



**CITY OF BUNKER HILL VILLAGE, TEXAS**

**REQUEST FOR PROPOSALS**

**FOR**

**PROFESSIONAL AUDITING SERVICES**

111977 Memorial Dr.  
Houston, Texas 77024

**CITY OF BUNKER HILL VILLAGE, TEXAS**

**REQUEST FOR PROPOSALS**

**TABLE OF CONTENTS**

- I. INTRODUCTION
  - A. General Information
  - B. Term of Engagement add
  - C. Subcontracting
  
- II. NATURE OF SERVICES REQUIRED
  - A. General
  - B. Scope of Work to be Performed
  - C. Auditing Standards to be Followed
  - D. Reports to be Issued
  - E. Special Considerations
  - F. Working Paper Retention and Access to Working Papers
  
- III. DESCRIPTION OF THE GOVERNMENT
  - A. Name of Contact Person
  - B. Background Information
  - C. Budgetary Basis of Accounting
  - D. Fund Structure
  - E. Pension Plans
  - F. Component Units
  - G. Joint Ventures
  - H. Magnitude of Finance Operations
  - I. Computer Systems
  - J. Internal Audit Functions
  - K. Federal and State Financial Assistance
  
- IV. TIME REQUIREMENTS
  - A. Proposal Calendar
  - B. Date Audit May Commence
  - C. Schedule for the 2026 Fiscal Year Audit
    - 1. Detailed Audit Plan
    - 2. Interim Work
    - 3. Fieldwork
    - 4. Draft Reports
    - 5. Conference with City Administrator
    - 6. File report with GFOA
  - D. Entrance Conferences, Progress Reporting and Exit Conferences

**TABLE OF CONTENTS - PAGE 2**

- V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION
  - A. Finance Department and Clerical Assistance
  - B. Statements and Schedules to be prepared by City Staff
  - C. Work Area, Telephone, Photocopying and Fax Machines
  - D. Report Preparation
  
- VI. PROPOSAL REQUIREMENTS
  - A. General Requirements
    - 1. Inquiries
    - 2. Submission of Proposals
  
  - B. Technical Proposal
    - 1. General Requirements
    - 2. Independence
    - 3. License to Practice in TEXAS
    - 4. Firm Qualifications and Experience
    - 5. Partner, Supervisory and Staff Qualifications and Experience
    - 6. Similar Engagements with Other Government Entities
    - 7. Specific Audit Approach
  
- VII. EVALUATION PROCEDURES
  - A. Audit Selection Team
  - B. Review of Proposals
  - C. Evaluation Criteria
    - 1. Mandatory Elements
    - 2. Technical Quality
    - 3. Price
  
  - D. Oral Presentations
  - E. Final Selection
  - F. Right to Reject Proposals

**TABLE OF CONTENTS - PAGE 3**

**APPENDIX**

A. Part 1 -Guarantees and Warranties

Part 2 - Format for Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Not to Exceed Fee

**CITY OF BUNKER HILL VILLAGE, TEXAS**  
**REQUEST FOR PROPOSALS**

**I. INTRODUCTION**

**A. General Information**

The CITY OF BUNKER HILL VILLAGE is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending December 31, 2026, 2027 and 2028, with the option of auditing its financial statements for each of the two (2) subsequent fiscal years based on satisfactory performance. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the U.S. General Accounting Office's (GAO) Government Auditing Standards, the Single Audit Act of 1984, the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments, as well as the following additional requirements: examination for compliance with procedures established by Ordinance, State and Federal Laws or regulations, including Texas Code of Criminal Procedures.

There is no expressed or implied obligation for the CITY OF BUNKER HILL VILLAGE 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 addressed to Susan Grass, Finance Director, (713) 467-9762, [sgrass@bunkerhilltx.gov](mailto:sgrass@bunkerhilltx.gov).

To be considered, an original and five copies of the responses to the proposal should be addressed to Susan Grass, Finance Director, CITY OF BUNKER HILL VILLAGE, 11977 Memorial Dr, Houston, TX 77024 by 10:00 am on July 31, 2026. Proposals received after this time will not be considered and will be returned to the proposer unopened. The City of Bunker Hill Village reserves the right to reject any or all proposals submitted.

Proposals submitted will be evaluated by the Finance Department staff and reviewed with the City Administrator.

During the evaluation process, the CITY OF BUNKER HILL VILLAGE reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The CITY OF BUNKER HILL VILLAGE reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the CITY OF BUNKER HILL VILLAGE and the firm selected.

It is anticipated the Bunker Hill Village City Council will award the contract for audit services on September 15, 2026, or as soon thereafter as possible.

