

REQUEST FOR PROPOSALS
PROFESSIONAL AUDITING SERVICES



CITY OF DEER PARK, TEXAS

**710 E. San Augustine
Deer Park, TX 77536
281.478.2394
www.deerparktx.gov**

**DUE DATE: MONDAY, APRIL 2, 2018
2:00 PM (CST)**

Disclosure Requirements

Chapter 176 of the Texas Local Government Code mandates the public disclosure of certain information concerning persons doing business or seeking to do business with the City of Deer Park, including affiliations and business relationships such persons may have with City officers, including the governing body, administrators, directors, etc. A complete text of the law may be found at the following link: <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. If you are unable to obtain this information online, please contact Tracy Peterson, Purchasing Coordinator, at 281-478-7228.

BY DOING BUSINESS OR SEEKING TO DO BUSINESS WITH THE CITY OF DEER PARK, YOU ACKNOWLEDGE THAT YOU HAVE BEEN NOTIFIED OF THE REQUIREMENTS OF CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE AND THAT YOU ARE SOLELY RESPONSIBLE FOR COMPLYING WITH THEM.

Vendor Name: _____

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INTRODUCTION

A. Request for Proposals

The City of Deer Park (the “City”) is requesting proposals for professional auditing services from qualified certified public accounting firms (“firm” or “respondent”) to audit its financial statements for the fiscal years ending September 30, 2018, 2019, and 2020. The contract term shall include the option to extend the engagement for each of the two subsequent fiscal years based on the firm's satisfactory performance and mutual agreement by both parties. The selected firm will be expected to provide on-going support and assistance relative to new accounting standards and implementation and any other matters that would impact the financial statements. The firm may also be asked to advise the City about any other matters relative to municipal finance or related tax law including, but not limited to, tax-exempt and other debt and financing alternatives.

The purpose of the Request for Proposals (“RFP”) process is to identify the most qualified firm. It is intended that the selected firm shall accomplish and/or supply all services described herein. The City makes no promises or representations and does not offer, promise or guarantee that the selected firm will be awarded any future contracts to provide these or additional services to the City.

The City has scheduled a pre-submittal meeting for all interested parties on Monday, March 12, 2018 at 10:00 AM in the City of Deer Park City Council Chambers located at 710 E. San Augustine, Deer Park, TX 77536. Attendance at the pre-submittal meeting is encouraged but is not mandatory. Questions covered at the pre-submittal meeting will be documented for all interested parties.

B. Responses to the RFP

Responses to the RFP (“proposals”) must be submitted in the manner prescribed herein and must be received by the City Secretary prior to the time and date specified below. It is the firm’s responsibility to ensure that the proposal is actually delivered to the City Secretary by the submission deadline. The mere fact that the proposal was dispatched will not be a consideration. At a minimum, the proposal must be valid for a period of 90-days from the submission deadline.

Alterations or corrections may be provided before the submission deadline but must be initialed by the respondent as a guarantee of authenticity. Submittals may not be altered or amended after the submission deadline.

The City reserves the right to make any additional inquiries deemed necessary for the evaluation of the proposal and/or to investigate the firm’s qualifications. Respondents shall be obligated to furnish any additional information requested by the City.

C. Questions

In order to ensure the fair and objective evaluation of the proposals, all questions related to this RFP (except those addressed at the pre-submittal meeting) must be submitted in writing and will be answered in writing.

1. To request a copy of the RFP or for questions related to the City's purchasing process or pre-submittal meeting, contact Tracy Peterson, Purchasing Coordinator, at 281-478-7228 or via email at purchasing@deerparktx.org.
2. Submit technical questions to Donna Todd, Director of Finance, via email at dtodd@deerparktx.org by 5:00 p.m. on Friday, March 16, 2018.

Contact with any other City of Deer Park employee or official relative to this request is prohibited. Failure to observe this requirement may be grounds for rejection of the firm's response.

The City believes the data contained in this RFP is sufficient for the preparation of a proposal. Requests for additional information will be considered based on the availability of the requested information and the timing of the request. Such information will be distributed to all known and interested firms simultaneously.

