

EXHIBIT "A"
REQUEST FOR PROPOSAL AND ATTACHMENTS

COUNTY OF HIDALGO, TEXAS
HIDALGO COUNTY PURCHASING DEPARTMENT

REQUEST FOR PROPOSAL

FOR

PROFESSIONAL AUDITING SERVICES

DECEMBER 07, 2011

ADMINISTRATION BUILDING
2802 S. BUSINESS HWY 281
EDINBURG, TEXAS 78539

COUNTY OF HIDALGO, TEXAS

REQUEST FOR PROPOSAL

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COUNTY OF HIDALGO, TEXAS
REQUEST FOR PROPOSAL

I. INTRODUCTION

A. General Information

The County of Hidalgo, Texas (the County) is requesting proposals from qualified firms of certified public accountants to audit its financial statements for fiscal years 2011 and 2012, with the option of auditing its financial statements for fiscal years 2013 and 2014. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the U.S Government Accountability Office's (GAO) *Government Auditing Standards* (1994), the provisions of the federal Single Audit Act of 1984 (as amended in 1996), and U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

There is no expressed or implied obligation for the County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Any inquiries concerning the request for proposals should be submitted in writing via facsimile to (956) 318-2629 or Email to sandra.montalvo@co.hidalgo.tx.us by no later than 5:00 pm., November 30, 2011 . on Wednesday. Responses to inquiries submitted will be provided to all proposers by Friday, December 02, 2011 by 5:00 p.m.

To be considered, one (1) original and seven (7) copies of a proposal must be received and time stamped in the Hidalgo County Purchasing Department by 9:30 a.m. on Wednesday, December 07, 2011.

All proposals must be submitted in a sealed envelope with the proposers name and address on the upper left hand corner and the proposers name, proposal number, opening date and time on the lower right hand corner clearly marked on the outside of the envelope. If an overnight delivery service is used, the above notations must be clearly marked on the outside of the delivery service envelope.

Sealed Proposals may be hand-delivered or mailed to:

Physical Address:	Mailing Address:
Ms. Martha L. Salazar, CPPB, Hidalgo County Purchasing Agent 2802 S. Business Hwy 281 Edinburg, Texas 78539	Ms. Martha L. Salazar, CPPB, Hidalgo County Purchasing Agent 2812 S. Business Hwy 281 Edinburg, Texas 78539

Facsimile and electronic mail transmittals will not be accepted.

Any proposal received after the submission deadline will not be opened and will be returned. The County is not responsible for lateness of mail, courier service, etc.

The County reserves the right to reject any or all proposals submitted.

Submission of a Proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the County and the firm selected.

It is anticipated the selection of a firm will be completed by [DATE]. Following the notification

of the selected firm it is expected a contract will be executed between both parties by [DATE].

A. Term of Engagement

A two-year contract is contemplated with the option of two (2) additional one-year renewals subject to the satisfactory negotiation of terms (including a price acceptable to both the County and the selected firm), the concurrence of the Commissioners Court, and the annual availability of an appropriation.

B. Subcontracting

Subcontracting will not be allowed without the express prior written consent of the Commissioners Court.

C. Legal Notices

1. Ethical Standards

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II. NATURE OF SERVICES REQUIRED

A. General

The County of Hidalgo, Texas (the County) is soliciting the services of qualified firms of certified public accountants to audit its financial statements for fiscal years 2011 and 2012, with the option to audit the County's financial statements for fiscal years 2013 and 2014. These audits are to be performed in accordance with the provisions contained in this request for PROPOSALS.

B. Scope of Work to be Performed

The County desires the auditor to express an opinion on the fair presentation of its governmental activities, its business-type activities, its component unit, each of its major funds, and its aggregate remaining fund information in conformity with generally accepted accounting principles.

The County also desires the auditor to express an opinion on the fair presentation of its combining and individual fund financial statements and schedules in conformity with generally accepted accounting principles. The auditor is not required to audit the supporting schedules contained in the comprehensive annual financial report. However, the auditor is to provide an "in-relation-to" opinion on the supporting schedules based on the auditing procedures applied during the audit of the basic financial statements and the combining and individual fund financial statements and schedules. The auditor is not required to audit the introductory section of the report or the statistical section of the report.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The auditor is not required to audit the schedule of expenditures of federal and state awards. However, the auditor is to provide an "in-relation-to" report on that schedule based on the auditing procedures applied during the audit of the financial statements.

