

EXHIBIT A

REQUIREMENTS

**HIDALGO COUNTY JUVENILE PROBATION
REQUEST FOR QUALIFICATIONS**

INDEPENDENT AUDIT SERVICES

Hidalgo County Juvenile Probation is presently accepting statements of qualifications from interested Certified Public Accountants (CPAs) for the provision of "Independent Audit Services" for fiscal year ending in **August 31, 2011**. Hidalgo County Juvenile Probation intends to enter into a two-year audit engagement contract, with County's option to renew for two (2) additional one (1) year terms under the same rates, terms and conditions, with a state-registered (Texas) CPA Firm. Hidalgo County Purchasing Department will receive sealed envelopes containing Statements of Qualifications for the provision of "**Independent Audit Services-Hidalgo County Juvenile Probation Department**" as specified herein. Statements of Qualifications will be accepted **9:30 A.M., Wednesday, MONTH, DATE, 2011**. **ANY RFQ RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

Deliver Submittal to:

RFQ Number: 2011-260-00-00-MEG
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
2812 S. Hwy. 281
Hidalgo County New Administration Building
Edinburg, Texas 78539

The Submittal Envelope Must Show The RFQ Number, Name And Acceptance Date.

The following outlines the Request for Qualifications:

SECTION I - GENERAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION:

Hidalgo County is requesting that statements of qualifications be routed to Martha L. Salazar, CPPB, Purchasing Agent, at 2812 S. Hwy. 281, Hidalgo County New Administration Building, Edinburg, Texas 78539. **WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE BY NO LATER THAN Wednesday, MONTH, DATE, 2011** at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by **Friday, MONTH, DATE, 2011**. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

DISCLOSURE OF CONFLICT OF INTEREST:

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as **Exhibit D**, the vendor, person consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encourage

to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please submit complete CIQ forms to the Hidalgo County Clerk's Office locate at 100 No. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

PROPOSER'S AFFIDAVIT:

Respondents to this RFQ must submit a signed Proposer's Affidavit (attached herein in Exhibit "D") certifying that the submission is (1) not the result of Collusion as described in the Proposer's Affidavit; (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's Affidavit; or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

NON-COLLUSION:

Submitters, by submitting the signed Proposer's Affidavit, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Texas or United States law.

NON-DISCRIMINATION:

Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

DAVIS BACON ACT:

All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications.

PROCESSING TIME FOR PAYMENT:

Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF BIDS:

Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:

Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

SUBMITTER DEFAULT:

Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:

It is the responsibility of the submitter to review the Request for Qualifications (RFQ) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or bidding procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

RFQ DELIVERY:

Hidalgo County requires submitters, when hand delivering statements of qualifications, to have a Purchasing Department representative time/date stamp and initial the envelope.

SIGNING OF QUALIFICATIONS:

In order to be considered, all submittals **must** be signed. *Please sign the original in blue ink.*

WAIVING OF INFORMALITIES:

Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

SUBCONTRACTING:

The successful submitter may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

TERM OF CONTRACT:

The term of the agreement will be for an initial period of two (2) years with County's option to renew for two (2) additional one (1) year terms under the same rates, terms and conditions.

TERM OF ENGAGEMENT/CONTRACT:

An initial letter of engagement to render an opinion on the County's Financial Statements for fiscal/calendar years beginning September 1, 2011 and 2012, with the County's option to renew an additional two fiscal/calendar years ending August 31, 2013 and 2014 under the same rates, fees, terms and conditions unless otherwise agreed upon by Hidalgo County.

SECTION II -RFQ REQUIREMENTS

REQUEST FOR QUALIFICATIONS:

The required contents and limitations for the preparation of the RFQ are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFQ. A total of **one (1) original and seven (7) copies** of the RFQ shall be submitted to the address on the cover letter.

CONTENTS:

The required contents for the RFQ are presented below in the order they should be incorporated into the submitted document.