**B. Term of Engagement**

A five-year contract is contemplated, subject to satisfactory performance, the satisfactory negotiation of terms (including a price acceptable to both the CITY OF BUNKER HILL VILLAGE and the selected firm), and the concurrence of the City Council and the annual availability of an appropriation.

**C. Subcontracting**

No subcontracting will be allowed without the express prior written consent of the CITY OF BUNKER HILL VILLAGE.

**II. NATURE OF SERVICES REQUIRED**

**A. General**

The CITY OF BUNKER HILL VILLAGE is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending December 31, 2026, 2027 and 2028, with the option to audit the CITY OF BUNKER HILL VILLAGE's financial statements for each of the two (2) subsequent fiscal years. 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 CITY OF BUNKER HILL VILLAGE desires the auditor to express an opinion on the fair presentation of its general-purpose financial statements in conformity with generally accepted accounting principles.

The CITY OF BUNKER HILL VILLAGE 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 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 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.

From time to time, the City may request the auditor to perform other audits and reviews not specifically provided for under this section. If such a request is made, the auditor shall submit, at the City's request, a separate proposal for completing the engagement, along with a proposed fee schedule. The City reserves the right to contract any additional audits or reviews from whomever they choose.

### **C. Auditing Standards to Be Followed**

To meet the requirements of this request for proposals, 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. General Accounting Office's Government Auditing Standards, the provisions of the Single Audit Act of 1984 and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments as well as the following additional requirements: examination for compliance with procedures established by City Ordinance, State and Federal Laws or regulations, including the Texas Code of Criminal Procedures.

### **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 of the fair presentation of the supplementary schedule of expenditures of federal awards in relation to the audited financial statements.
2. A report of 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.

In the required reports on internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

Reportable conditions that are also material weaknesses shall be identified as such in the report. Nonreportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the reports on internal controls.

The reports on compliance shall include all material instances of noncompliance. All non-material instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the report on compliance.

**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 Finance Director and the City Administrator.

**Reporting to the Finance Department staff, City Administrator and City Council.** The auditor shall inform the City's Finance Department staff, City Administrator, Finance Committee and City Council 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**

The CITY OF BUNKER HILL VILLAGE 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 be required to provide special assistance to the CITY OF BUNKER HILL VILLAGE to meet the requirements of that program.

The CITY OF BUNKER HILL VILLAGE 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."

The schedule of federal and state financial assistance and related auditor's report, as well as the reports on the internal control structure and compliance are not to be included in the ACFR, but are to be issued separately.

The auditors shall observe the adequacy of the systems of internal control. If weaknesses are noted, appropriate findings and recommendations should be reviewed with the Finance Director and the City Administrator.

**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 five (5) years, unless the firm is notified in writing by the CITY OF BUNKER HILL VILLAGE 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:

CITY OF BUNKER HILL VILLAGE

Federal Grant Agencies and Other Federal Agencies

State of Texas Grant Agencies and Other State of Texas Agencies

Auditors of entities of which the CITY OF BUNKER HILL VILLAGE is a sub-recipient 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 of Contact Person**

The auditor's principal contact with the CITY OF BUNKER HILL VILLAGE will be Susan Grass, Finance Director, or a designated representative, who will coordinate the assistance to be provided by the CITY OF BUNKER HILL VILLAGE to the auditor.

**B. Background Information**

The CITY OF BUNKER HILL VILLAGE serves an area of 1.44 square miles with an approximate population of 3,822. The CITY OF BUNKER HILL VILLAGE's fiscal year begins on January 1st and ends on December 31st.

The CITY OF BUNKER HILL VILLAGE provides the following services to its citizens: community services, water and sewer utilities and general administrative services.

The CITY OF BUNKER HILL VILLAGE has a total annual payroll of approximately \$1.8 million covering 10 employees.

The accounting and financial reporting functions of the CITY OF BUNKER HILL VILLAGE are centralized.

More detailed information on the government and its finances can be found in the Audited Financial Report and Annual Operating Budget which can be obtained by contacting Susan Grass at (713) 467-9762, or [sgrass@bunkerhilltx.gov](mailto:sgrass@bunkerhilltx.gov).

**C. Budgetary Basis of Accounting**

The CITY OF BUNKER HILL VILLAGE prepares its budgets on a basis consistent with generally accepted accounting principles.

**D. Fund Structure**

The CITY OF BUNKER HILL VILLAGE uses the following fund types in its financial reporting:

<u>Fund Type</u>	<u>Number of Individual Funds</u>	<u>Number with Legally Adopted Annual Budgets</u>
General fund	1	1
Special revenue funds	1	1
Capital project funds	1	1
Enterprise funds	1	1

The CITY OF BUNKER HILL VILLAGE’s employees participate in the Texas Municipal Retirement System.

