

**REQUEST FOR PROPOSALS
CITY OF LYTLE, TEXAS**



**AUDIT SERVICES
REQUEST FOR PROPOSALS #2025-01-01**

**RFP SUBMITTAL DEADLINE:
FEBRUARY 28, 2025 at 10:00 AM**

REQUEST FOR PROPOSALS #2025-01-01
AUDIT SERVICES
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**REQUEST FOR PROPOSALS #2025-01-01
AUDIT SERVICES
SCHEDULE SUMMARY**

Wednesday	January 22, 2025	RFQ Documents Released and 1 st Legal Advertising for RFP
Wednesday	January 29, 2025	2 nd Legal Advertising for RFP
Friday	February 14, 2025	Last day for inquiries and clarifications
Friday	February 28, 2025 10:00 am City of Lytle City Hall 10:05 am City of Lytle City Hall	Deadline for Submission of Proposals Opening of Submissions
Monday	March 10, 2025	City Council Award of RFP

Note: This schedule is preliminary and may be modified at the discretion of the City.

**REQUEST FOR PROPOSALS #2025-01-01
AUDIT SERVICES
INVITATION TO BID**

The City of Lytle, Texas invites the submission of proposals from experienced and qualified firms of certified public accountants to audit its financial statements for the fiscal years ending September 30, 2025, 2026, and 2027, 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 (as amended in 1996), 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.

PROPOSALS MUST BE RECEIVED BY THE CITY SECRETARY OF THE CITY OF LYTLE, 14916 MAIN STREET, LYTLE, TEXAS 78052, NO LATER THAN 10:00 A.M. ON FRIDAY, FEBRUARY 28, 2025. NO PROPOSALS WILL BE ACCEPTED AFTER THAT DATE AND TIME. ALL PROPOSALS RECEIVED AFTER THAT DATE AND TIME WILL BE CONSIDERED UNRESPONSIVE.

RFP documents may be downloaded from the Purchasing Page of the City of Lytle's website at www.lytle.tx.org. RFP documents may also be obtained at Lytle City Hall, 14916 Main Street, Lytle, Texas 78052. Minority and small business vendors or contractors are encouraged to submit proposals on any and all City of Lytle projects.

All proposals submitted for City consideration must be clearly marked on the outside of the sealed envelope with the words "REQUEST FOR PROPOSALS #2025-01-01, Audit Services", Attention: Paola L. Rios, City Secretary, and must contain the name of the company submitting the proposal. Responding firms must submit two (2) complete sets and one (1) electronic version of the RFP submission for consideration. FACSIMILE TRANSMITTALS SHALL NOT BE ACCEPTED.

It is understood that the City of Lytle reserves the right to negotiate all elements that comprise the submission and to accept or reject part or all of any submission. The City reserves the right to reject any or all proposals and waive any or all irregularities or to proceed otherwise when in the best interest of the City. Proposals shall be valid for a period of ninety (90) days from the submission deadline.

All questions regarding this RFP should be submitted in writing to Zachary Meadows, City Administrator, City of Lytle, by email to zachary.meadows@lytle.tx.org, or by mail to 14916 Main Street, Lytle, Texas 78052. Questions regarding this RFP must be received at the City Administrator's Office no later than 4:30 p.m. on Friday, February 14, 2025.

1st Advertisement: The Devine News, January 22, 2025

2nd Advertisement: The Devine News, January 29, 2025

REQUEST FOR PROPOSALS #2025-01-01
AUDIT SERVICES
SCOPE OF SERVICES AND SPECIAL CONDITIONS

I. BACKGROUND

The City of Lytle, Texas invites the submission of proposals from experienced and qualified firms of certified public accountants to audit its financial statements for the fiscal years ending September 30, 2025, 2026, and 2027, 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 to reimburse responding proposers for any expenses incurred in preparing proposals in response to this request.

II. SCOPE OF WORK

The City of Lytle is seeking proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending September 30, 2025, 2026, and 2027, with options for extension of services up to two (2) subsequent fiscal years, in accordance with the following specifications, requirements, and conditions. A five-year contract is contemplated, subject to an annual review and recommendation of the City, the satisfactory negotiation of terms (including a price acceptable to the City and to the selected firm). No subcontracting will be allowed without the express prior written consent of the City.

The Annual Comprehensive Financial Report (hereinafter referred to as the ACFR) shall be prepared by the Auditor and the proposer will verify that it was prepared in accordance with the most recently issued Governmental Accounting and Financial Reporting Principles, as promulgated by the Governmental Accounting Standards Board (GASB).

