



La Pryor Independent School District

REQUEST FOR QUALIFICATIONS
DATE: MAY 15, 2021 SOLICITATION #: 24-05-22
Annual Audit Services

EVENT	DATE
RFQ Posting:	April 24, 2024
Questions Due:	May 15, 2024
Qualifications Due:	May 22, 2024 at 2:00 p.m.

- Questions must be submitted via e-mail to the contact person listed below. In the email subject line type: **Questions for (24-05-22, Annual Audit Services)**
- Please submit all files in a sealed envelope or carton, plainly marked with the Name, RFQ Number, and RFQ Title.
 - One (1) clearly identified hard copy marked “ORIGINAL” of the proposal response
 - Two (2) clearly identified hard copy marked “COPY” of the proposal response
- FAX or e-mailed proposals will not be accepted.

Deliver Sealed Proposals to:

**La Pryor ISD
Business Office
311 E US Hwy 57
La Pryor, TX 78872**

Contact:

**Miriam Del Rio-Castillo
Finance Director
830-365-4000
miriam.delrio@lapryor.net**

THIS RFQ WILL NOT BE OPENED OR READ PUBLICLY

GENERAL CONDITIONS AND SPECIFICATIONS

1. SCOPE OF SERVICE

- 1.1. The La Pryor Independent School District ("La Pryor ISD" or the "District") intends with this proposal process to obtain the services of a public accounting firm to perform the annual financial audit for the fiscal year 2024 and beyond based on the terms of the RFQ.
- 1.2. The audit is to be performed to determine:
 - 1.2.1. whether the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District, and the respective changes in financial position and cash flows
 - 1.2.2. whether the District has complied with the laws and regulations for those transactions and events that may have a material effect on the financial statements
 - 1.2.3. whether the District is in compliance with the Texas Education Agency's Financial Accountability System Resource Guide provisions
 - 1.2.4. whether the District's internal control structure is sufficient to prevent and/or identify potential conditions that may impact the District's financial statements or operations
 - 1.2.5. whether the District is in compliance with laws and stipulations for federal programs
 - 1.2.6. whether the District is in compliance with provisions of the Public Funds Investment Act
 - 1.2.7. whether the District has accurately submitted financial data through the Public Education Information Management System (TSDS/PEIMS)
- 1.3. The solicitation shall be in effect from the date of the approval through January 31, 2026. There will be an additional automatic renewal annually unless either party submits written intention to cancel or amend the award. La Pryor ISD encourages all vendors to submit as soon as possible and evaluation will be after closing day.
- 1.4. This proposal is intended to provide La Pryor ISD, La Pryor, Texas, with their qualifications in accordance with specifications and questions embodied within this inquiry. This RFQ will be approved on an all or none basis.
- 1.5. The estimated total value of a contract is unknown.
- 1.6. The District reserves the right to limit the total expenditure of a project with the one vendor by the District as a whole.
- 1.7. If the Vendor requires a separate contract agreement, the agreement must include the approved provisions and will be reviewed prior to signature by an authorized District representative. The District reserves the right to reject such requests and consider the purchase order the official agreement. If the District considers the additional agreement, no products or services are to be provided until the District has reviewed, accepted, modified and/or struck all provisions or clauses that are in violation of State of Texas law, District policies, and/or are not considered in the District's best interest.
- 1.8. If end users are required to accept any terms or conditions via "click-through" upon accessing the proposed product, software, application, program or website the proposer must attach a copy of those terms or

conditions to their response to this solicitation so that they may be reviewed prior to approval. The District reserves the right to negotiate said terms or conditions. The District cannot be bound to any terms or conditions via a "click-through" that is not attached to the proposer's response that was not previously reviewed and accepted by the District, regardless of whether they have been accepted by an end user.

- 1.9. If the Vendor requires reimbursement for costs (e.g. air travel, lodging, per diem, handouts, and all other District authorized expenses) associated with the services provided, the Vendor must identify this requirement within their response. For contracts requiring reimbursement, receipts are required and the District will only pay the actual costs incurred by the Vendor.

2. STANDARD TERMS AND CONDITIONS

- 2.1. The solicitation shall be governed by the following documents, which are incorporated herein. A copy may be obtained by contacting La Pryor ISD Business Office staff listed on the cover sheet. Any exceptions to the standard terms and conditions must be included in the Proposer's response. Texas Education Code 44.031 Purchasing and Acquisition, La Pryor ISD Policy CH(LEGAL) Purchasing and Acquisition, La Pryor ISD Policy CH(LOCAL).
- 2.2. La Pryor ISD reserves the right to hold in-person interviews and/or presentations with the top vendors after the opening.
- 2.3. La Pryor ISD is a governmental body subject to the Texas Public Information Act. Responses submitted to La Pryor ISD as a result of this solicitation may be subject to release as public information after contracts are executed or the procurement is terminated. If a vendor believes that its response, or parts of its response, may be exempted from disclosure under Texas law, the vendor must specify page-by-page and line-by-line the parts of the response which it believes are exempt. In addition, the vendor must specify which exception(s) to the Texas Public Information Act is applicable and provide detailed reasons to substantiate the exception(s). Vague or general claims to confidentiality will not be accepted. La Pryor ISD assumes no obligation or responsibility relating to the disclosure or nondisclosure of information submitted by vendors.

