



## **REQUEST FOR QUALIFICATIONS AUDIT ACCOUNTING SERVICES**

### **I. INTRODUCTION**

#### **A. General Information**

1. The Riverbend Water Resources District (hereinafter “Riverbend”) Riverbend is located in Bowie, Cass, and Red River Counties and is chartered by the Texas Legislature (2009) as a conservation and reclamation district created under and essential to accomplish the purposes of Section 59, Article XVI, Texas Constitution, as set forth in Title 6, Special District Local Laws Code, Subtitle L, Municipal Water Districts, Chapter 9601, with statutory powers including the authority to acquire any and all storage rights and storage capacity in a reservoir or other water source inside or outside the boundaries of the district, and to acquire the right to take water from that reservoir or source, subject to the rights or permits held by municipalities or other persons. A primary goal of RWRD is to provide a sustainable water supply for water user groups within the region.
2. Riverbend is in need of audit services as more fully described below (hereinafter “Services”). This Request for Qualifications (hereinafter “RFQ”) is intended to secure one or more qualified and affordable individual(s)/firm(s) to provide potentially all, part or none of such services. This is an RFQ to select service providers to meet the service needs of Riverbend. It consists of this transmittal only, and contains the instructions for the preparation of quotes, costs breakdown, minority business enterprise inquiry, and timeframe. Cost breakdowns in any quote shall include an hourly rate for each employee, inclusive of all direct costs, for services to be provided. Any quote should also include the qualifications to be required of each person designated to perform billable services.
3. Respondents are to submit a written quote that presents the Respondent’s qualifications, understanding of work to be performed, and description of fees. The Respondent’s quote should be prepared simply and economically and should provide all the information pertinent to its qualifications that respond to the Scope of Services listed herein.
4. Individual(s)/firm(s) responding to this RFQ should have a knowledgeable background and have experience in providing audit services for utilities/governmental entities and the use of “Quickbooks TM Enterprise Solutions 16.0.”

5. Interested firms must submit the following materials by **Monday, July 17, 2017 by 3:00 PM** to be considered:

- a. One (1) original and seven (7) copies of the proposal;
- b. One (1) with a pdf version on a flash drive of the proposal;
- c. Proposers should send or hand-deliver the completed proposals to the following address:

**Riverbend Water Resources District**  
**Attention: Elizabeth Fazio Hale, ED/CEO**  
**228 A Texas Avenue**  
**New Boston, Texas 75503**  
**(903) 831-0091 phone**  
**(903) 831-0096 fax**

6. The District reserves the right to terminate this process at any time and no guarantee is expressed or implied that obligates the District to contract service(s) for the proposed project(s).
7. The District reserves the right to reject any or all proposals submitted. There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.
8. The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether or not that proposal is selected.
9. Inquiries concerning the request for proposals may be made to:

**Elizabeth A. Fazio Hale**  
**Executive Director/CEO**  
[lizfazio@rwr.org](mailto:lizfazio@rwr.org)  
**(903) 831-0091 office**

10. A committee comprised of one or two Members of the District Board of Directors and/or one or two Staff will evaluate proposals and make the selection. The Executive Director/CEO may negotiate a contract with the highest evaluated firm as determined by the selection committee. Should a contract with the highest evaluated firm not transpire, the Executive Director/CEO may negotiate with any other firm in order of prioritized rankings.
11. **Lobbying of selection committee members, District Board Members, and Staff will not be permitted nor tolerated during the RFQ solicitation period.**

**B. Term of Engagement**

1. The term of the initial agreement will be for the period beginning on or about **October 1, 2017** and ending on **March 31, 2018**.
2. After the initial agreement period, the contracting period may be renewed upon agreement by both parties.

3. After the initial agreement period, either party may terminate this agreement, in whole or in part, with a 30 day written notice.

**C. Minority and Women Business Enterprise Participation Requirement**

This project will not have a MWBE participation requirement but all MWBEs are highly encouraged to apply.

