

RFQ # 199-0126-E1667

Requirements for Statement of Qualifications Annual Financial Audit

Description and Scope:

This RFQ is to select a qualified public accounting firm to perform the annual finance audit for fiscal year 15-16.

The evaluation of Qualifications shall be based on the requirements described in this RFQ. All properly submitted Qualifications will be reviewed, evaluated, and ranked by the District.

Qualifications shall **not include** any information regarding respondent's fees, pricing, or other compensation.

Per Texas Government Code 2254, this Request for Qualifications ("RFQ") is the first step in selecting an auditing firm. Firms will be ranked on the basis of demonstrated competence and qualifications to perform the services. Step two, based on the initial ranking, the top ranked firm will be asked to provide a fair and reasonable fee schedule. The professional fees under the contract may not exceed any maximum provided by law.

Format:

Submit one original and seven (7) identical copies of the Requirements for Statement of Qualifications as listed below and one CD-ROM versions of all submitted Statement of Qualifications.

Qualification materials must be enclosed in a sealed envelope addressed to District contact. The sealed envelope must clearly indicate the RFQ number, RFQ Name, submittal date and time, the company name and return address of the respondent.

Qualifications shall be printed on letter-size (8-1/2" x 11") paper and assembled with hard cover binders. Submittals shall include a "Table of Contents" and give page numbers for each part of the Qualifications. Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc) and include TABS.

NO Additional attachments shall be included with the Qualifications. Only the responses provided by the respondent to the questions identified in this RFQ will be used by the District for evaluation.

Respondents shall carefully read the information contained in the following section and submit a complete statement of Qualifications to all questions. Please answer all questions, completely or explain why a question cannot be answered. Incomplete Qualifications will be considered non-responsive and subject to rejection.

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Response is limited to no more than 30 pages for the completed response document.

TAB 1 - FIRM'S EXECUTIVE SUMMARY

1. Name of the organization
2. Physical and mailing addresses
3. Primary contact for this offer
4. Telephone number, fax number and e-mail address of the primary contact
5. Year founded
6. Has your organization been operated under a different name? If so, provide former name(s) and year(s) of operation

TAB 2 - FIRM'S ABILITY TO PROVIDE SERVICES

1. Provide a statement to describe what makes your firm uniquely qualified to perform this service.
2. Provide a statement on the availability and commitment of your Firm and its principal(s) and assigned professionals to undertake the project.
3. List the number of employees by skill group available to Socorro I.S.D.; provide resumes and certifications /licenses giving the experience and expertise of the key professional members in which will be serving this contract. (Directing, planning and fieldwork, reporting and any other key professional providing your services, including their experience with District projects and the number of years with the firm).
4. Describe the continuing education received by your auditing team over the past three (3) years relating to auditing and governmental accounting.
5. Describe staff rotation plan for auditing team, if awarded a multiyear contract.

TAB 3 - PROJECT TEAM'S ABILITY TO PROVIDE SERVICES

1. Describe how your firm will create and perform an annual auditing program.
2. Provide detailed description of each step and procedures used to implement the annual auditing program (include budgeted hours, audit timelines, procedures and member assigned to each of the areas)
3. Describe the Firm's process in working with Socorro I.S.D., third party consultants or outside specialist and integrating them into the auditing program.

TAB 4 - RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS

1. List a maximum of five (5) past projects for which you have provided prime services that are most related to this RFQ. Provide the following information for each of the project listed:
2. District name, location, number of students, and description
3. Actual start and finish dates for each audit
4. Name of Key Team Members for each audit

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TAB 5 - CURRENT PROJECTS

1. List a maximum of five (5) current projects for which you have provided prime services that are most related to this RFQ. Provide the following information for each of the project listed:
2. District name, location, number of students, and description
3. Actual start and finish dates for each audit
4. Name of Key Team Members for each audit

TAB 6 - KNOWLEDGE OF BEST PRACTICES

1. Describe your Firm's service philosophy, methodology, and its process for integrating institutional standards, and how is it carried out.
2. Describe the Firm's quality assurance program.
3. Explain the method used and how the firm maintains quality control during the development of auditing documents and quality assurance during the auditing phase of a project.

TAB 7 - OTHER

1. Is your firm currently for sale?
2. Is your firm involved in any transaction to expand or to become acquired by another entity? If yes, please explain the impact both in organizational and directional terms.
3. Has your firm ever failed to complete any awarded work? If so, please explain the circumstances in detail.
4. Provide any details of all past or pending judgments, litigation, claims, arbitration proceedings or lawsuits pending against your organization or its officers that would affect the performance under a Contract with the District.
5. Has your organization filed any lawsuits or arbitrations in the past five (5) years?
6. Has your firm ever been under reprimand by the Texas State Board of Public Accountancy and/or any other state?

It is the individual or firm's responsibility to ensure that all instructions in the submission of qualifications be addressed both electronically as indicated in the e-bid system as well as hard copies requested in this Section.