C. Auditing Standards to be Followed

To meet the requirements of this request for proposal, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. Government Accountability Office's *Government Auditing Standards* (1994), the provisions of the Single Audit Act of 1984 (as amended in 1996) and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles, including an opinion on the fair presentation of the supplementary schedule of expenditures of federal awards in relation to the audited financial statements.
2. A report on compliance and internal control over financial reporting based on an audit of the financial statements.
3. A report on compliance and internal control over compliance applicable to each major federal program.
4. A report on compliance and internal control over compliance applicable to each major state program.

In the required reports on compliance and internal controls, the auditor shall communicate any significant deficiency or material weakness found during the audit. A *significant deficiency* shall be defined as a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected. A *material weakness* shall be defined as a significant deficiency or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected. Significant deficiencies that are also material weaknesses shall be identified as such in the report.

Control deficiencies discovered by the auditors that are neither significant deficiencies nor material weaknesses shall be reported in a separate letter to management, which shall be referred to in the reports on compliance and internal controls. A *control deficiency* shall be deemed to have occurred whenever the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis.

The reports on compliance and internal controls shall include all instances of noncompliance.

Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties:

- Commissioners Court Executive Officer
- County Auditor

Auditors shall assure themselves that the County is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards
2. Significant accounting policies
3. Management judgments and accounting estimates
4. Significant audit adjustments
5. Other information in documents containing audited financial statements
6. Disagreements with management
7. Management consultation with other accountants
8. Major issues discussed with management prior to retention
9. Difficulties encountered in performing the audit

E. Special Considerations

1. The financial statements of the Hidalgo County Drainage District No. 1 (the District) are included as a component unit of the financial statements of the County of Hidalgo, Texas. The District has retained the firm of Burton McCumber & Cortez, L.L.P. to audit its financial statements for FY 2011 and FY2012.
2. The County will send its comprehensive annual financial report to the Government Finance Officers Association of the United States and Canada for review in their Certificate of Achievement for Excellence in Financial Reporting program. It is anticipated that the auditor will not be required to provide special assistance to the County to meet the requirements of that program.
3. The County currently anticipates it will prepare one or more official statements in connection with the sale of debt securities which will contain the general purpose financial statements and the auditor's report thereon. The auditor shall be required, if requested by the fiscal advisor and/or the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters."
4. The County has determined that the United States Department of Health and Human Services will function as the cognizant agency in accordance with the provisions of the Single Audit Act of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.
5. The Schedule of Expenditures of Federal and State Awards and related auditor's report, as well as the reports on compliance and internal controls are to be issued as part of the comprehensive annual financial report.

F. 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 the 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:

- County of Hidalgo, Texas
- U.S. Department of Health & Human Services
- U.S. Government Accountability Office (GAO)
- Parties designated by the federal or state governments or by the County as part of an audit quality review process

- Auditors of entities of which the County is a subrecipient of grant funds

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.

III. DESCRIPTION OF THE GOVERNMENT

A. Name and Telephone Number of Contact Persons/Organizational Chart/Location of Offices

The auditor's principal contact with the County will be Mr. Raymundo Eufrazio, County Auditor, or a designated representative, who will coordinate the assistance to be provided by the County to the auditor.

The auditor's principal contact with the Hidalgo County Head Start Program will be Ms. Teresa Flores, Director, or a designated representative, who will coordinate the assistance to be provided by the Head Start Program to the auditor.

The auditor's principal contact with the Hidalgo County Urban County Program will be Ms. Diana Serna, Director, or a designated representative, who will coordinate the assistance to be provided by the Urban County Program to the auditor.

The auditor's principal contact with the Hidalgo County Community Service Agency will be Ms. Maribel Navarro Saenz, Director, or a designated representative, who will coordinate the assistance to be provided by the Community Service Agency to the auditor.

An organizational chart (Appendix A) and a list of principal officials (Appendix B) are attached.

B. Background Information

The County of Hidalgo, Texas serves an area of 1,570 square miles with an estimated population of 774,769 in 2010. The County's fiscal year begins on January 1 and ends on December 31.

The County provides the following services to its citizens:

- Administration of justice
- Public safety
- Health and welfare services
- Construction and maintenance of roads and other infrastructure
- Sanitation services
- Recreational and cultural activities

The County has a total payroll of \$109,815,085 covering 2997 employees.

The County is organized into 70 departments and agencies. The accounting and financial reporting functions of the County are decentralized. The County's Head Start Program, Urban County Program, and Community Service Agency each maintain their own separate financial accounting systems.

More detailed information on the government and its finances can be found in the County's Comprehensive Annual Financial Report (CAFR), Single Audit, and Annual Operating Budget. These documents can be found on the County's website located at <http://www.co.hidalgo.tx.us/>. The County's CAFR and Single Audit may also be obtained by contacting the County Auditor's Office at 2808 S. Business Hwy 281, Edinburg, Texas 78539. The County's Annual Operating Budget may

also be obtained by contacting the Department of Budget and Management at 2818 S. Business Hwy 281, Edinburg, Texas 78539.