D. Submissions

Responses should include two separate sealed envelopes as follows:

1. **Sealed Proposal:** Respondents are required to submit three (3) hard copies of the proposal (only one need be an original) and one (1) electronic version on a USB drive or written to a CD-ROM. The electronic version must be an exact duplicate of the original hard copy proposal. Responses must be completed and submitted as described in this RFP and must be returned in a sealed envelope bearing the name and address of the respondent.
2. **Sealed Cost Proposal:** Respondents are required to submit a cost proposal in a separate, sealed envelope marked "Sealed Cost Proposal" and bearing the name and address of the respondent. The cost proposal should include three (3) hard copies (only one need be an original) and one (1) electronic version on a USB drive or written to a CD-ROM. The electronic version must be an exact duplicate of the hard copy cost proposal. The sealed cost proposal should contain all pricing information relative to performing the professional auditing services described in this RFP, including the expected manner and terms of payment. Please provide an estimate for preparation of a single audit report. This proposal should include the name of the firm and the certification by and signature of a person authorized to contractually bind the firm. The sealed cost proposal should include the all-inclusive maximum price for the audit of the fiscal year ending September 30, 2018 and an estimate of the all-inclusive maximum price for each of the next four years.

Incomplete responses or responses received after the submission deadline will not be considered under any circumstances. The City reserves the right to accept any proposal, or to reject any or all proposals and/or to waive all formalities.

Proposals received after the submission deadline will be considered void and unacceptable and will be returned unopened to the respondent. The City is not responsible for the lateness of the proposal by the mail or delivery service provider. The time/date stamp of the City Secretary shall be the official time of receipt.

Sealed proposals, including the separate envelope for the cost proposal, will be accepted until **2:00 p.m. on Monday, April 2, 2018 and should be addressed as follows:**

**City of Deer Park
Attention: Shannon Bennett, City Secretary
710 E. San Augustine
Deer Park, Texas 77536**

**Envelope #1
RFP – Professional Audit Services
Deliver to Addressee Unopened**

**Envelope #2
SEALED COST PROPOSAL
Deliver to Addressee Unopened**

Please make sure the name and address of the firm is included on each envelope.

TIMELINE

The City will make every effort to adhere to the following schedule but meeting dates are tentative:

Tuesday	February 20, 2018	Council approval of RFP
Wednesday	February 21, 2018	Release RFP to known and interested firms
Wednesday	February 28, 2018	First of two bid advertisements in newspaper (Deer Park <i>Broadcaster</i>)
Wednesday	March 7, 2018	Second of two bid advertisements in newspaper (Deer Park <i>Broadcaster</i>)
Monday	March 12, 2018	Pre-submittal meeting (optional) 10:00 AM (CST)
Friday	March 16, 2018	Deadline for technical questions
Monday	April 2, 2018	Proposal submission deadline 2:00 PM (CST)
<i>Through Tuesday, May 1, 2018</i>		Staff review, evaluation and recommendation
Monday	May 7, 2018	Meeting with Finance Committee
Tuesday	May 15, 2018	City Council consideration for award of contract *
Initial Contract Term		June 1, 2018 – May 31, 2021 <i>(Two one-year options would extend the contract to May 31, 2023)</i>

* The City retains the option of inviting any one or more firms to make an oral presentation to City staff and/or to the Finance Committee prior to City Council consideration for award of the contract.

The City may request the firm being awarded the contract to be present at the City Council meeting at which the contract will be awarded.

GENERAL TERMS AND CONDITIONS

A. Reimbursements

There is no express or implied obligation for the City to reimburse respondents for any expenses incurred in preparing a proposal in response to this RFP. The City will not reimburse respondents for these expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

B. Addenda

If it becomes necessary to change the published RFP documents, all the foregoing terms and conditions and all performance requirements will also apply to the published addenda. All published addenda must be signed and included with the proposal as acknowledgement of the addenda. Any changes will be provided to all known and interested firms simultaneously; however, the firm is responsible for obtaining all published addenda from the City. The City assumes no responsibility for the firm's failure to obtain and/or properly submit addenda. Failure to acknowledge and submit addenda may be cause for the proposal to be rejected. The City's decision to accept or reject any particular proposal due to a failure to acknowledge and submit addenda will be final.

