



**CITY OF KINGSVILLE, TEXAS  
PROFESSIONAL AUDIT SERVICES  
REQUEST FOR PROPOSALS 22-11**

**DEADLINE:**

**TUESDAY, JULY 5, 2022**

**Finance Department  
400 West King Ave.  
Kingsville, TX 78363**

**RFP's Due: Tuesday July 5, 2022, at 2:00 PM  
ATTN: Charlie Sosa  
400 W. King Ave.  
Kingsville, TX 78363**

**OR**

**P.O. Box 1458  
Kingsville, TX 78364**

## GENERAL

1. **PURPOSE:** The City of Kingsville, herein after "City", seeks an agreement with a qualified public accounting firm, herein "Respondent", whose principals are certified public accountants to audit its financial statements and Annual Comprehensive Financial Report (ACFR) for the fiscal year ending September 30, 2022, and for each of the two (2) fiscal years after that.

Audit is to be conducted in accordance with auditing standards generally accepted in the United States of America and the standards acceptable to financial audits contained in *Government Auditing Standards*, issue by the Comptroller General of the United States.

Should the City required single audit services, 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* shall be used. This service will be negotiated separate and apart if necessary. Note: The 2022 Single Audit expects a range of expenditures to be from \$7 million to \$50 million due to on-going grants and the completion of the related grant projects.

2. **BACKGROUND:** A copy of the City's Annual Financial Report (ACFR) for the Fiscal Year ending September 30, 2021, can be found at the following link and herein as ATTACHMENT C:

<https://www.cityofkingsville.com/wp-content/uploads/2022/05/Annual-Comprehensive-Financial-Report-2021-Reduced-Size.pdf>

Copies of the City's Annual Financial Reports for the past several years can be found at the following link:

<https://www.cityofkingsville.com/departments/finance-department/caf-reports>

3. **DEFINITIONS, TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the City's standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern unless specifically provided otherwise in a separate agreement or on the face of a purchase order. It is the sole responsibility of respondents to stay apprised of changes.

- 3.1. Any acceptance to or additional terms and conditions attached to the response will not be considered unless respondent specifically references them on the front of the Solicitation Document. WARNING: Exception to or additional terms and conditions may result in disqualification of the response.

4. **ATTACHMENTS:** Attachments A through D are herein made a part of this solicitation:

- 4.1. Attachment A: Reference Sheet
- 4.2. Attachment B: Estimated Hours for Services & Proposed Fees
- 4.3. Attachment C: City of Kingsville Annual Comprehensive Financial Report for FY 2021
- 4.4. Attachment D: Conflict of Interest Questionnaire (CIQ)

5. **CLARIFICATION:** For questions or clarifications of specifications, you may contact

**Deborah Balli, Director of Finance**  
**City of Kingsville**  
**Telephone: 361-595-8009**  
**[dballi@cityofkingsville.com](mailto:dballi@cityofkingsville.com)**

The individual listed above may be contacted by telephone or visited for clarification of the specifications only. No authority is intended or implied that specifications may be amended, or alterations accepted prior to solicitation opening without written approval of the City of Kingsville through the Purchasing Department.

6. **RESPONDENT REQUIREMENTS:** The Respondents shall have a minimum of five (5) years governmental audit experience. The opening of a solicitation shall not be construed as the City's acceptance of such as qualified and responsive.

- 6.1. Respondents shall be firms, corporations, individuals, or partnerships normally engaged in the professional services specified herein.
- 6.2. Have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to the city.
- 6.3. In order to assure the City does not encounter service delays or other unforeseen problems that can occur with out-of-area or foreign vendors, Respondent shall be located within **40 miles of the City of Kingsville.**
- 6.4. **Persons and firms practicing Auditing Services in the State of Texas must possess proper licensing and registration in accordance with Texas laws.**

7. **BEST VALUE EVALUATION AND CRITERIA:** The City reserves the right to reject any or all responses, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City.

Respondents may be required to make an oral presentation to the selection team to further present their qualifications. These presentations will provide the Respondent the opportunity to clarify their qualifications and ensure a mutual understanding of the services to be provided and the approach to be used.

All solicitations received may be evaluated based on the best value for the City. In determining best value, the City may consider:

- 7.1. Reputation of Respondent and of Respondent's goods and services.
- 7.2. Quality of the Respondent's goods and services.
- 7.3. The extent to which the goods and services meet the City's needs.
- 7.4. Respondent's past relationship with the City.
- 7.5. Any relevant criteria specifically listed in the solicitation.