C. Fund Structure

The County uses the following fund types and account groups in its financial reporting:

Fund Type	Number of Individual Funds	Number With Legally Adopted Annual Budgets
General fund	1	1
Special revenue funds	50	32
Debt service funds	13	13
Capital projects funds	15	0
Enterprise funds	2	0
Internal service funds	2	0
Private-purpose trust funds	8	0
Pension (and other employee benefits) trust funds	1	0
Agency funds	12	0

D. Budgetary Basis of Budgeting

The County prepares its budgets on a basis consistent with generally accepted accounting principles.

E. Federal and State Financial Assistance

During fiscal year 2010, the County expended \$106,187,315 in federal and state awards. Please refer to the County' fiscal year 2010 Single Audit at <http://www.co.hidalgo.tx.us/index.aspx?NID=448> for a complete list of all federal and state awards.

F. Pension Plans

The County participates in the following pension plans:

Plan	Type	Actuary
Texas County and District Retirement System	Single-employer defined benefit contribution	Lewis & Ellis, Inc.
Hidalgo County Affiliated Departments Retirement Plan	Tax-deferred money purchase pension plan	The Pension Company Consulting Actuaries

G. Component Units

The reporting entity is defined, for financial reporting purposes, in conformity with the Governmental Accounting Standards Board's Statement No. 14, *The Financial Reporting Entity*. Using these criteria, the management of the County identified the following component unit for inclusion in the County's financial statements:

Hidalgo County Drainage District No. 1
Fiscal Year Ending December 31

The auditors of the District are contractually obligated to provide information needed for the audit of the County.

H. Magnitude of Finance Operations

The County's finance department is headed by Mr. Raymundo Eufrazio, County Auditor, and consists of 44 employees. The principal functions performed and the numbers of employees assigned to each are as follows:

Function	Number of Employees
Accounts Payable	14
Internal Audit	10
Financial Accounting	6
Grants Accounting	6

The Hidalgo County Head Start Program's finance department is headed by Ms. Teresa Flores, Director, and consists of 7 of employees.

The Hidalgo County Urban County Program's finance department is headed by Ms. Diana Serna, Director, and consists of 5 of employees.

The Hidalgo County Community Service Agency's finance department is headed by Ms. Maribel Navarro Saenz, Director, and consists of 11 of employees.

I. Computer Systems

Primary Government	Financial Accounting System	Vendor
Hidalgo County	alio	Weidenhammer Systems, Corp.
Hidalgo County Head Start Program	MIP Fund Accounting	SAGE
Hidalgo County Urban County Program	FundWare	Blackbaud
Hidalgo County Community Service Agency	IBM AS-400 Accounting Software	Internally developed.

J. Internal Audit Function

The County maintains an internal audit function that reports to the County Auditor and is staffed by 10 employees. All 10 members of the internal audit staff have a BBA degree and 5 members have a master's degree.

K. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years' audit reports and management letters should contact the County Auditor's Office at 2808 S. Business Hwy 281, Edinburg Texas 78539 (956) 318-2511. The County Auditor's Office will use its best efforts to make prior audit reports and management letters available to proposers to aid their response to this request for PROPOSALS.

IV. TIME REQUIREMENTS

- A. Schedule for the 2011 Fiscal Year Audit (A similar time schedule will be developed for audits of future fiscal years).

Each of the following should be completed by the auditor no later than the dates indicated.

1. Detailed Audit Plan

The auditor shall provide the County by **November 15** both a detailed audit plan and a list of all schedules to be prepared by the County.

2. Fieldwork

The auditor shall complete all fieldwork by **April 30**.

3. Draft reports

The auditor shall have drafts of the audit reports and recommendations to management available for review by the County Auditor by **May 20**.

- B. Entrance Conferences, Progress Reporting and Exit Conferences (A similar time schedule will be developed for audits of future fiscal years).

At a minimum, the following conferences should be held:

Entrance conference with County Auditor and department heads of key offices or programs	The purpose of this meeting will be to discuss prior audit problems and to establish overall liaison for the audit and to make arrangements for work space and other needs of the auditor.
Progress conference(s) with County Auditor and department heads of key offices or programs	The purpose of this meeting(s) will be to discuss the status of the audit and preliminary findings related to key internal controls or other matters tested.
Exit conference with County Auditor and department heads of key offices or programs	The purpose of this meeting will be to summarize the results of the field work and to review significant findings

C. Date Final Report is Due

The County Auditor's Office shall prepare draft financial statements, notes, all required supplementary schedules, and statistical data by **May 31**. The auditor shall provide all recommendations, revisions and suggestions for improvement to the County Auditor by **June 8**.

