

## LEGAL NOTICE REQUEST FOR

### PROPOSALS (RFP)

Sealed proposals, addressed to the City of Tahoka, Texas, will be received at the office of the City Administrator, 1807 Main Street, Tahoka, Texas, 79373 until 2:00 P.M. on Thursday the 21<sup>st</sup> day of April, 2022, for the provision of professional services to provide a comprehensive audit report for the City of Tahoka's Fiscal Year ending September 30, 2021. The complete text of the RFP is available to prospective proposers at the City Hall during normal business hours.

The proposals will be opened and publicly read aloud at 2:15 P.M. on Thursday, April 21<sup>st</sup>, 2022. It is anticipated that a decision will be made at the regular council meeting on May 16, 2022 or a subsequent meeting of the City Council.

The City of Tahoka assumes no responsibility for any costs associated with the preparation of any proposals. The City further reserves the right to reject any and all proposals, to waive all technicalities and to accept the proposal that is most advantageous to the City of Tahoka, in the opinion of the City Council.



Julie Arrington, MPA, TRMC  
City Administrator

**GENERAL:**

The City of Tahoka is a Type A general-law city as provided by Chapter 6 of the Texas Local Government Code. Under the terms of Chapter 25 of the Texas Local Government Code, the city is organized as a Council-Manager form of government with a Mayor and five city council members serving as the governing body. The Mayor and one council member is elected at large and four council members are elected from single-member districts.

The accounts of the City are organized on the basis of funds and account groups. Each is considered a separate accounting entity. The major funds include the General, Water and Sewer (W&S); Sanitation Fund; and the Economic Development Fund. The annual budget is in excess of three million dollars.

**QUALIFICATIONS OF FIRM:**

The accounting firm responding to the proposal request must meet the general standards for performing governmental audits. The staff assigned shall possess adequate professional proficiency for the tasks required and must be free from personal and external impairments to independence. Due professional care must be used in conducting the audit and in preparing related reports. The audit organization must have an appropriate internal quality control system in place and participate in an external quality control program (peer review). A copy of the most recent peer review report shall be attached to the proposal.

**AUDIT REQUIREMENTS:**

The audit shall be a Single Audit made in accordance with generally accepted auditing standards; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act; and the provisions of OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations, and shall include tests of the accounting records of the City of Tahoka and other procedures considered necessary to enable the auditing firm to express an unqualified opinion that the financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the City of Tahoka's compliance with laws and regulations and its internal controls as required for a Single Audit.

Procedures shall include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions.

The audit shall involve judgement about the number of transactions to be examined and the areas to be tested. The auditing firm shall also plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

**RESPONSE:**

In order to standardize the responses for ease in comparison, proposers are requested to organize their proposals in the following manner, submitting six (6) bound copies plus one unbound set suitable for copying:

TITLE PAGE:

- A. Name of the firm
- B. Address and telephone number
- C. Name of the contact person(s)

TABLE OF CONTENTS:

- A. Identify the material by section

LETTER OF TRANSMITTAL:

- A. Briefly state the proposer's understanding of the work to be done, the estimated time to perform and a positive commitment to conclude the audit within the time period.
- B. State the name of persons who will be authorized to make representations and to bind the contract for the proposer.

PROFILE OF THE PROPOSER:

- A. A description of the firm including the number of professional staff employed, range of activities performed by the firm and recent audit experience similar to the type of audit requested.
- B. Identify the supervisors and staff who will perform the work and give experience and qualifications of each one.

COMPENSATION:

- A. Estimate the total hours and hourly rate required, by staff classification, and the resulting minimum and maximum fee (range) for which the requested work will be done.

ADDITIONAL DATA:

- A. Additional data the proposer considers essential to the proposal should be included in this section.

**INQUIRIES:**

Questions concerning this RFP should be reduced to writing and directed to the City Manager, Julie Arrington, City of Tahoka, 1807 Main Street, Tahoka, Texas 79373. Email: jarrington@poka.com.