**II. SCOPE OF SERVICES**

**A. General Scope of Services**

The District may select an individual or firm that it determines to be the most qualified to perform the work as defined in the scope of work. Please be advised that an individual/firm determined to be the most qualified to perform the work may be required to submit information pursuant to Chapter 2252 of the Texas Government Code and in compliance with HB 1295 as passed by the 84th Regular Legislative Session.

Individuals/firms responding to this RFQ should have a knowledgeable background and have experience in providing audit services for Water Utilities/Governmental Entities and the use of “Quickbooks TM Enterprise Solutions 16.0.”

**B. Specific Scope of Work**

The successful firm will provide the following services:

1. Act independent of Riverbend, its officials, and staff in the role of an external auditor;
2. Comply with the requirements of Governmental Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standard Board Statement No. 34 (GASB 34), Basic Financial Statements and Management’s Discussion and Analysis for State and Local Governments, and all statutes of the state of Texas;
3. Review and report on all annual accounting functions, i.e. accounts receivable, accounts payable, payroll preparation and reporting, bank reconciliations, financial statement preparation, including operating, administrative and project budgets;
4. Provide an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to Riverbend;
5. Audit the Wet Utilities Fund, the Administrative Member Fund, and all other enterprise and special purpose funds, in which a review of controls and practices that promote the appropriate balance of transparency and security is anticipated;

6. Ensure completion of the Audit prior to the 135 day TCEQ deadline for audit reporting.
7. Attend the Board of Directors meeting scheduled for January 11, 2018 to provide a presentation of the audit.

**C. Services**

1. Services shall be provided at Riverbend headquarters, unless directed otherwise by the Executive Director/CEO of Riverbend;
2. Subcontracting of work under this RFQ/contract is not allowed; and
3. There will be no guarantee of a minimum level of services to be acquired by Riverbend;

**D. Minimum Qualifications**

1. A minimum of five (5) years bookkeeping experience and licensed as a Certified Public Accountant;
2. Prior experience with a municipality or other governmental entity; and
3. Experience with “Quickbooks TM Enterprise Solutions 16.0.”

**E. Schedule and Deliverables**

The District will attempt to adhere to the following schedule. The District reserves the right to change the schedule as needed and will notify firms who register with the District of any significant changes:

Advertise Request for Qualifications (RFQ)	June 15, 2017
Deadline for submittal of response to RFQ	July 17, 2017
District notifies selected firm on or about	August 14, 2017
Contract negotiations with selected firm and finalize contract	August 14 - 28, 2017
Notice to proceed	September 1, 2017

### **III. PROPOSAL REQUIREMENTS**

The response to this RFQ should be as concise as possible while adhering to the format and information requirements described below.

Please limit your response to a maximum of twelve (12) single sided letter-sized pages with minimum font size 10, not including cover pages. This page limit does not include resumes for project personnel. Only spiral or comb binding will be accepted. Please use labels to separate each section (labels do not count towards the page limit). The response to this RFQ will consist of the following sections:

Section 1 – General Information

Section 2 – Team Organization

Section 3 – References

Section 4 – Project Approach

Section 5 – Summary

Section 6 – Resumes

Section 7 – Conflicts

Section 8 – Litigation

Section 9 – Fees for Service

#### **A. SECTION 1 - GENERAL INFORMATION**

Provide the following information about each individual/firm participating in the project (only submit information regarding the firm office(s) that will be involved in project):

1. Name and address of firm(s) (include county);
2. Firm(s) contact name and information;
3. Number of years in business; and
4. Number of registered professional licenses and certifications.

#### **B. SECTION 2 - TEAM ORGANIZATION**

Provide the following information about each firm participating in the project:

1. Relationship of firms (if team is proposed) - explain what each firm will contribute to the project; and
2. Key personnel assigned to the project, organizational relationship presented in a chart format, office location and project roles. The District expects the team listed in the proposal to perform the work on the project.