The County Auditor's Office will complete their review of the draft report as expeditiously as possible. It is not expected that this process should exceed one week. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit reports. Once all issues for discussion are resolved, the final signed reports shall be delivered to the Commissions Court by **June 26**.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Department and Clerical Assistance

The finance department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the County.

B. Statements and Schedules to be Prepared by the Staff of the County.

The staff of County will prepare all statements and schedules for the auditor by **May 31**.

C. Work Area, Telephones, Photocopying and FAX Machines

The County will provide the auditor with reasonable work space, desks and chairs. The auditor will also be provided with access to telephone lines, photocopying facilities and FAX machines.

D. Report Preparation

Report preparation, editing and printing shall be coordinated by the County Auditor's Office. The auditor will be responsible for providing the paper stock necessary for printing **100** reports.

VI. QUALIFICATION REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for PROPOSALS and the subject of the request for PROPOSALS must be made in writing to:

Martha L. Salazar, CPPB, Hidalgo County Purchasing Agent
2802 S. Business Hwy 281
Edinburg, Texas 78539
FAX: (956) 318-2629

CONTACT WITH PERSONNEL OF THE COUNTY OTHER THAN MARTHA L. SALAZAR, HIDALGO COUNTY PURCHASING AGENT, REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

2. Submission of proposals

The following material is required to be received by **[DATE]** for a proposing firm to be considered:

a. An original and seven (7) copies to include the following:

i. Title Page

Title page showing the request for PROPOSALS subject; the firm's name; the name, address and telephone number of the contact person; and the date of the PROPOSAL.

ii. Table of Contents

iii. Transmittal Letter

A signed letter of transmittal briefly states the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the PROPOSAL is a firm and irrevocable offer for **90** days.

The PROPOSAL must be signed by a person entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the

County.

iv. Detailed PROPOSAL

The detailed PROPOSAL should follow the order set forth in Section VIB of this request for PROPOSALS.

v. Copy of current external quality control review.

vi. Executed copies of ... (e.g., Proposer's Affidavit, CIQ, etc.)

vii. Certificate(s) of Insurance (e.g., Liability, Professional, etc.)

b. Proposers should send the completed PROPOSAL in a sealed envelope to the following address:

Martha L. Salazar, CPPB,
Hidalgo County Purchasing Agent
2802 S. Business Hwy 281
Edinburg, Texas 78539

The sealed envelope should include on its face the following information: the RFP number, the name of the firm, and opening date.

B. PROPOSAL Format

1. General Requirements

The purpose of the PROPOSAL is to demonstrate the PROPOSAL, competence and capacity of the firms seeking to undertake an independent audit of the County of Hidalgo, Texas in conformity with the requirements of this request for PROPOSALS. As such, the substance of PROPOSALS will carry more weight than their form or manner of presentation. The PROPOSAL should demonstrate the PROPOSAL of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for PROPOSALS requirements.

The PROPOSAL should address all the points outlined in the request for PROPOSALS. The PROPOSAL should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for PROPOSALS. While additional data may be presented, the following subjects, items Nos. 2 through 10, must be included. They represent the criteria against which the PROPOSAL will be evaluated.

2. Independence

The firm should provide an affirmative statement that it is independent of the County as defined by generally accepted auditing standards/the U.S. Government Accountability Office's *Government Auditing Standards* (1994).

The firm also should provide an affirmative statement that it is independent of the component unit of the County as defined by those same standards.

The firm should also list and describe the firm's professional relationships involving the County or any of its agencies or component unit for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the County written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in Texas

An affirmative statement should be included that the firm and all assigned key professional staff are properly registered/licensed to practice in Texas.

4. Firm PROPOSAL and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff PROPOSAL and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Texas. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, PROPOSAL, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the County. However, in either case, the County retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for PROPOSAL can only be changed with the express prior written permission of the County, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better PROPOSAL or experience.

6. Prior Engagements with the County

List separately all engagements within the last five years, ranked on the basis of total staff hours, for the County by type of engagement (i.e., audit, management advisory services, other). Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

7. Similar Engagements With Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum - 5) performed in the last five years that are similar to the engagement described in this request for PROPOSAL. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

8. Specific Audit Approach

The PROPOSAL should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for PROPOSAL. In developing the work plan, reference should be made to such sources of information as County's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c. Sample size and the extent to which statistical sampling is to be used in the engagement
- d. Extent of use of EDP software in the engagement
- e. Type and extent of analytical procedures to be used in the engagement
- f. Approach to be taken to gain and document an understanding of the County's internal control structure
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance

9. Identification of Anticipated Potential Audit Problems

The PROPOSAL should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the County.