The City desires the auditor to express an opinion on whether the financial statements (combining, basic and fund) of the City fairly present the financial position and the results of financial operations in accordance with generally accepted accounting principles. This includes governmental and business-type activities. 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 depending on spending threshold may be required to audit the schedule of expenditures of federal awards. However, if the threshold is not met 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.

Under the requirements of the Federal Government's program covering a single audit for all federal grant funds, auditors shall conduct an audit in accordance with the Single Audit Act Amendments of 1996 and in generally accepted auditing standards as well as generally accepted governmental auditing standards.

The auditor shall also be responsible for performing certain limited procedures on management controls on investments and adherence to the City's established investment policies as required by state law.

A. Auditing Standards to be Followed

To meet the requirements of this request for proposal, the audit shall be performed and the report prepared in accordance with generally accepted auditing standards 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 (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 State and Local Governments, and Governmental Accounting Standards Board (GASB).

B. 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 management letter that describes any reportable conditions.

In the required report[s] on compliance and internal controls, the auditor shall communicate any reportable conditions found during the audit. Reportable conditions could include a significant deficiency or deficiencies in the design or operation of the internal control structure that does not allow management or employees, in their normal course of performing their functions, to prevent, or detect and correct, misstatements in a timely fashion. Reportable conditions also include material weakness or weaknesses in the internal control structure, such that there is a reasonable possibility of a material misstatement of the financial statements that will not be prevented, detected and corrected, in a timely manner.

Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the report[s] on internal controls.

The report on compliance and internal controls shall include all material instances of noncompliance. In addition, these instances, if any, shall be reported to the Chief Financial Officer when discovered.

In addition to the reports discussed above that are currently required by State and Federal Grantors and by regulatory bodies such as the Governmental Accounting Standards Boards and others, the auditors shall likewise issue any other reports subsequently required by these or other entities following completion of the financial or single audit.

Irregularities and illegal acts. Auditors shall be required to make an immediate, verbal report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the Chief Financial Officer, and the City Administrator, immediately followed by a written report to the City Administrator.

C. Preparation of the ACFR

All financial statements (government wide, basic and fund), part of the statistical section, part of the notes to the financial statements, and part of the Management Discussion and Analysis shall be prepared by the auditor. The auditor will be expected to provide on-going support and assistance regarding new accounting standards and statement implementation.

D. Bond Issues and Special Considerations

The City currently anticipates it will prepare one or more official statements in connection with the sale of debt securities, which will contain the basic financial statements and the auditor's report thereon. The auditor shall be required, if requested by the financial advisor and/or the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters".

If applicable, the Schedule of Expenditures of Federal Awards and related auditor's report, as well as the reports on compliance and internal controls are not to be included in the ACFR but are to be issued separately. This schedule and the notes will be prepared and printed by the auditors.

Throughout the year, the auditors will provide financial advice and counsel on matters occurring that would affect the annual report.

E. 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 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:

1. City of Lytle, Texas
2. State and Federal granting agencies

3. U.S. General Accounting Office (GAO)
4. Parties designated by the federal or state governments or by the City as part of an audit quality review process
5. Auditors of entities of which the City 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, at no additional cost to the City.

III. DESCRIPTION OF GOVERNMENT

A. City Finance Department, Name of Contact Person and Organizational Chart

The City's accounting function falls within the Finance Department. The Finance Director, who reports to the City Administrator, is responsible for all financial accounting and reporting activities of the city as well as Utility Billing. In total there are four staff members in the Finance Department. Staff responsibilities include but are not limited to payroll, accounts payable, purchasing, investments, cash receipts, utility billing and collections, reconciliations, journal entries and financial reporting.

During the audit and field work, the auditor's principal contact with the city will be the Finance Director who will coordinate the assistance to be provided by the city to the auditor.

An organizational chart (Appendix A) and a list of key personnel (Appendix B) are attached.

B. Background Information

The City of Lytle is a Type A General Law City. The City Council is comprised of a mayor and five council members (Alderman). The mayor is elected at large, and each council member is aligned to a separate district. The Mayor and Council are elected for a regular term of two years. The City Administrator is appointed by the Council and is responsible for implementation of Council policy, execution of the laws, and all day-to-day operations of the city. The council is responsible for the hiring and firing of all Department Heads of the city.

