



Every drop counts!

Clearwater Underground Water Conservation District

P.O. Box 1989, Belton, Texas 76513

Phone: 254/933-0120 Fax: 254/933-8396

www.cuwcd.org

Leland Gersbach, President

Wallace Biskup

Judy Parker

David Cole

C. Gary Young

DATE: May 9, 2018

TO: Professional Audit Providers

FROM: Dirk Aaron, General Manager

SUBJECT: Request for Qualifications for Auditing Services

The Clearwater Underground Water Conservation District (CUWCD) is soliciting proposals from qualified firms of certified public accountants to audit the CUWCD's financial statements for the fiscal year ending September 30, 2018 with the option of auditing the District's financial statements for the two (2) subsequent fiscal years. General meeting with Firms to discuss our current year audit and a general overview of the District is scheduled for 1:30 p.m. on July 10, 2018 the Clearwater UWCD office located at 700 Kennedy Court in the Belton Business Park.

To be considered for this engagement, your firm must meet the qualifications and satisfy the requirements set forth in the RFP. Completed proposals must be received at the address listed below by 5:00pm on Friday June 29, 2018.

Mailing Address:

Clearwater UWCD
Attn: Dirk Aaron, General Manager
P.O. Box 1989
Belton, TX 76513

Physical Address:

Clearwater UWCD
Attn: Dirk Aaron, General Manager
700 Kennedy Court
Belton, TX 76513

All questions and correspondence should be directed to Dirk Aaron, in writing at the above address or by email at daaron@cuwcd.org. Contact with personnel other than Dirk Aaron regarding the RFP may be grounds for elimination from the selection process.

^{1/} Clearwater Underground Water Conservation District (CUWCD) is a political subdivision of the State of Texas and underground water conservation district created and operating under and by virtue of Article XVI, Section 59, of the Texas Constitution; Texas Water Code Chapter 36; the District's enabling act, Act of May 27, 1989, 71st Legislature, Regular Session, Chapter 524 (House Bill 3172), as amended by Act of April 25, 2001, 77th Legislature, Regular Session, Chapter 22 (Senate Bill 404), Act of May 7, 2009, 81st Legislature, Regular Session, Chapter 64 (Senate Bill 1755), and Act of May 27, 2015, 84th Legislature, Regular Session, Chapter 1196, Section 2 (Senate Bill 1336)(omnibus districts bill); and the applicable general laws of the State of Texas; and confirmed by voters of Bell County on August 21, 1999.



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Clearwater Underground Water Conservation District

REQUEST FOR PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

May 2018

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I. INTRODUCTIONS

A. General Information

The Clearwater UWCD is requesting proposals from qualified and experienced public accounting firms, whose principal officers are independent certified public accountants to obtain independent audit services for performance of the District's annual financial audit for the fiscal year ending September 30, 2018, with the option of auditing its financial statements for each of the two (2) subsequent fiscal years, based upon satisfactory performance. This audit is to be performed in accordance with generally accepted auditing standards.

B. Proposal Information

Deadline for Proposals (electronically or by mail) is 5:00 pm Friday June 29, 2018.

Submit Proposals by to:

Mailing Address: Clearwater UWCD
Attn: Dirk Aaron, General Manager
P.O. Box 1989
Belton, TX 76513

Physical Address: Clearwater UWCD
Attn: Dirk Aaron, General Manager
700 Kennedy Court
Belton, TX 76513

One original and three (3) copies of the Proposal should be returned in a sealed envelope clearly bearing the name and address of the Respondent and the **RFP No. 2018.**

Acceptance – all Proposals must include a statement that they are valid for a minimum period of 60 days subsequent to the RFP closing date.

Late Proposals – will not be considered. Each Respondent shall be solely responsible for ensuring that the General Manager receives the Proposal within the time limit indicated.

Non-appropriation – the District may cancel the contract should the present or any future Clearwater UWCD Board non-appropriate funds in any fiscal year for the payment of this agreement. No penalty shall attach in the event of any such non-appropriation. In the event of non-appropriation, the District shall give the successful Respondent written notice of cancellation and the District shall not be

obligated to make any payments beyond the end of the fiscal year for which funds were appropriated (related to a subsequent fiscal year).

Right of rejection – the Clearwater UWCD reserves the right to reject any or all proposals submitted and to waive any informality in proposals received. Proposals submitted will be evaluated by staff with final approval by the Clearwater Board of Directors at the July 11, 2018 Board Meeting.

Award – it is anticipated that the Clearwater UWCD Board of Directors will award the contract for auditing services on August 8, 2018.

C. Term of Engagement

Three, one-year contacts are contemplated, subject to the annual review and recommendation of the General Manager, the satisfactory negotiation of terms (including a price acceptable to both the District and the selected firm), the concurrence of the Clearwater UWCD Board members and the annual availability of an appropriation.

II. NATURE OF SERVICE REQUIRED

A. General

The Clearwater UWCD is requesting proposals from qualified and experienced public accounting firms, whose principal officers are independent certified public accountants to obtain independent audit services for performance of the District's financial audit for the fiscal year ending September 30, 2018, with the option of auditing its financial statements for each of the two (2) subsequent fiscal years, based upon satisfactory performance. This audit is to be performed in accordance with generally accepted auditing standards.

B. Scope of Work to be performed

The district wants the selected respondent (Auditor) to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles.

Clearwater UWCD's Annual Financial Report for the Fiscal Year ending September 30, 2017 and previous audits online at [click: CUWCD Annual Audit Reports](#)

C. References

Provide a listing of your firm's current Texas Municipal clients and/or Political Subdivision clients with contact information.

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D. Proposed Schedule and Pricing

Provide a proposed schedule and pricing.

E. Litigation or Pending Claims

Provide a list of current litigation or any pending claims against your firm.

F. Proposed Audit Team

Please provide a listing of your proposed audit team and a listing of their credentials.

III. Evaluation of Proposals

The evaluation of the received proposals will be conducted by the General Manager and District Board of Directors. The evaluation criteria will be based on qualifications, experience, pricing and schedule.