10. Cost PROPOSAL

- a. Total All-Inclusive Not to exceed Price

The cost PROPOSAL should include a total all-inclusive not to exceed for the 2011 and 2012 engagements and optional 2013 and 2014 engagements. The cost

PROPOSAL should contain all pricing information relative to performing the audit engagement as described in this request for PROPOSAL. The total all-inclusive not to exceed price is to contain all direct and indirect costs including all out-of-pocket expenses.

The County will not be responsible for expenses incurred in preparing and submitting the PROPOSAL. Such costs should not be included in the PROPOSAL.

b. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each

A schedule of professional fees and expenses, presented in the format provided in the attachment (Appendix C) that supports the total all-inclusive maximum price. The cost of special services described in Section II E of this request for PROPOSAL should be disclosed as separate components of the total all-inclusive maximum price.

c. Out-of-pocket Expenses Included in the Total All-Inclusive Maximum Price and Reimbursement Rates

Out-of-pocket expenses for firm personnel (e.g., travel, lodging, and subsistence) will be reimbursed at the rates used by the County for its employees. All estimated out-of-pocket expenses to be reimbursed should be presented in the format provided in the attachment (Appendix C). All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

In addition, a statement must be included in the PROPOSAL stating the firm will accept reimbursement for travel, lodging, and subsistence at the prevailing County rates for its employees.

d. Rates for Additional Professional Services

If it should become necessary for the County to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between County and the firm. Any such additional work agreed to between County and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the cost PROPOSAL.

e. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid PROPOSAL. Interim billing shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld from each billing pending delivery of the firm's final reports.

Payment shall be made by check from the County upon satisfactory completion and acceptance of services specified in the contract and submission of invoice to the **Executive Officer**, 2818 S. Business Hwy 281, Edinburg, Texas 78539. All payments owed will be paid no later than thirty (30) days after the services are

received or the date the invoice is received by the County Auditor's Office, whichever is later. As a minimum, invoices will include:

- Name, address, and telephone number of successful proposer
- Name and address of receiving department or official
- County purchase order number and contract number (if any)
- Identification of service as outlined in the contract
- Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.
- Any additional payment information which may be required by the contract

VII. EVALUATION PROCEDURES

A. Evaluation Committee

PROPOSALS submitted will be evaluated by an Evaluation Committee selected by the Commissioners Court.

B. Review of PROPOSALS

The Evaluation Committee will use a point formula during the review process to score PROPOSALS.

The County reserves the right to retain all PROPOSALS submitted and use any idea in a PROPOSAL regardless of whether that PROPOSAL is selected.

C. Evaluation Criteria

PROPOSALS will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their PROPOSALS evaluated and scored for both technical PROPOSAL and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in Texas;
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the County;
- c. The firm adheres to the instructions in this request for PROPOSAL on preparing and submitting the PROPOSAL; and
- d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

2. Technical Quality: (Maximum Points - 50)

- a. Expertise and Experience (Maximum Points - 35)
 - 1) The firm's past experience and performance on comparable government engagements (Maximum Points - 20)
 - 2) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation (Maximum Points - 15)

- b. Audit Approach (Maximum Points - 15)
 - 1) Adequacy of proposed staffing plan for various segments of the engagement (Maximum Points - 5)

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- 2) Adequacy of sampling techniques (Maximum Points - 5)
 - 3) Adequacy of analytical procedures (Maximum Points - 5)
3. Price: (Maximum Points - 50)
The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to other proposers using the following formula:

$$\frac{\text{Difference in Cost PROPOSAL}}{\text{Lowest Cost PROPOSAL}} = \% \text{ Reduction from Maximum Points}$$

D. Oral Presentations

During the evaluation process, the Evaluation Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Evaluation Committee may have on a firm's PROPOSAL. Not all firms may be asked to make such oral presentations.

E. Final Selection

The Commissioners Court will select a firm based upon the recommendation of the Evaluation Committee.

It is anticipated that a firm will be selected by [DATE]. Following notification of the firm selected, it is expected a contract will be executed between both parties by [DATE].

F. Right to Reject PROPOSALS

Submission of a PROPOSAL indicates acceptance by the firm of the conditions contained in this request for PROPOSAL unless clearly and specifically noted in the PROPOSAL submitted and confirmed in the contract between the County and the firm selected.

The County reserves the right without prejudice to reject any or all PROPOSALS.