C. Certification

By submitting a proposal, the firm certifies knowledge and understanding of the scope, quantity, and quality of services to be provided in response to this RFP. A Certification Form is included with this RFP and must be completed and returned as part of the proposal. Failure to submit a signed Certification Form by the submission deadline may result in the proposal being rejected as incomplete.

D. Reservations

The City reserves the right to accept or reject any or all proposals as a result of this request, to negotiate with any qualified firms, or to cancel, in whole or in part, this RFP if it is found to be in the best interest of the City. The City also reserves the right to request additional information and/or clarification of any information submitted as part of the proposal.

This RFP does not commit the City to award a contract, to pay any costs associated with the preparation of the proposal, or to contract for services. All proposals shall become the property of the City of Deer Park, and the City reserves the right to use any ideas in a proposal whether or not that proposal is selected.

The City shall conduct reference checks as necessary to evaluate any proposal. The City may contact references listed in the proposal, but may also contact any other organization or individual that can provide information to assist in the evaluation of the qualifications and capabilities of the firm.

E. Disclosure

At the public opening, there will be no disclosure of contents to the respondents, and all proposals will be kept confidential during the evaluation and negotiation process. Except for confidential information the firm identifies as proprietary, all proposals will be available for public inspection after the contract award, in accordance with the Texas Public Information Act.

F. Award of the Contract

Award of the contract shall be based on demonstrated competence and qualifications using established criteria to evaluate the proposals. The evaluation criteria and proportional value of each are described in this RFP. Professional fees are not the primary consideration in the evaluation process, however, pricing is included as part of the evaluation criteria. Professional fees may not exceed any maximum amounts provided by state law.

The City Council will make the final determination of award of the contract, which is expected to be at the regular City Council meeting scheduled for May 15, 2018.

G. Insurance

The firm shall agree to maintain insurance coverage for the following: general liability, automobile liability, workers' compensation, and professional liability. All policies must be written through insurance companies licensed to do business in the State of Texas.

The firm's current Certificate of Insurance must be returned as part of the proposal. Upon request, and at any time during the contract term, the firm must provide a then current Certificate of Insurance.

SPECIFIC TERMS AND CONDITIONS

- A.** This RFP and the contents of the successful proposal shall become part of any subsequent contractual document related to these professional auditing services. In the event of a discrepancy between the RFP and the proposal, the RFP shall rule. Any contract modifications necessitated during the term of the contract shall be in writing and subject to approval of the City Council.
- B.** This contract shall become effective only after acceptance and approval by the City Council and shall remain in full force and effect with the pricing as submitted with the proposal subject to an annual performance review and recommendation of the City staff. The City expects the initial three-year contract term to begin on or about June 1, 2018 and continue through May 31, 2021.
- C.** The City will have the option of extending the contract for two additional one-year terms to be awarded one year at a time. The City will not consider a contract extension that includes any change in the contract terms, conditions, or pricing submitted with the proposal. Contracts shall be extended upon mutual agreement of the firm and the City
- D.** The City may terminate this contract at any time upon 60-days written notice. This includes cancellation of the contract in the event funds are not appropriated for payment of professional auditing services in any particular fiscal year. The firm shall be compensated for the services satisfactorily performed prior to the termination date.

If, through any cause, the firm fails to fulfill its obligations under this contract, or if the firm violates any of the terms and conditions of this contract, the City has the right to terminate this contract upon five (5) days written notice.

No term or provision of this contract shall be construed to relieve the firm of liability to the City for damages sustained by the City because of any breach of contract. The City may withhold payments to the firm until the exact amount of damages due the City is determined and paid.

