



PURCHASING DEPARTMENT  
County Of Hidalgo

**MEMORANDUM**

**“SOLE SOURCE DECLARATIONS”**

To: Hidalgo County Commissioners Court

From: Martha L. Salazar  
Hidalgo County Purchasing Agent *mls*

Date: August 13, 2013

Re: “Sole Source Declarations” – CaseWare International, Inc. and Gray & Associates, CPA’s

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Hidalgo County Auditor’s Office is in need of replacing their Comprehensive Annual Financial Report (CAFR) financial system software that is based on an outdated operating system. CaseWare International, Inc. is the sole developer and distributor of a product (i.e. software, license, technical support, software patches and upgrades) that addresses the needs and specifications of Hidalgo County.

CaseWare International, Inc. has an exclusive contractor, Gray & Associates, CPA’s that provides the full implementation and set up of their proprietary software product. CaseWare cannot permit the provision of those services rendered by any other vendor.

Therefore, commencing with the Auditor’s Office, Hidalgo County must acquire CAFR financial system products from CaseWare International, Inc. and have the set-up services rendered through CaseWare’s exclusive implementation contractor, Gray & Associates, CPAs.

This declaration remains in effect unless revoked by Hidalgo County Commissioner’s Court.



RECEIVED BY  
COUNTY AUDITOR  
2013 AUG 8 AM 11 12

June 8, 2013

To Whom it May Concern:

This letter is to confirm that CaseWare International Inc. is the sole North American manufacturer/producer, seller and maintenance/service provider for the CaseWare software product line.

Please don't hesitate to contact CaseWare if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cal Bruner', is written over a horizontal line.

Cal Bruner,  
CFO  
CaseWare International Inc.



RECEIVED BY  
COUNTY AUDITOR

2013 AUG 8 AM 8 52

August 7<sup>th</sup>, 2013

To Whom it May Concern:

This letter is to confirm that Gray & Associates, CPAs is our sole source provider for implementation and training, with respect to CaseWare's US Governmental Solutions.

Please don't hesitate to contact CaseWare if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cal Bruner', is written over a horizontal line.

Cal Bruner,  
CFO  
CaseWare International Inc.



# SALES QUOTATION

Quote Number: **CW-GOV 38417 (Rev 1)**      Payment Terms: **Net 30**  
 Quote Date: **07/05/2013**  
 Quote Expiry: **08/31/2013**

For: **Linda Fong**      CaseWare Contact:  
**County of Hidalgo,**      **Hafiz Khan**  
**Edinburg, TX**      [hafiz.khan@caseware.com](mailto:hafiz.khan@caseware.com)  
 (800) 267-1317 Ext. 1161

Quantity	PRODUCT <sup>3</sup>	LICENSE PRICE	EXTENDED PRICE
1	Government Reporting 5- User <sup>2</sup> Bundle (per year) (includes technical support, software patches and upgrades)	\$7,500.00	\$7,500.00
		Subtotal:	\$7,500.00
		Materials & Handling	\$25.00
		<b>Total<sup>1</sup> (USD):</b>	<b>\$7,525.00</b>

LHU

469 KING ST WEST  
 2<sup>ND</sup> FLOOR  
 TORONTO, ON  
 M5V 1K4  
 TEL: 416.867.9504  
 FAX: 416.867.1908  
 WWW.CASEWARE.COM

**Notes:**  
<sup>1</sup> All pricing is in US Dollars.  
<sup>2</sup> For license purposes, CaseWare® counts the number of potential, rather than concurrent, users.  
<sup>3</sup> Licenses are annually renewable and expire at the end of each renewal period.



**CASEWARE GASB FINANCIALS IMPLEMENTATION**  
 County of Hildago, Texas

**County CAFR Report**

**Financial Statement Sections**

- File Setup
- Grouping of Chart of Accounts - County prepares with Gray assistance utilizing GovWide standard group
- Table of Contents - Auto updated and linked
- Introductory Section & Auditors Report - County to provide JPEG for insertion by Gray
- Government Wide Reports - County to group and post adjustments
- Fund Financial statement customization - Cash flow and reconciliation documents linked by County
- Required Supplementary Information and Combining statements
- Notes to Financial Statements - Linked and integrated by Gray
- MD&A - Linked and integrated
- Supplemental Information
- Statistical Section - Completely Built out with all Data Entry done by our office

**Option 1 includes - Gray & Associates Customizing reports to meet County's Styles for fonts, indents and other finishing touches All Data Entry and coding complete.**

Total Before Discount	60,645
Discount for Success Story provided by County	(10,000)
<b>Total for County CAFR Option 1</b>	<b>50,645</b>

747

County will complete Data entry in Statistical and Note sections  
 County will complete Group codes assignment in Combining and Individual fund statements and budget vs. actuals.  
 Cash Flow and Reconciliation Documents will be linked County Staff