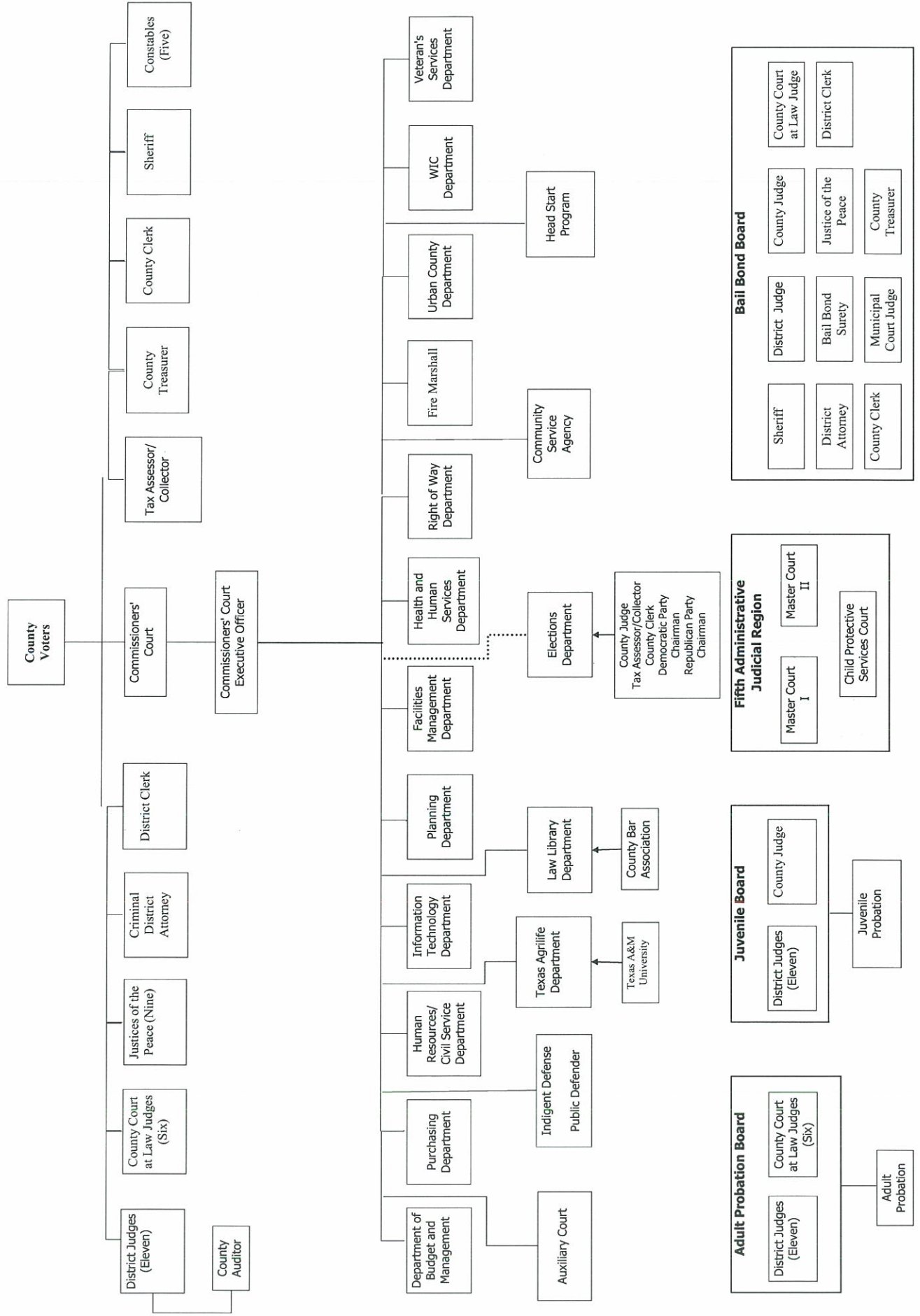
APPENDIX A

ORGANIZATIONAL CHART

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County of Hidalgo, Texas

Organizational Chart



APPENDIX B

LIST OF PRINCIPAL OFFICIALS

As of August 31, 2011

Commissioners Court (The Governing Body)

Ramon Garcia, County Judge
Joel Quintanilla, County Commissioner, Precinct No. 1
Hector Palacios, County Commissioner, Precinct No. 2
Jose M. Flores, County Commissioner, Precinct No. 3
Joseph Palacios, County Commissioner, Precinct No. 4