The City of Lytle, is located on the Southwest side of San Antonio, serves an area of just under 5 square miles with a population of 3,500. The city's fiscal year begins on October 1 and ends on September 30. The city provides a full array of municipal services to its citizens and customers, including police, municipal court, parks and recreation, development services, public works, administrative, fiscal services. The city owns and operates a water and wastewater system.

The city's fiscal year 2024-2025 total budget is \$14.4 million - \$4.8 million in the General Fund operating budget, \$727 thousand in Debt Service, \$8.87 million in the Water/Sewer Fund (which includes capital projects), and \$120 thousand in the Storm Water Fund. The budgeted number of employees is 37.5 consisting of 35 full-time employees and 2 part-time employees.

C. Budgetary Basis of Accounting

The City of Lytle prepares its budgets on a basis consistent with generally accepted accounting

principles.

D. Fund Structure

The City of Lytle uses the following fund types in its financial reporting:

FUND TYPE	NUMBER OF FUNDS
GENERAL FUND	1
DEBT SERVICE FUND	2
ENTERPRISE FUNDS	3

E. Pension Plans

The City of Lytle employees participate in the Texas Municipal Retirement System (TMRS).

F. Computer Financial Systems

The city's accounting software system is through Tyler Technologies, specifically, the city is currently operating on Incode 10. The system runs on a network server with networked workstations for city staff.

The city also contracts with a third-party IT company for all Information Technology (IT) Managed Services.

G. Availability of Prior Audit Reports

Interested proposers who wish to review the prior years' audit report(s) can obtain the reports from the City's website at www.lytle.tx.org under Finance Department. The previous ACFR's will give the reader additional information on the city's reporting entity, fund structure, and financial policies.

IV. TIME REQUIREMENTS

A. Calendar

The calendar for the Request for Proposals can be found on page 2 of the Bid Documents. Key Dates are as follows:

- | | |
|--|-------------------|
| 1. Due Date for Submissions | February 28, 2025 |
| 2. Review by Finance Director and City Administrator | March 3, 2025 |
| 3. Award of Contract | March 10, 2025 |

B. Date Audit May Commence

The city will have all records ready for audit and all management personnel available to meet with the firm's personnel upon mutual agreement. Ideally the audit would take place each December and/or January of each year.

C. Schedule for the 2025 Fiscal Year Audit

As part of the firm's proposal, please complete a proposed schedule for the 2025 Fiscal Year Audit, similar to the one shown below, with proposed completion dates for each phase. (A similar schedule will be developed for audits for future fiscal years if the City of Lytle exercises its option for additional audits).

1. Detailed Audit Plan – to include list of required information and schedules to be prepared by client
2. Interim Work
3. Fieldwork
4. Conference with City Administrator
5. Draft Reports – Drafts of the audit report and recommendations to management to be available for review.
6. Conference with City Administrator, Finance Director, and Mayor
7. Presentation to City Council

Additionally, the selected firm should be prepared to hold entrance conferences prior to start of interim work and fieldwork, as well as at the completion of each of the same phases.

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

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 finance department 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, and Photocopying

The City of Lytle will provide the auditor with reasonable work space, desks and chairs. The auditor will also be provided with access to a telephone, photo copying facilities.

D. 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.

REQUEST FOR PROPOSALS – RFP #2025-01-01
AUDIT SERVICES
INSTRUCTIONS TO RESPONDANTS

READ THIS ENTIRE DOCUMENT CAREFULLY AND FOLLOW ALL THE INSTRUCTIONS. YOU ARE RESPONSIBLE FOR FULFILLING ALL REQUIREMENTS STATED HEREIN. THE INSTRUCTIONS AND CONDITIONS APPLY TO ALL PROPOSALS AND BECOME A PART OF THE TERMS AND CONDITIONS OF ANY PROPOSAL SUBMITTED AND ANY AGREEMENT ENTERED INTO SUBSEQUENT THERETO, UNLESS EXCEPTION IS TAKEN IN WRITING BY THE RESPONDENT WHEN SUBMITTING A PROPOSAL.

A. Proposal Preparation and Submittal

1. All proposals submitted for City consideration must include two (2) paper copies and one (1) electronic copy.
2. Clearly mark the outside of the sealed envelope with the words “Request for Proposals – RFP #2025-01-01, Audit Services, Attention: City Secretary and must contain the name of the company or individual submitting the proposal.
3. For proposals submitted, all figures must be legible, written in ink or typed. Figures written in pencil or erasures are not acceptable. However, mistakes may be crossed out, corrections inserted and initialed in ink by the person signing the proposal.
4. Any oral, telegraphic, telephonic, e-mailed or facsimile proposal will not be considered.
5. All proposals must be submitted in a sealed envelope and must contain all items outlined in *Section B* and *Section C* below.