- E.** Should there be a change in the firm's ownership or management, the contract may be canceled at the option of the City unless a mutual agreement is reached with the new owner(s) or manager(s) to continue the contract pursuant to the existing contract terms, conditions and pricing.
- F.** Payments shall be made in accordance with the contracted fee schedule. While the City is agreeable to interim progress payments on the basis of hours worked, the final payment will not be executed until completion of and acceptance of the audit.

- G.** This contract shall be governed in all respects by the laws of the State of Texas. The parties agree that proceedings and all matters related thereto shall be in a state court of competent jurisdiction in Harris County, Texas and further that neither party will seek to remove such litigation to the federal court system by application of conflict of laws or any other removal process to any Federal Court or court not in Texas.
- H.** No public official or City employee shall enter into a contract on behalf of the City which violates Local Government Code, Chapter 171 – Regulation of Conflicts of Interest of Officers of Municipalities, Counties, and Certain Other Local Governments. Contracts are subject to all legal requirements provided in the City Charter and/or applicable City Ordinances, and all applicable State and Federal Statutes.

GENERAL INFORMATION

The City of Deer Park, incorporated in 1948, is located in the center of the highly industrialized ship channel area just east of Houston. The City currently occupies a land area of 15 square miles and serves a population of approximately 34,845. The City is empowered to levy an ad valorem tax on both real and personal property located within its boundaries. Further, the City is empowered to extend its corporate limits by annexation. The City receives annual "in-lieu-of-tax" payments from industries located within its extraterritorial jurisdiction. This "industrial district" includes the operations of approximately 24 companies that contract with the City.

The City operates under a home rule, council-manager form of government. The City Council consists of a mayor and six other members serving two-year staggered terms. The City provides a full range of services, including police and fire protection; the construction and maintenance of streets and other infrastructure; sanitation, water and sewer services; library services; recreational and cultural opportunities; and general administrative services.

The City operates and is funded on a fiscal year basis. The annual fiscal period is October 1 through September 30. Each year, the City Council adopts an annual budget prior to the start of the new fiscal year, with appropriations approved at the departmental level. Accounting and financial reporting is handled by the Finance Division, which also includes payroll, accounts payable, and purchasing. Integrated software and technology systems are provided through Tyler Technologies (Incode). Copies of the City Charter, City Council minutes, annual budgets, and comprehensive annual financial reports are available online at www.deerparktx.gov.

The City currently maintains 17 individual governmental funds for financial reporting purposes. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the major funds (e.g., the General Fund and the Debt Service Fund). Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of the non-major governmental funds is provided in the form of combining statements in the City's comprehensive annual financial report.

The City has two enterprise funds for the operations of the City's water and sewer systems (Water and Sewer Fund) and for the operations of the City's drainage system (Storm Water Fund). The proprietary fund financial statements provide separate information for each of these funds.

The City currently has two fiduciary funds. Activities of the senior citizens trust fund and the local emergency planning committee fund are reported in a separate statement of net position and statement of changes in net position.

The City reports financial statements for three discretely presented component units, including two special revenue districts and a Type B corporation. Following a special election in 2012, the City added two component units – the Crime Control and Prevention District and the Fire Control, Prevention, and Emergency Medical Services District – each to be funded by a dedicated sales and use tax. A continuation election in 2016 extended the initial five-year term of each district, and the respective sales and use tax, for an additional 10 years.

In 2015, voters approved a dedicated sales and use tax to establish the Deer Park Community Development Corporation. This Type B Corporation was formed for the purpose of financing seven specific parks and recreation projects.

In 2016, the City entered into a Chapter 380 Economic Development Agreement with a retail developer, the term of which is 16 years. A Chapter 380 (Tax Abatement) Fund has been established to reflect pass-through transfers. The City will use revenues derived from increases in sales and ad valorem taxes generated from the development project to provide performance-based reimbursements to the developer.

The City adopts an annual appropriated budget for the General Fund, the Debt Service Fund, the Water and Sewer Fund, the Storm Water Fund, the Capital Improvements Fund, the Golf Course Lease Fund, and the Special Revenue Funds for Hotel/Motel Occupancy Tax, Municipal Court, Police Forfeitures, and Grants. Budgets are also prepared for the component units: the Crime Control and Prevention District, the Fire Control, Prevention, and Emergency Medical Services District, and the Deer Park Community Development Corporation. For the 2018 fiscal year, the initial budget was prepared for the Chapter 380 (Tax Abatement) Fund.

