The firm's approaches to performing an annual audit, including the methodology, nature, timing and extent of audit procedures to be performed;

2. How the approach to performing the audit would be affected should services be continued in subsequent years; and,

3. The qualified firm’s independence, including direct and indirect financial interest, and the relationship of the proposed audit team to employees of the district and any of the District’s Board of Trustees.

B. As a qualified firm please furnish satisfactory evidence of capability to provide services in a professional and timely manner and the ability to conduct the annual audit for fiscal year 2016. Please consider including the following information:

1. State whether the entity is a national, regional or local public accounting firm;

2. Provide the name of the external quality control review organization of which the qualified firm is a member and the length of its membership. Also, state the review organizations planned frequency of peer reviews;

3. State whether the firm has received a peer review and whether in the most recent review an unqualified report was issued;

4. Provide evidence that the qualified firm has experience in performing school

district/government audits. (List current and prior Texas school district audit

clients, along with the districts’ average daily attendance, and names and

telephone numbers of contact persons and number of years audit services

were provided);

5. State whether the firm is currently under the terms of a public or private

reprimand by the Texas State Board of Public Accountancy and/or licensing

boards of other states;

6. Describe the proposed audit team in terms of job positions in the firm; and,

7. Describe the level of assistance that will be expected from District personnel.

C. Please specify budgeted hours and time lines and provide the hourly rates and

the estimated hours for each audit team member that will be assigned to this project.

**Please provide information by 5:00 pm on Thursday, November 3, 2016**