
Gonzales County Underground Water Conservation District Request for Proposal for Auditing Services

DATE: July 5, 2017

TO: Invited Parties

SUBJECT: Request for Professional Auditing Services

The Gonzales County Underground Water Conservation District [DISTRICT], a county-government other entity, is soliciting proposals from qualified firms of certified public accountants to audit the [DISTRICT]'s financial statements and form an opinion on the statements in accordance with generally accepted auditing standards as described by the American Institute of Certified Public Accountants and the Governmental Accounting Standards Board. The [DISTRICT]'s fiscal year end is September 30.

The completed audits shall be presented to the Board of Directors for acceptance at a regularly scheduled Board Meeting. Deliverables shall include six printed copies and one CD copy of the audit report.

Proposal Contents

Your proposal should contain, but not be limited to the following considerations:

1. Licensing – Licensed as a certified public accountant for public practice in Texas.
2. Independence – Adherence to the rules of auditor independence established by the American Institute of Certified Public Accountants.
3. Experience of your firm in relation to the scope of audits for the District.
4. A list of similar local governments or pertinent accounts served by your firm.
5. Your Organizations size and structure.
6. Detailed audit plan.
7. Your fee proposal to conduct the basic audit function, along with your fee schedule for additional services that may be required beyond the scope of the audit engagement. The proposal should also state that any increase in the audit fee will be immediately disclosed to the District Manager. This disclosure should include an estimation of the increased fees and the reason for the increase.
8. Estimated number of hours to complete the audit by classification of your employees, i.e. partners, senior, junior.
9. Detail of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.

The following information about the District's financial records is available on request to assist in the audit proposal:

- a) Manuals and Information Sources:
 - Minutes of the Board Meetings of the District.
 - Investment Policy.
 - By-laws.
 - Chapter 36 Texas Water Code.
- b) [DISTRICT] budget and financial statements.
- c) Past [DISTRICT] financial audits.

All questions and correspondence should be directed to Greg Sengelmann (General Manager) at the office address listed below, by email at greg.sengelmann@gcuwcd.org, or by calling 830.672.1047.

Sealed audit proposals will be accepted by the [DISTRICT] until 4:00 p.m., on August 11, 2017. Please direct proposals to the attention of Greg Sengelmann, General Manager. Audit proposals can be emailed to greg.sengelmann@gcuwcd.org or mailed to the [DISTRICT] office at the following address:

Gonzales County Underground Water Conservation District
P.O. Box 1919
Gonzales, TX 78629

The District Reserves the Right to reject any and all proposals submitted and to request additional information from all proposers.

The final decision of the selection of the firm to conduct the audits will be made by the Board of Directors. The final agreement will be in the form of a written contract following the standard agreement form used by CPA firms conducting audits.