**F. Joint Ventures**

The CITY OF BUNKER HILL VILLAGE does participate in joint ventures with other governments.

**G. Computer Systems**

The City’s mainframe computer is a Microsoft Window System, and its financial and accounting records are maintained on Tyler Incode.

**H. Internal Audit Functions**

The CITY OF BUNKER HILL VILLAGE does not currently have an internal audit function.

**I. Federal and State Financial Assistance**

The City of Bunker Hill Village periodically receives funding from Federal and State Financial Assistance programs. Areas where funding has been received include Police Service.

**IV. TIME REQUIREMENTS**

**A. Proposal Calendar**

The following is a list of key dates, including the date proposals are due to be submitted:

<b>ANTICIPATED SOLICITATION SCHEDULE</b>		
Wednesday	June 24, 2026 Memorial Examiner	Release of Request for Proposal and 1 <sup>st</sup> Legal Advertisement
Wednesday	July 1, 2026 Memorial Examiner	2 <sup>nd</sup> Legal Advertisement
Tuesday	July 21, 2026	Deadline to submit questions concerning the RFP or services requested <i>(Please submit all questions via email to <a href="mailto:sgrass@bunkerhilltx.gov">sgrass@bunkerhilltx.gov</a>)</i>
Friday	July 31, 2026 10:00 am	<b>Deadline for Submission of Proposals</b>
Tuesday	September 15, 2026	City Council Award of Contract Announced



**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 City.

**B. Statements and Schedules to be prepared by City Staff.**

The Accounting staff will prepare the necessary schedules normally required for the annual audit. All schedules to be prepared by the City must be submitted, by written list, to the City three weeks prior to interim field work along with adequate explanatory detail as to the purpose of the schedules as well as the method of preparing the schedules. Most schedules will be prepared in Excel format by the Finance Department.

**C. Work Area, Telephones, Photocopying and FAX Machines**

The CITY OF BUNKER HILL VILLAGE will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided with access to a telephone, photocopying facilities and FAX machines.

**C. Report Preparation**

Preparation of the ACFR, editing, proofing, and printing shall be the responsibility of the auditor. The Auditor will prepare and provide 10 copies of the ACFR and 10 copies of a separate Single Audit Report (if applicable).

**VI. PROPOSAL REQUIREMENTS**

**A. General Requirements**

**1. Inquiries**

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Susan Grass,  
Finance Director  
[sgrass@bunkerhilltx.gov](mailto:sgrass@bunkerhilltx.gov)  
(713) 467-9762

11977 Memorial Dr.  
Houston, Texas 77024

**CONTACT WITH PERSONNEL OF THE CITY OF BUNKER HILL VILLAGE OTHER THAN THE ABOVE NAMED OFFICIALS 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 Susan Grass, Finance Director no later than 10:00 a.m. on July 31, 2026, for a proposing firm to be considered:

- a. A master copy (so marked) of a Technical Proposal and five (5) 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

Include a clear identification of the material by section and by page number.
  - iii. Transmittal Letter

A signed letter of transmittal briefly stating 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 the best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for the period stated. Give the names of the persons who will be authorized to make representations for the proposer, their titles, addresses and telephone numbers.
  - iv. Detailed Proposal

The detailed proposal should follow the order set forth in Section VI B of this request for proposals.
  - v. Executed copies of Proposer Guarantees and Warranties, in the format as attached to this request for proposal (Appendix A, Part 1)

## **B. Technical Proposal**

### 1. **General Requirements**

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City 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 Technical Proposal should demonstrate the qualifications 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 Technical Proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the sealed dollar cost bid). 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 CITY OF BUNKER HILL VILLAGE as defined by generally accepted auditing standards (GAAS) and General Accounting Office's Government Auditing Standards (GAGAS).

The firm also should provide an affirmative statement that it is independent of all of the component units of the CITY OF BUNKER HILL VILLAGE as defined by those same standards.

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving the CITY OF BUNKER HILL VILLAGE or any of its component units 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 CITY OF BUNKER HILL VILLAGE 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 licensed to practice in TEXAS.

**4. Firm Qualifications 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. Also, state 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 Qualifications and Experience**

The firm should 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 licensed to practice as a certified public accountant in Texas. The firm also should 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.

The firm should provide as much information as possible regarding the number, qualifications, 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 would be assured.

The proposer should identify the extent to which staff to be assigned to the audit reflect the CITY OF BUNKER HILL VILLAGE's commitment to diversity.

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 CITY OF BUNKER HILL VILLAGE. However, in either case, the CITY OF BUNKER HILL VILLAGE 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 CITY OF BUNKER HILL VILLAGE, 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 qualifications or experience.

