

**BREWSTER COUNTY, TEXAS
REQUEST FOR PROPOSAL #19-02
FINANCIAL AUDIT SERVICES**

SECTION I - GENERAL INSTRUCTIONS AND INFORMATION

1.01 THE PURPOSE OF THIS DOCUMENT IS TO contract for financial audit services. It is Brewster County's intent to obtain proposals from and the services of a qualified, certified public accountant with experience in performing financial audit services for government agencies.

1.02 CONTACT: Offerors are cautioned that any oral statement by any representative of the County, modifying or changing any conditions of this RFP, is an expression of opinion only and confers no right upon the offeror.

Requests for information regarding matters related to this RFP should be directed to:

Greg P. Henington
Brewster County Judge
P O Box 1630
Alpine, TX 79831
432-837-2412
County.judge@co.brewster.tx.us

1.03 SUBMISSION: Sealed proposals must be received by August 31, 2024 4:00 p.m.

RETURN PROPOSALS TO: **BREWSTER COUNTY JUDGE'S OFFICE**
Brewster County Courthouse
P O Box 1630
Alpine, TX 79831

SECTION II — SPECIFIC REQUIREMENTS

2.00 GENERAL: The following information is specific to the selection of a firm for the services described in the scope of services to follow.

2.01 MINIMUM REQUIREMENTS: The County ranks audit quality and technical competence high in its expectations.

Negotiations may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award. All offerors will be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. Revisions to proposals may be permitted after submission and before award for the purpose of obtaining the best and final offer.

SECTION III — SCOPE OF SERVICES

3.00 NATURE OF SERVICES REQUIRED

- Fiscal year financial audit of Brewster County. The examination shall include the general-purpose financial statements Brewster County and Schedule of Federal Financial Assistance (if required).
- The audit should be made in accordance with:
 1. Generally accepted auditing standards established by the American Institute of Certified Public Accountants.

2. The AICPA Industry Audit Guide, Audits of State and Local Governmental Units.
3. NCGA Statement 1, Governmental Accounting and Financial Reporting Principles.

- State and Federal Grant Single Audit (if required) in conformance with Uniform Guidance.

SECTION IV - GENERAL CONTRACT TERMS AND CONDITIONS

4.00 CONTRACT: This proposal, submitted documents and any negotiations, when properly accepted by Brewster County, shall constitute a contract equally binding between the successful offeror and Brewster County. No different or additional terms will become a part of this contract with the exception of a Change Order.

4.01 CONFLICT OF INTEREST: No public official shall have any interest in this contract, except as permitted by and subject to the disclosure requirements of Vernon's Texas Codes Annotated, Local Government Code, Title 5, Subtitled C, Chapter 171.

4.02 CONFIDENTIALITY: All information disclosed by Brewster County to the successful offeror for the purpose of the work to be performed or information that comes to the attention of the successful offeror during the course of performing such work is to be kept strictly confidential.

4.03 TERMINATION OF CONTRACT: This contract shall remain in effect until contract expires, completion and acceptance of services or default. Brewster County reserves the right to terminate the contract immediately in the event the successful offeror fails to:

1. Meet delivery or completion schedules, or
2. Otherwise perform in accordance with the accepted proposal.

Breach of contract or default authorizes the County to award to another offeror, purchase elsewhere and charge the full increase cost to the defaulting offeror.

Either party may terminate this contract with thirty (30) day written notice prior to either party stating cancellation. The successful offeror must state therein the reasons for such cancellation. Prior written notice must be delivered in person or sent by registered or certified mail, return receipt requested, proper postage paid, and properly addressed to the other party at the address on the affidavit for the contractor or to the Brewster County Judge, P.O. Box 1630, Alpine, TX, 79831.

4.13 PERFORMANCE OF CONTRACT: Brewster County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default of resulting contract award.

4.14 INVOICES: Invoices shall be mailed directly to:

Brewster County Treasurer
107 W Ave E #4
Alpine, Texas 79830

4.15 PAYMENT: Payment will be made upon receipt and acceptance by the County of all completed services and/or product ordered and receipt of a valid invoice, in accordance with the Texas Government Code, Chapter 2251. Successful offeror is required to pay subcontractors within ten (10) days.

4.16 FUNDING: Funds for payment have been provided through the Brewster County budget by the Commissioners Court for this fiscal year only. State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Brewster County fiscal year shall be subject to budget approval.

**BREWSTER COUNTY, TEXAS
REQUEST FOR PROPOSALS
FINANCIAL AUDIT SERVICES
COST ESTIMATE SHEET
THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL**

OFFEROR: _____

BREWSTER COUNTY AUDIT

Maximum Fee:

Fiscal Year ending September 30, 2022 _____ Single Audit Add-on _____

Indicate the methods that would be used to calculate costs for future optional terms. Include detail of price including the number of staff and staff hours that will be committed to the audit.

Anticipated audit start date (FY22) _____

Anticipated audit completion date (FY22) _____

VENDOR REFERENCES

Please list three (3) references of current clients who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this proposal.

THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL.

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____

Scope of Work: _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____

Scope of Work: _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____

Scope of Work: _____

NOTE: Proposals not accompanied by this Vendor References form will not be considered.