



VILLAGE FIRE DEPARTMENT

Request for Qualifications: Professional Audit Services

Date Issued: July 15, 2025

Proposal Submission Deadline: **August 15, 2025**

General Information

The Village Fire Department is seeking the services of qualified firms with certified public accountants to audit its financial statements for the fiscal year ending **December 30, 2025**, with an option to renew annually for up to five additional one-year terms. All work must be performed in accordance with generally accepted auditing standards and applicable government Auditing Standards.

Scope of Services

The successful firm will be expected to:

- Perform an independent audit of the Village Fire Department's financial statements
- Express an opinion on the fairness of the financial presentation
- Prepare and assist in finalizing the financial statements
- Provide required communications to management
- Assist with the preparation and submission of filing with relevant oversight bodies
- Maintain communication throughout the audit and provide status updates to leadership

Access to prior year audited financials, management letters, and trial balances will be provided upon request. Firms are expected to review these documents when preparing their proposal.

The contract may be renewed annually for up to five (5) additional one-year terms upon satisfactory performance and mutual agreement.

Submittal Format

All submittals must follow the same format. To be accepted for evaluation, the submittal format must address all required components in order.

The aim of the required format is to simplify the submittal preparation and evaluation process and to ensure that all submittals receive the same orderly review.

All submittals must include the following components:

Section	Topic
1	Cover Letter
2	Firm Profile
3	Project Services
4	Project Team
5	Related Experience and References
6	Project Approach and Schedule of Work
7	Additional Information

Submittal Components:

- A. **Cover Letter:** Provide a one- or two-page cover letter. Include the original signed cover letter with the original submittal and a copy of the cover letter with each copy of the submittal.

The cover letter should provide the following:

- A brief statement of the firm's understanding of the audit process
- The name, title, phone number, fax number, e-mail address and street address of the person in the firm's organization who will respond to questions about the submittal
- Highlights of the firm's qualifications and ability to perform the audit services

- B. **Firm Profile:** Provide the following information about your firm:

- The firm's name, e-mail address, business address, phone number and fax number
- Types of services and products offered
- Number of years in business
- Number of employees
- The location of the offices that would provide the audit services
- A brief statement of the firm's background, demonstrating longevity and financial stability
- Current workload
- Demonstrate the ability of your firm to complete deadlines

- C. **Audit Services:** In this section, which is intended to be the heart of the submittal, describe the respondent's expertise with the methods necessary to perform the audit services. Include a narrative explaining firm's ability to meet the mandatory criteria. Include copies of required licenses.

- D. **Audit Team:** Start the section by introducing the designated lead auditor and for each key person that could be assigned, their audit experience, education and professional registration. Only submit resumes for individuals that will actually be assigned to the audit.

- E. **Related Experiences and References:** For at least 3 relevant projects (State and Local Government) within the past 10 years, include a one- or two-page project description that demonstrates capabilities in the audit services, experience with similar government agencies, and/or local audit experience within the past two years.

- F. **Audit Strategy and Timeline:** Describe the audit approach to fulfill the scope of services listed within this RFQ. Submittal must outline the firm's auditing strategy, including but not limited to the number of auditors, ability to work remotely using access to the Department's electronic files. The submission must show firms understanding of mandatory deadlines and deliverables.

The following minimum should be addressed:

- a. Describe your firm's understanding of the audit
- b. Describe how your firm will organize to perform the services

- c. Provide procedures for coordination and communication with the department staff
- d. Provide a schedule for the completion of the audit. Include start and end dates and milestones.
- e. Describe your resources available to complete the project.

G. **Additional Information:** At your discretion, include additional information that supports your submittal; however, the additional information section should be used carefully; this section of the submittal should not constitute the bulk of your submission.

Selection and Award Process

The Village Fire Department's review Committee will review the submitted response. The Department intends to select a firm that demonstrates, in the department's opinion, the highest degree of technical merit, expertise and RFQ response. With that firm, the Village Fire Department will negotiate the technical aspects of the scope of work, deliverables, schedule and fee; however, if a negotiated agreement cannot be reached, the Village Fire Department may open negotiations with the firm that demonstrates the next highest degree of technical merit. This process will continue until the Village Fire Department has negotiated a successful agreement or decided to reject all responses.