B. Submission of Proposals

The following must be included in each submission:

1. 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.

2. Table of Contents

Include a clear identification of the material by section and by page number.

3. 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.

4. Detailed Technical Proposal

The detailed proposal should follow the order set forth in *Section C* below of this request for proposals.

5. Executed copies of Proposer Guarantees and Warranties, in the format as attached to this Request for Proposals (Appendix C)

C. Technical Proposal

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 RFP. 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 RFP requirements.

The Technical Proposal should address all the points outlined in the RFP (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 RFP. While additional data may be presented, the following listed items must be included. They represent the criteria against which the proposal will be evaluated.

1. Independence

The firm should provide an affirmative statement that it is independent of the City of Lytle 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 Lytle as defined by those same standards.

The firm should also list and describe the firm's professional relationships involving the City of Lytle 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 Lytle written notice of any professional relationships entered into during the period of this agreement.

2. 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 the State of Texas.

3. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, and 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.

4. 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.

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 Lytle. However, in either case, the City of Lytle 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.

5. 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 RFP. 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.

6. 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 this RFP.

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 Lytle'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

D. Intent of Proposal Documents

The respondent is responsible for the proposal and must fully gather information that can affect the proposal price. Should the respondent find discrepancies in, or omission from, the proposal documents, or should there be any doubt as to a document's meaning and intent, the respondent should notify the city at once and obtain clarification prior to submitting a proposal.

The submission of a proposal by the respondent shall be conclusive evidence that the respondent is fully acquainted with and satisfied as to character, quality and quantity of equipment and/or services to be furnished.

E. Delivery of Proposal

Proposals received prior to the deadline will be securely kept, unopened, until the opening date. Proposals received past the specified deadline will be returned to sender unopened. No responsibility will be attached to an officer of the city for the premature opening of a proposal not properly addressed and identified.

F. Signatures

The signature of an authorized representative of the respondent is required. Proposals unsigned will result in the proposal rejection.

G. Proposal Alteration or Withdrawal

No alteration or amendments of proposal after the submission deadline. The signer of the proposal, guaranteeing authenticity, must initial any interlineations, alterations, or erasures made before the

proposal opening time. Withdrawal of proposals may be by written request and signed by the company-authorized representative prior to the deadline for proposal opening. Withdrawal requests must be received by the city in the normal course of business and prior to the proposal deadline. Negligence on the part of the responder in preparing the proposal represents no right for withdrawal after the proposal is opened. No proposal may be withdrawn or canceled for a period of ninety (90) calendar days after opening of the proposal.

H. Disqualifications of a Proposal

The respondent may be disqualified and their proposal not considered for the following reasons, including, but not limited to:

1. Proposal received after the time set as stated in the advertisement.
2. Reason for believing collusion exists between respondents.
3. The respondents being an interested party in any litigation against the city.
4. Uncompleted work, which in the judgment of the city will prevent or hinder the prompt completion of additional work or have defaulted on a previous contract.
5. Lack of competency as revealed by reference checks, financial statement, experience and equipment, questionnaires, or qualification statement.
6. Failure to comply with any of the requirements contained herein.
7. Lack of signature by the respondents authorized representative on the Proposal.
8. Respondent is indebted to the city.

I. Proposal Openings

All proposals submitted will be opened publicly in the City Hall Council Chambers, at the date and time shown in the Invitation for Proposals. However, the reading of the proposal should not be construed as a comment on the responsiveness of such respondent or as any indication that the city accepts such proposal as responsive.

The city will make a determination as to the responsiveness of proposal submitted based upon compliance with all applicable laws and City of Lytle Purchasing Guidelines. The city will notify the successful respondent upon award of the contract, and, according to State law, all proposals received will be available for inspection at that time, unless otherwise provided by law.

J. Proposal Evaluation and Selection

The city will conduct a comprehensive, fair, and impartial evaluation of all proposals received in response to this RFP. Each proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. Criteria evaluation include the following items:

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 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.

1. Technical Quality: (Maximum Points – 80)

a. Expertise and Experience – 50 Points

- i. Firm's past experience and performance on comparable government engagements – 30 Points
- ii. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management to support personnel to be available for technical consultation – 10 Points
- 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 Points
- iv. 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 Points

b. Audit Approach – 30 Points

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

2. 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

Final selection will be made by the City Council based upon the recommendation of Finance staff and the City Administrator. The city reserves the right to conduct pre-contract negotiations with the most successful proposer.