UNDERSTANDING OF THE PROJECT:

This section should demonstrate the submitter's understanding of the project needs, the work required,

and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

OVERVIEW:

The Independent Audit Services for Hidalgo County Juvenile Probation consists of “The Texas Juvenile Probation Commission requiring an audit to be completed annually in accordance with Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards (GAS) for all grant funds from the Commission. The audit report for the fiscal year ended **August 31, 2011** must be mailed in sufficient time in order for the report to be received by the Commission on or before **March 1, 2012** and in accordance with this document. Reports received after **March 1, 2012** are considered delinquent and a “Non-Compliance Citation Report” will be issued for non-compliance and grant funds may be suspended.

FIRM QUALIFICATIONS:

The County of Hidalgo is seeking to contract with a competent “Independent Certified Public Accounting Firm(s), registered and licensed to practice in the State of Texas, that has had experience in, but not limited to, the following areas:

- The Auditor must be a Certified Public Accountant (CPA) with a current license from the Texas State Board of Public Accountancy. An accounting firm other than a sole practitioner must be licensed by the Texas State Board of Public Accountancy.
- The Auditor or Audit Firm must submit along with the Statement of Qualifications, a copy of the current CPA License and a copy of the firm's current “Peer Review”.

Additionally, this section should include a description of the firm's project personnel and their most recent similar projects. A list of clients to show experience in auditing governmental entities and in performing audits in accordance with the Single Audit Act Amendments of 1996. For each project, a current contact name and phone number should be included for reference purposes. Additionally, the names of the personnel proposed for this project who participated in the listed projects should be provided. This project list is limited to 5 pages.

PERSONNEL AND STAFFING:

Must supply a list of all potential servicing personnel with who would in any way be involved in the handling and/or assisting of the “Juvenile Probation-Independent Audit”. Any additional personnel to be involved at a later date must have resume submitted for prior consultation with “Juvenile Probation Department-Attention Buddy Silva”, with subsequent proposal for personnel to follow guidelines as provided herein. Resumes should include a summary of education, experience, licenses. There is a one (1) page limitation for each biographic summary provided.

REQUIRED CERTIFICATIONS AND SUBMITTAL:

This section will contain any licenses and certifications as required by the State Of Texas, Hidalgo County and the Texas State Board of Public Accountancy. All interested parties are required to furnish a certification or acknowledgment stating that the auditor/accountant is/are free from suspension or debarment pursuant to federal regulation 45CRF76. Certification forms is included in

this packet and must be completed and submitted as part of the response on the RFQ. The participants should add copies of their current license from the Texas State Board of Public Accountancy.

SCOPE OF SERVICES:

The services required by Hidalgo County Juvenile Probation for an Independent Audit Services from Certified, Licensed Public Accountant, including but not limited to are as follows:

- Audit must be performed by a Certified Licensed Public Accountant
- **Once selected, awarded firm must complete the audit by a deadline of February 4, 2012. Any extension for audit report date, can only be authorized and approved by Hidalgo County Juvenile Probation Chief Probation Officer-Buddy Silva. A copy of the “Audit Report” must be forwarded to the “Texas Juvenile Probation Commission” on or before March 1, 2012, by Juvenile Probation Department. If the “Audit Report” is not submitted by deadline of February 4, 2012 by the awarded vendor to the Juvenile Probation Department, it will cause the department to be in Non-Compliance and probable cause for grant funds to be suspended.**
- The Auditor’s Engagement Letter shall state, among other things, that:
 - a) The audit will be performed in accordance with generally accepted auditing standards, Single Audit Act Amendments of 1996, Government Auditing Standards, and Government Accounting Standards Board (GASB) Statement No. 34;
 - b) The audit report will be completed in final form by February 4, 2012;
 - c) The awarded “CPA Firm” will utilize the “Requirements” submitted by the “Texas Juvenile Probation Commission listed as “Audit Requirements”;
 - d) The number of auditors that will be assigned to the audit services.

FOR FURTHER DETAILED SCOPE OF SERVICES/REQUIREMENTS, PLEASE SEE THE “TEXAS JUVENILE PROBATION COMMISSION AUDIT REQUIREMENTS” ATTACHMENT.