<b>Total for County CAFR Option 2</b>	<b>41,625</b>
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- CAFR utilizing standard formatting for example: Fonts, Indents & underlines
- All above Section 2 completed by client
- Client to perform cell linkage in MD&A & Notes after training
- County to Complete Row group codes for the financial and Statistical sections after training

<b>Total for County CAFR Option 3</b>	<b>43,225</b>
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<b>2 Day of On-Site Consulting at \$2100 per day up to 12 people (not including Travel) additional training available upon request</b>	<b>4,200</b>
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320

After review of your financial statements and gathering an understanding of your needs we are providing you with the above three options for implementing your CaseWare solution.

To ensure continued familiarity with your data for your staff Gray & Associates will provide remote training and utilize your staff to complete the account groupings utilizing standard groupings for the Government Wide reports and MD&A. Short training sessions will be provided utilizing gotomeeting.com prior to the commencement of each segment of the initial data setup and preparation for upload.

County staff will then provide Gray & Associates with the group codes for the Fund reports, notes and Statistical sections to allow for the build out of the reports based on your guidance. If you choose option 3 County staff will complete this step of implementation with guidance provided by Gray & Associates.

The initial file setup and Trial Balance import will be performed by Gray & Associates. Once the specific procedures your staff will use for the import process are determined Gray & Associates will train your staff and assist them with the import of the remaining data files. Gray & Associates will then assist and train your staff with the production of the work papers your staff determines are necessary including your Word and Excel files, lead sheets, and Trial Balances by grouping. In conjunction with your staff Gray & Associates will build your custom knowledge library database that will become the repository for your footnotes.

Gray & Associates will then provide onsite training for your staff will to ensure that your staff has the knowledge necessary to maintain the CaseWare solution going forward Gray & Associates will draft the first set of reports based on the option selected above. Gray & Associates will then train your staff to enable them to make ongoing changes to the basic reports. Once training is completed your staff should have the ability to import your yearend trial balances, post any adjustments that might be required, and produce your reports with only minor modifications to update it to the current year information. This training will take place on-site after the initial reports are drafted. Once the template is complete ready to roll forward to the next year Gray & Associates will walk your staff through the complete process. This will provide very specific training, dealing only with the required areas of the program.

This proposal includes two days of on-site training, however, it does not include travel expenses. Travel expenses will be paid based on actual expenses incurred at time of training.

Gray & Associates will build the reports based on your Dec 31, 2012 audited numbers and then roll the file forward to be ready for 2013. This proposal assumes that no major problems exist in your accounting files. If significant issues arise, requiring work beyond the scope of this proposal, written approval will be obtained prior to the commencement of work. Please contact me about timing if you are looking to implement for the 2013 year.

WORK OUTSIDE THE SCOPE OF THIS ENGAGEMENT WILL BE BILLED AT \$175/HR AND WILL BE AGREED UPON IN ADVANCE

Sincerely,

Gail Gray, CPA  
 Certified CaseWare Instructor  
 1-Aug-13

\* Technical support limited to documents and calculations that we were engaged to create while untitled to produce your next CAFR report. An agreement going forward is available upon request

**Requisition**  
**HIDALGO COUNTY AUDITOR'S OFFICE**

Req # 00241484

PO #

Date: 08/08/13

Bill To: x  
x

Vendor: 413860  
GRAY & ASSOCIATES, CPA'S  
AN ACCOUNTANCY CORPORATION  
4572 TELEPHONE RD SUITE 912  
VENTURA CA 93003

Ship To: HIDALGO COUNTY AUDITOR'S OFFICE  
2808 S BUSINESS HWY 281  
EDINBURG TX 78539-6243

Contact: R EUFRACIO  
956-318-2511

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	EACH	DO NOT DUPLICATE ORDER		
1.00	EACH	CUSTOMIZATION OF CAFR REPORTS TO MEET HIDALGO COUNTY'S STYLES FOR FONTS, INDENTS AND OTHER FINISHING TOUCHES ALL DATA ENTRY AND CODING COMPLETE. DISCOUNT: 10000	60,645.00	50,645.00
1.00	EACH	2-DAY OF ON-SITE CONSULTING AT \$2,100 PER DAY UP TO 12 PEOPLE (NOT INCLUDING TRAVEL). ADDITIONAL TRAINING AVAILABLE UPON REQUEST.	4,200.00	4,200.00
		Account No	Encumbrance	
		3-1100-415-21-170-001-0-320	4,200.00	
		3-1100-415-21-170-001-0-747	50,645.00	
			Freight	.00
			Total	54,845.00
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		
		CCT approved 8-13-2013.		

Authorized By: Linda Jones



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