K. Basis of Award

It is the intent of the city to award a Contract to one Respondent submitting the most efficient for the city's needs and requirements. Selection shall be based on all factors, which have a bearing on price and performance of the items in the user environment. All proposals are subject to re-tabulation. Compliance with all proposal requirements are considerations in evaluating proposals.

The proposal award will be made within ninety (90) days after the opening of proposals. No award will be made until after investigations are made as to the responsibilities of the best proposal.

The City of Lytle reserves the right to award proposals whole or in part when deemed to be in the best interest of the City. The respondent shall state on the proposal if the proposal is "all" or "none"; otherwise, it shall be considered as agreeing with this section.

The City of Lytle reserves the right to contact any offer or, or at any time, to clarify, verify or request information with regard to any proposal. The City reserves the right to waive any formality or irregularity, to make awards to more than one offer or, or to reject any or all proposals.

L. Proposal Tabulation

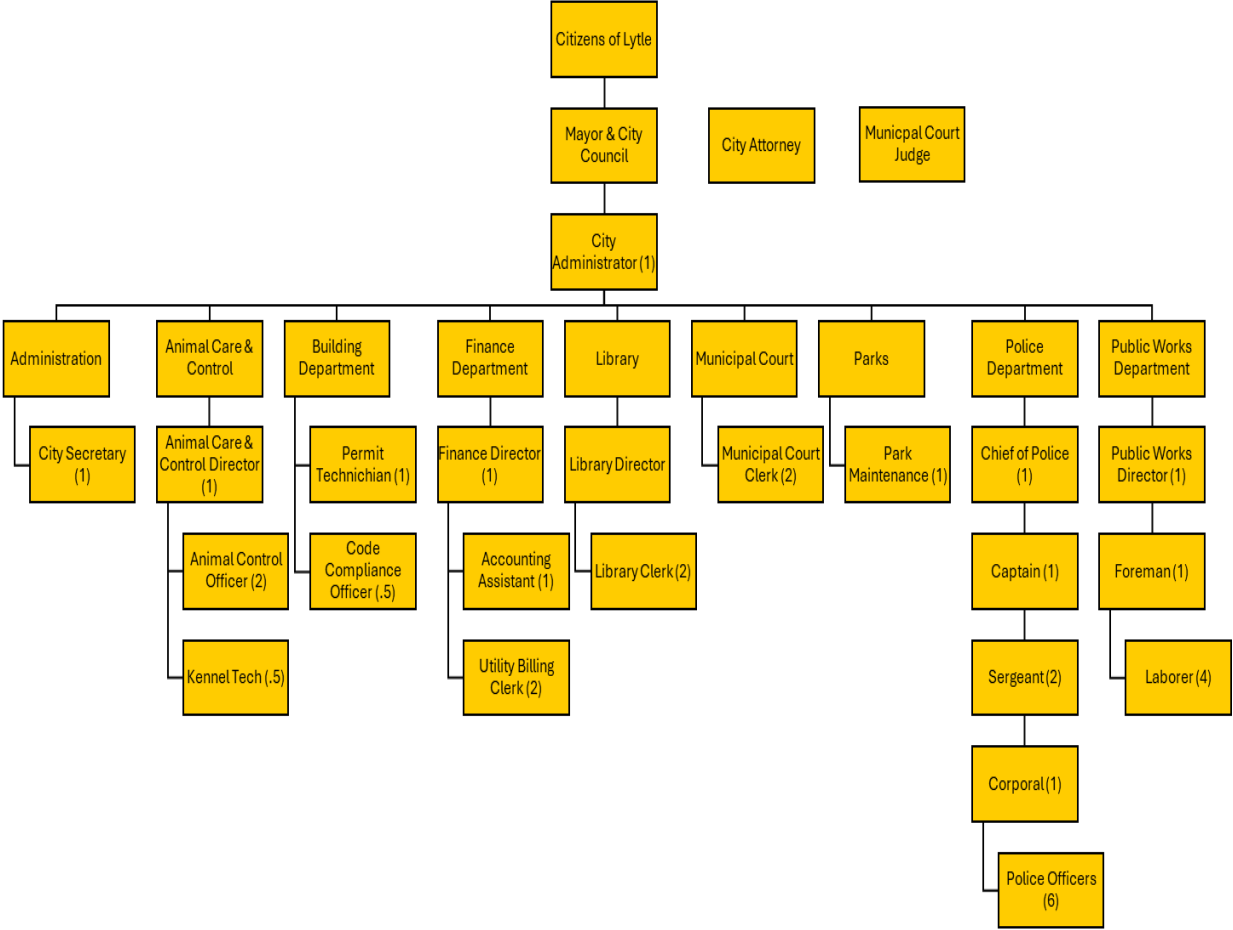
Respondents desiring a copy of the proposal tabulation may request it by enclosing a self-addressed, stamped envelope with the proposal. PROPOSAL RESULTS WILL NOT BE GIVEN BY TELEPHONE. You may also download a copy on the City of Lytle's website (<https://www.lytle.tx.org>).