#### **C. SECTION 3 - REFERENCES**

All Respondents shall include a list of a minimum of three (3) references, for similar services only, who could attest to the Respondent's knowledge, quality of work, timeliness, diligence, and flexibility. Include names, contact persons, and phone numbers of all references;

**D. SECTION 4 - PROJECT APPROACH**

Discuss the following, as related to the proposed project:

1. A straightforward, concise description of capabilities to satisfy the requirements of the RFQ; and
2. Innovative strategies or approaches that could be applied to managing the District's funds and accounts.

**E. SECTION 5 - SUMMARY**

Summarize your submittal and add any other comments that you feel would make your

**F. SECTION 6 – RESUMES**

Attach an abbreviated resume for each individual identified as key personnel and include a summary of experience relative to this project (limit one page per person). Describe the specific qualifications and experience of the staff to be assigned. Indicate that all assigned professional staff are registered/licensed to practice in the State of Texas, if applicable.

**G. SECTION 7 - CONFLICTS**

Provide the following, as relates to conflicts of interest and interested parties:

1. Provide an affirmative statement that the firm is independent of the District as defined by the U.S. General Accounting Office's Government Auditing Standards (1988).
2. List any and all engagements within the last three (3) years performed for the District or Member Entity Cities by type of engagement (i.e., audit, management advisory services, engineering design, other).
3. The firm must not be excluded (ex., debarred or suspended) from the federal government's System for Award Management (SAM)/Excluded Parties List (EPLS) as presented on the website [www.Sam.gov](http://www.Sam.gov).
4. Texas House Bill 1295 (effective 1/1/2016) requires the firm to complete Form 1295 and disclose all interested parties to the proposed project/  
contract The firm must log in to the state website at <https://www.ethics.state.tx.us/tec/1295-Info.htm>, complete the form online, print, sign, notarize and include with the proposal.

**H. SECTION 8 - LITIGATION**

Describe any legal actions taken or pending against the firm during the past three (3) years. Also describe any disciplinary action taken or pending against the firm during the past three (3) years by any regulatory bodies or professional organizations.

**I. SECTION 9 - FEES FOR SERVICE**

The Fee for Services should include:

1. Name of Individual/Firm;
2. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid and authorized to sign a contract with the District;
3. Total Fee for Services with the following:
  - a. All pricing information relative to performing the engagement as described in this request for qualifications;
  - b. All direct and indirect costs including all out-of-pocket expenses; and
  - c. Rates by Manager, Specialist, Supervisory, and Staff level multiplied by the hours anticipated for each.
4. The District will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.  
firm uniquely qualified to participate in this project.

**IV. EVALUATION CRITERIA**

The proposals will be evaluated based on the following criteria:

- Quality of the Response - The degree to which the Respondent has responded to the purpose and scope of specifications, e.g., services to be provided – flexibility of Respondent to meet Riverbend needs, conformance in all material respects to this RFQ, etc. 15%
- Team Organization 15%
- Capability - Respondents have the capability in all respects to perform fully the contract requirements and the moral and business integrity and reliability that will assure good faith performance as required by these specifications. The capability score will include the following criteria: 40%
  - Project Approach
  - Familiarity
  - Meeting Attendance/Office Visits
  - Trust Factor/Member Entities
  - Management Style
  - Explanation of Policies & Procedures
  - Direct Guidance
  - Conflicts of Interest
- Experience - Respondent’s experience in providing the services as requested in these specifications. 30%

## V. CONTRACT

- A. The successful Respondent will be required to enter into a contract with Riverbend. Any contract shall be in accordance with the contract format required by Riverbend.
- B. The contract is subject to the review and recommendation of the Executive Director/CEO (including a price acceptable to both the District and the selected firm).
- C. The contract will be monitored for acceptable services rendered throughout the contract period.
- D. Cancellation of Contract – Riverbend shall have the right to cancel and terminate any contract(s), in part or in whole, for any reason or for no reason, without penalty, upon notice to the individual/firm. Individual/firm shall not be entitled to lost profits or any further compensation not earned prior to the time of cancellation.

END OF REQUEST FOR QUALIFICATIONS