The City participates in the nontraditional, joint contributory, hybrid defined benefit pension plan administered by the Texas Municipal Retirement System ("TMRS"). All eligible employees of the City are required to participate in TMRS at a contribution rate of seven percent of gross earnings. These contributions are matched by the City on a 2:1 basis. Because the City has a volunteer fire department, the City also participates in the Texas Emergency Services Retirement System ("TESRS"). Extensive footnotes related to each of these plans are included in the comprehensive annual financial report.

SCOPE OF WORK

It is the City's intent to award a contract to the one firm that offers the most advantages to the City for professional auditing services at a reasonable cost.

The City is requesting proposals from qualified certified public accounting firms to perform the annual audit of its financial statements for the fiscal years ending September 30, 2018 through 2020 with an option to extend the engagement through the fiscal year ending September 30, 2022 and to provide other related services as stated herein. The contract shall become effective on or about June 1, 2018 only after acceptance and approval by the City Council and shall remain in effect for a period of three years and up to five years subject to the mutual agreement of the firm and the City in each of the last two years.

The firm shall be expected to express an opinion on the fair presentation of the City's general purpose financial statements and combining and individual fund financial statements in conformity with generally accepted accounting principles. Further, the firm shall be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The firm shall prepare the City's Comprehensive Annual Financial Report ("CAFR") for review and approval by the appropriate City staff. The firm shall not be required to audit the introductory section or the statistical section of the CAFR.

The firm shall be required to perform single audits and prepare single audit reports, as needed, in compliance with requirements described in the Uniform Guidance 2 CFR 200 Subpart F (previously known as the OMB Circular A-133 audit).

Audits shall be performed in accordance with auditing standards generally accepted in the United States of America and standards applicable to financial audits contained in *Government Auditing Standards*, and in accordance with all other applicable laws, regulations and accounting principles.

The firm shall annually present a report on the audit, including the CAFR, to the City Council prior to March 31 of the succeeding fiscal year. The firm shall print and provide copies of the CAFR and any separate single audit reports, as needed. Quantities will typically not exceed 35 copies of the CAFR, 15 copies of the Management Letter, and 15 copies of the Single Audit Report (if applicable).

The City may have occasion to request other audits and reviews not specified in this scope of work. In the event such a request is made, the firm may be asked to submit a separate proposal for completing that engagement, along with a proposed fee schedule. The City reserves the right to contract any additional audit services or reviews separately from this engagement and with the firm of its choice.

Reporting Requirements

A. Independent Auditors' Report

The firm shall issue an independent auditors' report on the following:

1. The fair presentation of the City's financial statements in conformity with generally accepted accounting principles;
2. Internal control over financial reporting and on compliance and other matters based on an audit of the financial statements performed in accordance with governmental auditing standards and including all instances of noncompliance;
3. Compliance for each major program and on internal control over compliance required by the Uniform Guidance 2 CFR 200 Subpart F (previously known as the OMB Circular A-133 audit) and including all instances of noncompliance; and
4. The fair presentation of the schedule of expenditures of federal awards in relation to the audited financial statements.

At the conclusion of the audit, the firm shall be expected to meet with the Finance Committee and shall be required to make an oral presentation to the City Council summarizing the audit work and results along with any relevant findings during the audit.

B. Additional Reports

As part of the annual audit, the firm shall issue a letter of recommendations to management ("Management Letter") and the Required Auditors Disclosure Letter, which shall address the firm's responsibility under generally accepted auditing standards, the scope and timing of the audit, significant audit findings, difficulties encountered during the performance of the audit, corrected and uncorrected misstatements, disagreements with management, other audit findings, etc.

