

**ANGELINA COUNTY  
TEXAS**

**REQUEST FOR PROPOSAL  
FOR  
PROFESSIONAL AUDITING SERVICES**

**Angelina County, Texas  
P. O. Box 727  
Lufkin, Texas 75902-0727  
Phone (936) 634-8233 Fax (936) 634-4972**

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## **CALENDAR OF EVENTS**

Proposal Public Notice	October 13, 2019
	October 20, 2019
Final Date for Proposal Submittal	November 1, 2019 at 4:00 P.M.
Proposal Opening – Auditor’s Conference Room	November 4, 2019 at 10:00 A.M.
Proposal Award --- Commissioners' Court	November 12, 2019

## LEGAL NOTICE

Sealed proposals will be received by Angelina County at the County Auditor's office at 606 E. Lufkin Ave., P. O. Box 727, Lufkin, TX 75902-0727, for professional auditing services for the fiscal year ending December 31, 2019 with a subsequent two-year renewal option. Sealed proposals will be received no later than November 1, 2019 at 4:00 P.M. Proposals will be opened November 4, 2019 at 10 a.m. in the Auditor's Conference Room. For information and RFP packets, call (936) 634-8233. Angelina County reserves the right to accept or reject in whole or in part any proposal received and to waive any irregularities or formalities in the best interest of Angelina County.

To: Lufkin Daily News  
Fax no. (936) 632-6655  
Email – [debra.hughs@lufkindailynews.com](mailto:debra.hughs@lufkindailynews.com)

Insert legal notice in *the Lufkin Daily News* on Sunday, October 13 and Sunday, October 20, 2019

## SECTION I - GENERAL INSTRUCTIONS AND INFORMATION

**1.00 THE PURPOSE OF THIS DOCUMENT IS TO** contract for the services of a qualified firm of certified public accountants to audit the County's financial statements for the fiscal year ending December 31, 2019, with the option to audit its financial statements for each of the two (2) subsequent fiscal years.

**1.01 CONTACT:** Proposers 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 seller. If additional information is needed to interpret the specifications, questions will be accepted by:

Janice Cordray  
County Auditor  
P. O. Box 727  
Lufkin, TX 75902-0727  
E-mail: [jcordray@angelinacounty.net](mailto:jcordray@angelinacounty.net)  
Phone (936) 634-8233  
Fax (936) 634-4972

**Sealed proposals will be received no later than November 1, 2019 at 4:00 P.M**

**MARK ENVELOPE *RFP NO. 19-001 Auditing Services FY 2019-2021***

**RETURN PROPOSALS TO: ANGELINA COUNTY AUDITOR'S OFFICE,  
P. O. BOX 727, LUFKIN, TEXAS 75902-0727**

Proposals must be submitted *as instructed in this packet*. **Two (2) copies** of your proposal shall be placed in a sealed envelope, with each appropriate page manually signed by a person having the authority to bind the firm in a contract. The proposal number and title must be clearly marked on the outside. **NO Elaborate binding or binders. FACSIMILE TRANSMITTALS WILL NOT BE ACCEPTED.**

**PROPOSALS MUST BE RECEIVED IN THE ANGELINA COUNTY AUDITOR'S OFFICE BEFORE THE PUBLISHED OPENING DATE AND TIME.** Proposals received after the submission deadline will be considered void and unacceptable. Angelina County is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp in the Auditor's Office will be the official time of receipt.

## SECTION II - SPECIFIC REQUIREMENTS

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

**2.01 EVALUATION CRITERIA:** The County will evaluate proposals based on a comprehensive set of criteria. A review panel will rank and select the proposing audit firm based on those criteria. The following list and their relative weights are submitted for your review and assistance is preparing your proposals.

- 30% - The proposing audit firms' experience in providing audits as described by the scope of work.
- 30% - Qualifications of staff. The experience and expertise of staff assigned to the audit, to include work related experience, education and certification, and tenure with the firm.
- 20% - References and recommendations from past clients.
- 20% - Presentations and auditing strategy.

**2.02 MINIMUM REQUIREMENTS:** The County ranks audit quality and technical competence high in its expectations. Recent governmental auditing standards require specialized continuing education and, additionally, the County requires a minimum staffing of three (3) accountants to work on the audit and that these individuals have recent experience in auditing at least three other governmental entities.

The following are minimum requirements and must be addressed in the proposals to be considered. Proposals not addressing the following may be deemed non-responsive.

- A. The proposing firm shall have experience in the area of auditing county governments or similar agencies. Proposal must provide the agency names, names of contacts, addresses and phone numbers and minimum of three (3) agencies for which their firm has provided audit services. Please provide brief summaries of the scope of services provided for each agency.
- B. The proposing firm shall demonstrate that they have staff capable of providing a thorough and comprehensive audit. Please include the names, qualifications and a brief resume of each individual who will be assigned to the audit for the County. A minimum of one (1) Certified Public Accountant is required.
- C. The proposing firm shall demonstrate that they can provide quality services. A copy of the most recent quality control review report is required.

### SECTION III - SCOPE OF SERVICES

Angelina County, Texas, is seeking to engage the services of an independent certified public accounting firm to perform its annual audit for the year ending December 31, 2019. The County would like to establish an annually renewable contract for a three-year period.