M. Protests

All protests regarding the proposal solicitation process must be submitted in writing to the City Administrator within five (5) working days following the opening of the proposals. This includes all protests relating to advertising of proposal notices, deadlines, proposal opening, and all other related procedures under the Texas Local Government Code, as well as any protests relating to alleged improprieties or ambiguities in the specifications.

This limitation does not include protests relating to staff recommendations as to award of this proposal. Protests relating to staff recommendations may be directed to the City Administrator within five (5) working days of the staff recommendation to the City Council. Unless otherwise provided by law, all staff recommendations will be made available for public review by inclusion in the agenda packet for the City Council meeting at which the proposal will be considered.

APPENDIX A – ORGANIZATION CHART



APPENDIX B – KEY PERSONNEL

Name and Title

Ruben Gonzalez, Mayor

Zachary Meadows, City Administrator

Paola L. Rios, City Secretary

LaNet Hester, Finance Director

Richard Priest, Police Chief

Daniel Garcia, Animal Care & Control Director

Cassandra Cortez, Library Director

Pete Billalobos, Interim Public Works Director

APPENDIX C – PROPOSER GUARANTEES

The proposer certifies it can and will provide and make available, as a minimum, all services set forth in Section II, Scope of Work, of the Scope of Services and Special Considerations portion of this RFP.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX D – PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of Texas laws.
- B. Proposer warrants that it has or 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 Lytle, Texas.
- D. Proposer warrants that all information provided by it, in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX E – CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
	OFFICE USE ONLY	
This questionnaire is being filed in accordance with Chapter 176 of the Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with the City of Spring Valley Village and the person meets the requirements under Section 176.006(a). By law this questionnaire must be filed with the City Secretary of the City of Spring Valley Village not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.	Date Received:	
1. Name of person who has a business relationship with the City of Lytle		
2. ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the City Secretary not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)		
3. Name of local government officer with whom filer has employment or other business relationship. Name of Officer This section must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of questionnaire? Yes _____ No _____ A. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not from the City of Spring Valley Village? Yes _____ No _____ B. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? Yes _____ No _____ C. Describe each employment or business relationship with the local government officer named in this section.		
4. _____ Signature of person doing business with the government entity _____ Date		

APPENDIX F – CERTIFICATE OF INTERESTED PARTIES

CONFLICT OF INTERESTED PARTIES			FORM 1295																														
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.			OFFICE USE ONLY																														
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.																																	
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.																																	
3 Provide identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 35%;">Name of Interested Party</th> <th rowspan="2" style="width: 20%;">City, State, Country (place of business)</th> <th colspan="2" style="width: 45%;">Nature of Interest (check applicable)</th> </tr> <tr> <th style="width: 22.5%;">Controlling</th> <th style="width: 22.5%;">Intermediary</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)		Controlling	Intermediary																								
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		Controlling	Intermediary																														
5 Check only if there is NO Interested Party. ☐																																	
6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct. _____ Signature of authorized agent of contracting business entity AFFIX NOTARY STAMP SEAL ABOVE Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office. <table style="width: 100%;"> <tr> <td style="width: 33%;">Signature of officer administering oath</td> <td style="width: 33%;">Printed name of officer administering oath</td> <td style="width: 33%;">Title of officer administering oath.</td> </tr> </table>				Signature of officer administering oath	Printed name of officer administering oath	Title of officer administering oath.																											
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APPENDIX G – SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

NAME OF FIRM: _____

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners				
Managers				
Supervisory Staff				
Staff				
Other (specify)				
Subtotal				
Total for Services				
Out-of-pocket expenses				
Other (specify)				

Total all-inclusive maximum price for the Fiscal Year 2025 audit _____

Please provide an estimate of fees for the following 4 years:

FY2026 _____ FY2028 _____

FY2027 _____ FY2029 _____

The person signing this proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City.

Printed Name

Signature

Date