The City owns and operates a Municipal Solid Waste Transfer Station for which financial assurance for closure, post closure, or corrective action is demonstrated through the financial test specified in 30 Texas Administrative Code ("TAC") Chapter 37 (relating to this financial test). The firm will be responsible for preparing the Independent Accountant's Report on Applying Agreed-Upon Procedures, which will be provided to the Texas Commission on Environmental Quality ("TCEQ") as part of the annual test to demonstrate financial assurance.

C. Irregularities or Illegal Acts

The firm is expected to make an immediate, verbal report to the City Manager, Assistant City Manager, and Director of Finance upon the discovery of any irregularities or illegal acts or any indications of illegal acts. As soon as possible, the firm shall then follow-up with a written report addressed to the Mayor and the Finance Committee, with copies to the City Manager, Assistant City Manager, and Director of Finance.

D. Certificate of Achievement for Excellence in Financial Reporting

The City submits the annual CAFR to the Government Finance Officers Association of the United States and Canada (“GFOA”) for review and consideration in the Certificate of Achievement for Excellence in Financial Reporting Program. The City has been awarded a certificate for 30 consecutive years, with the most recent award given for the fiscal year 2016 CAFR. The City plans to submit the fiscal year 2017 CAFR for consideration by the GFOA. The firm shall be expected to ensure compliance with the requirements of this program to continue this tradition of excellence.

Other Provisions

A. Working Papers

All working papers and reports must be retained, at the firm's expense, for a minimum of five (5) years, unless the firm is notified by the City of the need to extend the retention period. The firm will be required to make these working papers and reports available to the City or to other State or Federal agencies upon request. Further, the firm shall respond to reasonable inquiries from any successor auditor(s) and shall allow any successors to review these working papers as it relates to matters of continuing accounting significance.

B. Assistance Provided by City Staff

The Finance Division includes the department head (director), accounting supervisor, accountant, accounts payable clerk, payroll clerk, and purchasing coordinator. The Director of Finance, staff members of the Finance Division, and other responsible management personnel shall be available during the audit to assist the firm by providing information, documentation, and explanations. As requested by the firm, City staff shall prepare all working trial balances, supporting schedules and documentation, and confirmations on a basis consistent with a reasonable timeline to complete the annual audit. The City shall prepare the introductory and statistical sections of the CAFR.

The City shall provide necessary accommodations during field work including workspace, Wi-Fi, access to office equipment, and inquiry access to the City's accounting system.

EVALUATION

A. Evaluation Criteria

The evaluation of the proposals will be made based on the criteria listed below. While pricing is a consideration, it is clearly not the primary factor in the selection of the firm. The contract award will not necessarily be made to the firm that provides the lowest cost proposal. The contract award will be based primarily on demonstrated competence and qualifications using the listed criteria. It is important that the proposal be clear and complete. Incomplete responses will not be considered under any circumstances.

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| 30 points | Qualifications and experience of the firm and key personnel to be assigned to work with the City particularly as it relates to performing audits for governmental entities |
| 30 points | Technical ability of the firm to perform the needed services, including an evaluation of the audit plan and proposed staffing as well as, if applicable, a performance evaluation based on any prior work experience with the firm |
| 15 points | Thoroughness of the response as it relates to the Scope of Work requirements and organization of the requested information |
| 15 points | References substantiating the firm's experience and success in providing audit services to similar governmental entities |
| 10 points | Pricing - professional fees may not exceed the maximum amount allowed by state law |

B. Application Review

The proposals will be reviewed and evaluated by City staff which may include the Director of Finance, Accounting Supervisor, Accountant, Purchasing Coordinator, and/or Assistant City Manager. Further, the City reserves the right to invite the review and input from an outside consulting firm.

Based on these reviews and evaluations, City staff will forward a recommendation to the Finance Committee prior to the presentation to the City Council, which will make the final selection.

As part of the evaluation process, the City may invite any one or all firms to make an oral presentation to City staff and/or the Finance Committee to answer questions about the firm and the proposal. This presentation would be handled prior to the final staff recommendation.