The scope of the engagement is to include all funds, entities, account groups, component units and grants associated with Angelina County. Auditors will be responsible for preparation and reproduction of an Annual Financial Statement, which is to include supplemental statistical data. The county will provide trial balances and certain statistical data for the basis of the report. The audit is to include a report on internal control and compliance as required by Governmental Auditing Standards. 15 copies of the audit report and an electronic copy on CD-ROM or other electronic media are to be furnished to the county upon presentation of the report to the Commissioners' Court.

The audit shall be made in accordance with:

- Generally Accepted Auditing Standards promulgated by the Governmental Accounting Standards Board (GASB);
- Standards for financial and compliance audits contained in Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, issued by the U.S. General Accounting Office;
- Provisions of the Single Audit Act with 1996 Amendments; and the provisions of the U.S. Office of Management and Budget (OMB) circular A-133, Audits of State, Local Governments and Non-Profit Organizations;
- State and Federal Laws or regulations;
- Texas Government Code, §2256.023(d) Public Funds Investment Act.

Audit work should begin no later than April 13, 2020 and conclude by May 31, 2020 with presentation to Commissioners Court no later than June 30th.

The auditor shall prepare and review the financial report format and requirements with County staff prior to its initiation. A draft financial report and adjusting journal entries shall also be reviewed with County staff and shall allow for consideration of staff's corrections and recommendations.

The auditor shall prepare the annual financial statement and accompanying audit report and present it to the Commissioners' Court at a public meeting.

The auditor shall advise the County of any errors, irregularities, or illegal acts that may come to the auditor's attention.

The auditor's services will include preparation of the annual financial statements and related footnotes, preparation of schedules required for completion of field work and

audit papers, review of files at physical location to minimize the need for pulling documents and refiling, preparation of confirmations as needed, response to inquiries from agencies concerning the financial statements as it pertains to their requirements and assistance with and preparation of schedules in transmittal letter and supplementary data as needed for the completion of the financial statements.

Fee estimates are to be provided for fiscal year 2019, fiscal year 2020, and fiscal year 2021. Fee estimates and actual billing are to be itemized as listed on Attachment A. Billing for actual services rendered during interim periods is permissible.

A final retainer-billing equal to ten percent of the total fee estimate shall be withheld until the delivery and final reporting to Commissioners' Court. With the submission of any billing, the auditor is to review with County staff the exact progress of the audit work and the direction of positions taken in the application of generally accepted accounting principals.

### **Working Paper Retention and Access to Working Papers**

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by Angelina County of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees: 1) Angelina County, 2) U.S. Department of Transportation - FAA, 3) Auditors of entities of which Angelina County is a sub-recipient of grant funds, 4) Auditors of entities of which Angelina County is a component unit.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

### **Other Information**

#### **Departmental and Contact Information**

The auditor's principal contact with Angelina County will be the County Auditor, or a designated assistant who will coordinate the assistance to be provided by Angelina County to the Auditor. An organizational chart and a list of key personnel with the location of their principal offices will be supplied upon request.

#### **Statistical Information**

Angelina County serves an area of 865 square miles with a population of approximately 87,000. Angelina County's fiscal year begins on January 1 and ends on December 31.

Angelina County has a payroll budget of \$14,644,146 for fiscal year 2019 covering



approximately 375 employee positions.

Angelina County's accounting and financial reporting functions are centralized, while Agency funds functions are decentralized.

The fiscal year 2019 adopted budget showed estimated revenues of \$40,000,000 for all funds, while appropriations were \$46,671,000 thus reflecting the use of reserves as a funding resource.

Special Considerations

- 1) Angelina County's financial reporting will require separate cost estimates on the Angelina County Juvenile Probation
- 2) Angelina County's financial reporting will require separate cost estimates on single audit act if needed.

## ATTACHMENT A -Fee Estimates

Please provide a separate cost estimate for each of the following:

### Fiscal Year 2019 Fee Estimates:

Angelina County Financial Reporting  
Angelina County Juvenile Probation  
Angelina County single audit act reporting if needed

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### Fiscal Year 2020 Fee Estimates:

Angelina County Financial Reporting  
Angelina County Juvenile Probation  
Angelina County single audit act reporting if needed

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### Fiscal Year 2021 Fee Estimates:

Angelina County Financial Reporting  
Angelina County Juvenile Probation  
Angelina County single audit act reporting if needed

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The undersigned affirms that they are duly authorized to execute this contract; that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other contractor and that the contents of this as to prices, terms or conditions have not been communicated by the undersigned nor by any employee or agent to any other contractor or to any other person(s) engaged in this type of business prior to the official opening. And further, that the manager, secretary or other agent or officer signing this document is not and has not been for the past six months directly or indirectly concerned in any pool or agreement or combination to control the price of supplies, services or equipment proposed on, or to influence any person to propose or not to propose thereon.

(Please read carefully, failure to follow instructions could result in rejection of your proposal)

### UNSIGNED PROPOSALS WILL BE DISQUALIFIED

Company \_\_\_\_\_ Address \_\_\_\_\_  
Contact \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_