3. DESCRIPTION.

- 3.1. La Pryor ISD is located in La Pryor, TX, an Southwest Texas community in Zavala County, about 97 miles outside of San Antonio. The district has one secondary 7-12 campus and one elementary PK-6 campus. La Pryor ISD has approximately 448 students and 95 employees.

4. NO GUARANTEE OF ORDER.

- 4.1. La Pryor ISD does not guarantee any contract from qualified vendors during the term of the qualification.

5. ACCESS TO DISTRICT FACILITIES.

- 5.1. Vendors are not authorized to make unsolicited contacts with individual campuses.
- 5.2. Vendors shall limit their contact with District representatives as is necessary to conduct appropriate business.
- 5.3. No school visits are to be made during the first two or last two weeks of the school semester, or during statewide testing weeks unless directly requested by District personnel.
- 5.4. Vendors are encouraged to contact a campus or department prior to their visit to arrange for an appropriate time to meet with District personnel. It is the option of District personnel to determine if the vendor will be granted an appointment.

6. EVALUATION CRITERIA FOR PROPOSAL.

In accordance with applicable laws, rules, and regulations for public purchasing, approval(s) will be made to the responsible vendor(s) whose response(s) is/are determined, after evaluation by the La Pryor ISD Business Office, to be the best value to La Pryor ISD. To qualify for evaluation, a response must have been submitted on time and must materially satisfy all mandatory requirements identified in this document.

6.1. Evaluation Criteria

6.1.1. A committee selected by La Pryor ISD will review and evaluate all responses and make a recommendation to the La Pryor ISD Board of Trustees. La Pryor ISD will base a recommendation for contract approval on the following factors, in accordance with Texas Education Code § 44.031:

6.1.2. Evaluation Factors:

- 6.1.2.1. The reputation of Vendor and of Vendor's goods and/or services
- 6.1.2.2. Quality of Vendor's goods and/or services
- 6.1.2.3. The extent to which the goods and/or services meet La Pryor ISD's needs
- 6.1.2.4. Vendor's past relationship with La Pryor ISD
- 6.1.2.5. Prior Experience with La Pryor ISD
- 6.1.2.6. Impact on the ability of La Pryor ISD to comply with laws and rules relating to HUBs
- 6.1.2.7. For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the Vendor or the Vendor's ultimate parent company or majority owner: (A) has its principal place of business in this state; or (B) employs at least 500 persons in this state

6.2. Approvals

6.2.1. Approvals will be made to the successful vendor for the total line of products and/or services submitted. Approvals will be based on the criteria set forth within this document. La Pryor ISD reserves the right to approve contracts to multiple vendors if these vendors offer items that are unique and have value to La Pryor ISD. La Pryor ISD also reserves the right to name one vendor of awarded vendors as the first choice of the District.

6.3. Competitive Range

6.3.1. It may be necessary for La Pryor ISD to establish a competitive range of acceptable responses as part of the evaluation process. Responses not in the competitive range are unacceptable and do not receive further approval consideration.

6.4. Formation of Approval

6.4.1. A response to this solicitation is an offer to be approved with La Pryor ISD based upon the terms, conditions, the scope of work, and specifications contained in this procurement solicitation. A solicitation/response does not become an approval unless and until La Pryor ISD accepts it after approval by the La Pryor ISD Board of Trustees.

RESPONSE SHEET:

The following information shall provide the district with a basic understanding of the product or service being offered. All information must be completed for the application to be considered. To assist in the evaluation process, the hard copy response shall be submitted in the following order, with each section clearly indexed and tabbed:

- Section I: Executive Summary
- Section II: Company Profile
- Section III: Company References
- Section IV: Certifications and Representations
- Section V: Example of a Texas School District Financial Audit
- Section VI: Proposer's Standard Contract
- Section VII: Additional Documentation if needed

Please ensure you include responses to the following items in the appropriate sections listed above.

1. Basic description of your company, location, and qualifications of key personnel.
 1. Number of local employees
 2. Number of national employees
 3. La Pryor ISD contact or representative and respective contact information
 4. Number of years company has provided annual financial services
 5. Local address and headquarters address
2. Please describe how you anticipate meeting the audit needs for La Pryor ISD.
3. Does your company offer an online portal or process for electronically submitting documents from the District? If so, please provide a description of this process or examples of the portal.
4. Please provide an example of a list of items requested from Texas ISD clients (example: Prepared by Client List or Items Needed List).
5. Is your company's principal place of business in Texas or employs at least 500 persons in Texas?
6. Please provide three references (Other Texas ISDs required).
 1. District name
 2. District contact person and contact information, specifically email address
7. Please submit one sample of a completed Annual Financial Report from another Texas ISD for review.
8. Please provide any additional relevant documents for District review, if necessary.

*****Provide any certifications, references, or other pertinent information with application*****

All Forms that follow below must be filled out and turned in with response documents