6. **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.

7. **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.

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 CITY OF BUNKER HILL VILLAGE'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

## **VII. EVALUATION PROCEDURES**

### **A. Audit Selection Team**

Proposals submitted will be evaluated by appropriate City staff to include but not be limited to the Finance Director and with a further review by the City Administrator.

### **B. Review of Proposals**

A point formula will be used during the review process to score proposals. Each City staff reviewer will first score each technical proposal by each of the criteria described in Section VII C below. The staff reviewers will meet to review and discuss these evaluations and combine the individual scores to arrive at a composite technical score for each firm. The top 3 firms will be presented to the City Administrator for final review and consideration. The maximum score for price will be assigned to the firm offering the lowest total all inclusive not to exceed fee. Appropriate fractional scores will be assigned to the other proposers.

The CITY OF BUNKER HILL VILLAGE 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 qualifications 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 CITY OF BUNKER HILL VILLAGE.
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal
- d. The firm submits a copy of its most recent external quality control review report, and the firm has a record of quality audit work.
- e. The audit firm's professional personnel have received adequate continuing professional education within the preceding two (2) years to meet the Government Audit Standards.
- f. The firm has prepared two or more ACFRs, which have received the GFOA's Certificate of Achievement for Excellence in Financial Reporting in each of the past 2 years.

2. **Technical Quality: (Maximum Points - 100)**

- a. Expertise and Experience - 50
  - i. The firm's past experience and performance on comparable government engagements - 25
  - ii. 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 – 10
  - iii. The firm's past experience with similar federal and state grant programs and performance of Single Audits and tests of compliance with laws and regulations – 5
  - iv. The firm's past experience with the GFOA Certificate of Achievement for Excellence in Financial Reporting Program – 5
  - v. The firm's ability to perform additional services and provide technical support throughout the year, including assistance to the City in interpreting and implementing new accounting standards and regulations as well as determining their impact on the City. Also, any opportunities available to provide training on current issues or governmental auditing and accounting in general - 5

- b. Audit Approach - 30
  - i. Comprehensiveness of audit work plan - 10
  - ii. Adequacy of proposed staffing plan for various segments of the engagement - 5
  - iii. Adequacy of sampling techniques and analytical procedures – 5
  - iv. Adequacy of study and evaluation of internal accounting and administrative controls – 5
  - v. Adequacy of audit plan for electronic data processing function - 5

3. **Price: (Maximum Points - 20)**

As provided by the State Board of Public Accountancy rules, the contract award will not necessarily be made to the firm that provides the lowest cost proposal but to the firm whose proposal and experience best meets the City’s requirements. COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM

**D. Oral Presentations: (Bonus: If necessary, Maximum Points – 10)**

During the evaluation process, the City 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 City may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

**E. Final Selection**

The City Council will select a firm based upon the recommendation of staff and the City Administrator. The City reserves the right to conduct pre-contract negotiations with the most successful proposer. It is anticipated that a firm will be selected by August 21, 2026. Following notification of the firm selected, it is expected a contract will be executed between both parties by end of September 2026.

**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 CITY OF BUNKER HILL VILLAGE and the firm selected.

The CITY OF BUNKER HILL VILLAGE reserves the right without prejudice to reject any or all proposals, and at its sole discretion, to accept the proposal it considers most favorable to the City’s interest. The City further reserves the right to reject all proposals and seek new proposals when such procedure is reasonable and in the best interest of the City.

**APPENDIX A**

**FOR YEARS ENDING DECEMBER 31, 2026, 2027, AND 2028**

**Part 1 – Guarantees and Warranties**

**GUARANTEES**

The proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section II, Nature of Services Required.

**WARRANTIES**

- A. Proposer warrants that it is willing and able to comply with State of Texas laws with respect to foreign (non-state of Texas) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the CITY OF BUNKER HILL VILLAGE..
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX A, CONTINUED**

**FOR YEARS ENDING DECEMBER 31, 2026, 2027, AND 2028**

**Part 2** – Annual Not To Exceed Fee for the completion of the base financial audit, as outlined and described in Section II, B, C and D.

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partners:	_____	_____	_____	_____
Managers:	_____	_____	_____	_____
Supervisory staff:	_____	_____	_____	_____
Staff:	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
<b>Subtotal Part 2</b>				_____
Out-of-pocket expenses:				_____
Meals and lodging:				_____
Transportation:				_____
Total for services described in Section II E of the RFP				
Other (specify):_____				_____
Other (specify):_____				_____
Other (specify):_____				_____
<b>Total for Part 2</b> – (annual all-inclusive Not to Exceed Fee)				\$ _____