INSURANCE:

All other applicable insurances as required by Hidalgo County and as detailed in Exhibit “C” contained herein.

PARTICIPATING FIRMS ARE NOT TO PROVIDE A FEE PROPOSAL WITH THIS SUBMITTAL:

The fee will be negotiated in accordance with the Professional Services Procurement Act, Tex. Govt. Code Ann. 2254.001, et seq. Once selected for negotiations, proposer is to provide a fee proposal for the following scope of services/work, including the estimated number of hours and the audit cost proposal. A breakdown of the estimate hours and billing rates shall be submitted for all auditors, partners, support staff and owners involved in the audit.

The County reserves the right to negotiate with any an all audit firms that submit Statement of Qualifications as per the Texas Professional Service Procurement Act and the Uniform Grant and Contract Management Act of 1981. The County of Hidalgo is an Affirmative

Action/Equal Opportunity Employer.

NUMBER OF COPIES TO BE SUBMITTED:

Hidalgo County requires **one (1) original submittal and seven (7) copies of the Statement of Qualifications (SOQ's).**

SECTION III -SELECTION AND SCHEDULES

EVALUATION SYSTEM:

The evaluation system consists of a 100-point system. However, after the 100-point evaluation, Hidalgo County Commissioner's Court may elect to narrow the participating firms and request a presentation from a representative from firms that have scored at least 80 points in order to finalize ranking. Such presentation will increment the total scoring points with up to 10 additional points for a maximum of 110 total scoring points.

Categories under the 100-Point Scoring System include the following listed criteria:

- 1) Professional Qualifications of team (20 Points)
- 2) Experience of Project Team/Availability to Commit Resources (25 Points)
- 3) Experience with similar projects within past five (5) years (20 Points)
- 4) Understanding of Project/Capability to meet schedules and deadlines (25 Points)
- 5) Familiarity with Applicable Rules and Regulations (10 Points)

Categories are further detailed in the Selection Criteria (Exhibit B) section of this RFQ.

SELECTION PROCEDURES:

The RFQ shall be submitted according to the schedule below. The respondent should be able to submit a cost proposal on short notice at a later time after qualifications.

RFQ SUBMITTED TO: An original and seven (7) copies of RFQs should be submitted to:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
2812 S. Hwy. 281
Hidalgo County New Administration Building
Edinburg, Texas 78539

RFQ SCORING AND PROPOSAL RANKING:

- (A) Hidalgo County Commissioner's Court and/or an Evaluation Committee (selected and/or designated by County Commissioner's Court) will review, score and evaluate the written Statements of Qualifications (SOQ's) received in response to this Hidalgo County Juvenile Probation Request for Qualifications.
- (B) After the SOQ's have been reviewed, scored and evaluated, a grid will be presented to

Commissioner's Court for the purposes of ranking. However, as detailed in the Selection Criteria, at the sole discretion of Commissioner's Court, a presentation may be requested from the participating firms that have scored at least 80 points in order to complete and finalize the ranking of the firms.

NEGOTIATION PROCESS:

After ranking has been finalized, a fee proposal will be requested from the top-ranked firm. The County Commissioner's Court will then enter into negotiations process with the top ranked firm for the purpose of reaching an agreement. After an agreement is reached and negotiation efforts are successful, a contract/letter of engagement in an approved County format will be drafted and executed with the firm for the required services. If negotiations prove unsuccessful, Commissioner's Court will terminate negotiations with the firm and will contact the next highest ranked firm to open negotiations. This process will continue until negotiation efforts are successful. The County Of Hidalgo reserves the right to reject any and all RFQs.

TERMINATION OF SERVICES:

Any contract awarded to a qualified "Independent Certified Public Accountant" will be in effect until **(a) the contract expires, (b) performance of all services ordered, or (c) terminated by County with ninety (90) day's written notice prior to cancellation, (d) or until County has engaged the services of a new "Independent Certified Public Accountant"**.

RFQs must be submitted by **no later than 9:30 a.m. on Wednesday, MONTH, DATE, 2011.** All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.