INSTRUCTIONS AND REQUIREMENTS

The proposal should conform to the format described below and should provide a straightforward and understandable description of the firm's capabilities and experience. Respondents may include additional information deemed appropriate to expand on the firm's ability to perform the work, but all required information must be included for the response to be eligible for consideration.

TAB A Cover Letter – Please include a cover letter stating the firm's understanding of the engagement and why the firm is qualified to perform the services. The letter should also include the name and contact information of the individual(s) authorized to answer questions about the response. The cover letter must be signed by a person authorized to contractually bind the firm.

TAB B Qualifications and Experience – Briefly introduce the firm, including a summary of the administration, organization and staffing. Please provide an organizational chart or other description of the organization indicating the names and positions of partners and key personnel. Please include the following:

- Verify that the firm is independent and key staff licensed to practice in the State of Texas.
- Describe the firm's experience in providing professional services to similar organizations, with emphasis on municipalities of the same size and scope as the City of Deer Park.
- Describe any professional relationships involving the City, including component units, and explain why such relationships would not constitute a conflict of interest in providing these professional services.
- Provide an affirmative statement that the firm is independent of the City and its component units.
- Identify each individual that may work on the City's audit engagement, including resumes for each person that will likely be assigned to the team.
- Describe the organization of the team, including the level of involvement and accessibility of each person, level of experience, and estimated hours each person would spend on this engagement, including field work during the preliminary and final stages of the audit.
- Describe the firm's expectation and/or requirements of City staff.
- Identify the number and type of engagements presently being conducted by the firm and how the addition of the City's audit engagement would impact the firm's resources.
- Provide a copy of the firm's most recent external peer review and indicate whether the quality control review included a review specific to government engagements.

- TAB C** **Technical Approach and Understanding of the Scope of Work** – Please indicate a clear understanding of the scope of work, including a detailed project plan for this engagement outlining the major tasks and responsibilities, timeline, and associated staffing. Using the first year’s audit as an example, please complete a proposed schedule for each phase of the audit including a detailed audit plan, interim work, and field work. The plan should clearly distinguish the firm’s understanding of its duties and responsibilities versus expectations from the City. The absence of any distinction shall signify that the firm is assuming full responsibility for all tasks.
- TAB D** **Insurance** – Please provide a Certificate of Insurance demonstrating current coverage for the following: general liability, automobile liability, workers’ compensation, and professional liability.
- TAB E** **Additional Information** – Please provide any additional, relevant information regarding court actions, pending litigation, conflicts of interest, or other matters not previously specified about which the City should be made aware.
- TAB F** **References** – Please provide at least four references from governmental entities audited within the last five years, particularly municipalities similar in size and scope to the City of Deer Park, including the entity’s name and mailing address, contact name, telephone number and email address.
- TAB G** **Certification and Acknowledgement** – A complete and fully executed (signed) Certification Form is required.
- TAB H** **Additional Forms** – Respondents must include executed copies of the following forms available on the Texas Ethics Commission website:
- * Conflict of Interest Questionnaire (Form CIQ)
<https://www.ethics.state.tx.us/forms/CIQ.pdf>
 - * Certificate of Interested Parties (Form 1295)
https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm
- TAB I** **Addenda** – If applicable, please include any addenda items requested, including a signed acknowledgement of each addendum.
- TAB J** **Optional** – Any additional information deemed pertinent by the firm may be included after the required information.

CERTIFICATION

Respondents are required to include the following signed certification with the proposal as referenced above (Tab G).

Certification Form

The undersigned affirms that they are duly authorized to execute this contract, that this proposal has not been prepared in collusion with any other firm, and that the contents of this proposal have not been communicated to any other firm prior to the official opening of this proposal. Further, the undersigned affirms that the firm agrees to all terms and conditions contained in this Request for Proposal for professional auditing services issued by the City of Deer Park, Texas as authorized by the City Council of the City of Deer Park, Texas on February 20, 2018.

Firm: _____ TIN: _____

Signed By: _____ Date: _____

Printed Name: _____ Title: _____

Phone #: _____ Fax #: _____

Email: _____ Website: _____

Mailing Address: _____

Delivery Address: _____

END OF REQUEST