Judges

Ricardo P. Rodriguez, Jr., District Judge, 92nd Judicial District
Rodolfo Delgado, District Judge, 93rd Judicial District
J.R. "Bobby" Flores, District Judge, 139th Judicial District
Rose G. Reyna, District Judge, 206th Judicial District
Juan R. Partida, District Judge, 275th Judicial District
Mario E. Ramirez, Jr., District Judge, 332nd Judicial District
Noe Gonzalez, District Judge, 370th Judicial District
Leticia Lopez, District Judge, 389th Judicial District
Aida Salinas Flores, District Judge, 398th Judicial District
Israel Ramon, District Judge, 430th Judicial District
Jesse Contreras, District Judge, 449th Judicial District
Rodolfo Gonzalez, Judge, County Court at Law No. 1
Jaime J. Palacios, Judge, County Court at Law No. 2
Homer Garza, Judge, Probate Court
Fred S. Garza, Judge, County Court at Law No. 4
Arnoldo Cantu Jr., Judge, County Court at Law No. 5
Albert Garcia, Judge, County Court at Law No. 6

Other Principal Officials

Raymundo Eufrazio, County Auditor
Arturo Guajardo, Jr., County Clerk
Guadalupe Trevino, County Sheriff
Norma G. Garcia, County Treasurer
Rene A. Guerra, District Attorney
Laura Hinojosa, District Clerk
Armando Barrera, Jr., Tax Assessor-Collector
Martha L. Salazar, County Purchasing Agent

Phone numbers and addresses may be retrieved from the County's website located at <http://www.co.hidalgo.tx.us/>

APPENDIX C

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE FISCAL YEAR 2011 FINANCIAL STATEMENTS**

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partners	_____	\$ _____	\$ _____	\$ _____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Subtotal				\$ _____
Total for services described in Section II E of the RFP (Detail on subsequent pages)				\$ _____
Out-of-pocket expenses:				
Meals and lodging				_____
Transportation				_____
Other (specify): _____				_____
Total all-inclusive maximum price for Fiscal Year 2011 audit				\$ _____

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

RFP NO: 2011-160-00-00-SMA	BUYER II: Sandra Montalvo	TEL: 956-318-2626
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REQUEST FOR PROPOSAL

Hidalgo County
Edinburg, Texas

Hidalgo County

“Professional Auditing Services”

ACCEPTANCE DATE:
December 00, 2011

Contact Person:

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

(956) 318-2626

Form HCPD-04

1. **Sealed Proposals** will be received for “**Hidalgo County- Professional Auditing Services**” in accordance with the requirements attached hereto as Exhibit "A." RFPs should address all requirements set forth. Vendors may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the requirements. Hidalgo County reserves the right to reject the deviation and its effect on the overall RFP.
2. One (1) original and seven (7) copies of all RFPs are required, with the vendor's name and address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package, **REQUEST FOR PROPOSALS -RFP NO: 2011-160-12-07-SMA-"HIDALGO COUNTY-PROFESSIONAL AUDITING SERVICES"** and in County's Purchasing Department, 2812 S. Hwy. 281, Hidalgo County New Administration Building, Edinburg, Texas, **on or before 9:30 a.m., Wednesday December 07, 2011.**

NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFP RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE WITH THE FOLLOWING REFERENCE: RFP NO: 2011-160-12-07-SMA- "HIDALGO COUNTY-PROFESSIONAL AUDITING SERVICES".

Hidalgo County reserves the right to refuse and reject any/all RFPs and to waive any/all formalities or technicalities, or to accept the RFP considered the best and most advantageous to Hidalgo County.

WRITTEN QUESTIONS WILL BE ACCEPTED NO LATER THAN Wednesday On November 30 , 2011 at 5:00 p.m. Responses will be sent to all applicants via facsimile by **Friday December 02, 2011 at 5:00 p.m.** **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

3. Hidalgo County reserves the right to separate and accept, or eliminate any item(s) listed under this proposal that it deems necessary to accommodate budgetary and/or operational requirements. Hidalgo County also reserves the right to reject any or all proposals submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal for approval. Receipt of any proposal shall under no circumstances obligate County to accept the lowest dollar proposal. The award of this contract shall be made to the responsible offeror whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors as herein set forth.
4. Failure of the delivered item(s) to perform as specified, or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible vendor, or to reject all RFPs and re-advertise.

5. For work to be performed at a County-owned or operated location, each vendor shall, in its sole discretion, visit the job site before preparing the RFP and thoroughly familiarize himself/herself with existing conditions. Vendor should take field dimensions and note all circumstances which affect the RFP.
6. No RFP may be withdrawn within ninety (90) days from the scheduled time to accept RFPs.
7. Any interpretations, amendments, corrections or changes to this RFP document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Qualifications. Vendors shall acknowledge receipt of all addenda as a part of their RFP.
8. County reserves the right to accept or reject any or all RFPs.
9. Costs are to be net F.O.B. destination, County Prepaid.
10. County is exempt from Federal Excise Tax, State Tax and Local Tax. Tax exemption certificates will be furnished upon request.
11. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a proposal or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.
12. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security card to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy of their Federal ID Number Certificate.
13. **DELIVERY INSTRUCTIONS** (for applicable goods and/or services):
 - No deliveries accepted after 3:00 P.M., Monday-Friday.
 - At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, CPPB, Purchasing Agent, before delivery will be accepted.
 - If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, CPPB, Purchasing Agent
(956) 318-2626
14. **BILLING AND PAYMENT INSTRUCTIONS:**
 - Invoices must include:

- a) Name and address of successful vendor
 - b) Name and address of receiving department or official
 - c) Purchase Order Number (if any)
 - d) Notation - **"Hidalgo County -Professional Auditing Services"**
 - e) Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.
 - f) Contract number must be indicated on all invoices
- Discount payments will be considered when offered.
 - Contact person for Billing and Payment questions:

Ray Eufrazio, Auditor
 Hidalgo County Auditor's Office
 2808 South Business Hwy 281
 Edinburg, Texas 78539
 ATTN.: Accounts Payable
 (956) 318-2511

15. SCHEDULE OF EVENTS

RFP Acceptance, 9:30 A.M.	December 07, 2011
Award of Contract	_____, 2011
Commence Work or Deliver Products	_____, 2011

16. ~~Bid OR PERFORMANCE BOND AND DEBARMENT CERTIFICATION;~~ PAYMENT UNDER CONTRACT:

- ~~If the contract proposed is for the construction of public works or is for a contract for goods and services exceeding \$100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in Texas. All participants are also required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR76.~~
- ~~Together with the signing of a contract or issuance of a purchase order following the acceptance of a proposal, and prior to commencement of the actual work, the proposer shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds \$50,000.~~
- ~~If the contract is for \$50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and materialmen have been paid.~~

- ~~If a contract is for the construction, alteration or repair of public buildings or public works, the contractor shall provide a payment bond for a contract in excess of Twenty Five Thousand Dollars (\$25,000.00), as required by Tex. Govt. Code Ch. 2253.~~
- ~~For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.~~

17. **ETHICAL STANDARDS:**

- It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before any department or agency of the County.
- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.
- No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

18. **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 contracts 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 successful bidder fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged 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 completed forms to the Hidalgo County Clerk's Office located at 100 N. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse

COMPLETION AND SUBMISSION OF FORM CIO IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.

19. If, during the life of any contract or proposal awarded, the successful proposer's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.
20. Proposals, and all goods and services provided thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.
21. Minimum Standards For Responsible Prospective Proposers: A prospective proposer must affirmatively demonstrate proposer's responsibility. A prospective proposer, by submitting a proposal, represents to County that it meets the following requirements:
 - . Possess or is able to obtain adequate financial resources as required to perform under the proposal;
 - . Be able to comply with the required or proposed delivery schedule;
 - . Have a satisfactory record of performance;
 - . Have a satisfactory record of integrity and ethics;
 - . Be otherwise qualified and eligible to receive an award.
22. Successful proposer will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful proposer's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.
23. Any contract award to a successful proposer will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated by County with thirty (30) day's written notice prior to cancellation.
24. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful proposer; County reserves the right to terminate any contract immediately in the event a successful proposer fails to:
 - A. Meet schedules;
 - B. Pay any required fees or taxes; or
 - C. Otherwise perform in accordance with the requirements.

25. Successful proposer shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful proposer, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Successful proposer indemnifies and will indemnify and save harmless County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful proposer shall pay any judgment with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful proposer's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods or services provided by successful proposer.
26. Successful proposer shall warrant that all items/services shall conform with the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Qualifications shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful proposer within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.
27. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.
28. The successful proposer shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.
29. Proposers shall provide with the proposal response, a list of at least three (3) references where like services have been supplied by their firm. Include the name of the business or government, address, telephone number and name of representative or contact person.
30. Proposers must provide **all** documentation requested with this Proposal in their response. Failure to provide this information may result in rejection of the proposal as non-conforming.

Request for Proposals
 for
Hidalgo County
Professional Auditing Services

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

In accordance with the Requirements, and subject to all laws and regulations of the United States and state and local laws, the undersigned bidder proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned bidder further agrees, upon acceptance of its proposal, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Requirements within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Participant(s) acknowledges receipt of all of the pages of the documents referenced in the Request For Qualifications Checklist presented in connection with this procurement. Bidder understands that Hidalgo County reserves the right to reject any or all RFPs and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal.

Participant(s) agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for accepting RFPs, as contained in the Requirements.

Respectfully submitted,

Bidder: _____
 Address: _____
 By: _____
 Printed Name: _____
 Title: _____