Response to this RFQ will initially be evaluated in accordance with:

- A. Compliance with Instructions: The submittal will be evaluated for general compliance with instructions issued in the RFQ. Noncompliance with significant instructions may be grounds for dismissal.
- B. Mandatory Criteria: The firm must demonstrate the ability to meet the mandatory criteria listed below:
 - 1. The auditor must be independent and licensed to practice in Texas.
 - 2. The firm has no conflict of interest with regard to any other work performed by the firm for the department.
 - 3. The firm must have the ability to conduct the audit in the timeframe required.
 - 4. The firm must have a continuing professional education program in state and local government accounting, auditing, and financial reporting.
 - 5. The firm will commit to making every effort to provide the same lead auditor for fieldwork and preparation of the audit for first year and each subsequent audit performed as a result of renewal options.

Once the mandatory criteria have been reviewed for compliance, the following evaluation criteria will be applied to all proposals that met the mandatory criteria.

Evaluation Criteria:

- 1. Audit firm's experience in providing audits as described by the scope of work.
- 2. Qualifications of staff and number of staff dedicated to the project in order to efficiently execute the fieldwork and subsequent audit in a timely manner. The experience and expertise of staff assigned to the audit, to include work related experience, education, and certification, and tenure with the firm. Auditors shall have experience in the area of auditing state and local governments or similar agencies.
- 3. Offerors shall demonstrate that they have staff capable of providing a thorough and comprehensive audit within the required timeframe. Please include names, qualifications, and a brief resume of each individual who will be assigned to the audit for the Village Fire Department

4. References and recommendations from past clients. Each response must provide agency names, names of contacts, addresses, and phone numbers of a minimum of three (3) agencies for which the Offeror has provided similar audit services as described in this RFQ. Please provide brief summaries of the scope of services provided for each agency.

5. RFQ information and auditing strategy and timeline. Submittal must outline the firm's auditing strategy, including but not limited to number of auditors, ability to work remotely using access to the department's electronic files. The submission must show firms understanding of mandatory deadlines and deliverables.

Submission Instructions

Please submit either:

One (1) original and two (2) hard copies of your proposal marked clearly on a sealed envelope "Audit RFQ Response".

An electronic submittal via email containing a single PDF with the subject line "Audit RFQ Response – [Vendor Name]".

Faxed transmittals will not be considered.

Deadline: Submittals must be received at the location stated above no later than **11:00 a.m. on August 15, 2025**. Submittals received after the deadline will not be accepted.

Presentations: Any and/or all respondents may be invited to make a presentation. If so, the Village Fire Department will notify the respondents of the date and time of the presentation.

All costs incurred by the respondent in the presentations will be the responsibility of the respondent. After any such presentations or demonstrations, submittals may be evaluated again.

Submittal Acceptance and Rejection: The Village Fire Department reserves the right to accept any submittal, to reject any or all submittals, to waive irregularities or informalities in any submittal, and to make the award in any manner deemed in the best interest of the Village Fire Department.

Questions and Submittals: All questions and submittals shall be sent in writing or email to:

Village Fire Department

901 Corbindale Rd, Houston, TX 77024

Amy Buckert: Administrator/Finance Director

buckert@villagefire.org

Katherine Stuart: Administrative Specialist

stuart@villagefire.org

Submissions must be received by the deadline stated above. Late submissions will be rejected.

Certification/Authorization/Acknowledgement Form Certification

Certification and Authorization

The undersigned certifies that they have fully read and understand this "Request for Qualification" and have full knowledge of the scope, quantity, and quality of the materials to be furnished and intend to adhere to the provisions described herein. The undersigned also affirms that they are duly authorized to submit this proposal, that this proposal has not been prepared in collusion with any other vendor, and the contents of this proposal have not been communicated to any other vendor prior to the official opening of this proposal. Additionally, the undersigned affirms that the firm is willing to sign the enclosed Exhibit A, Standard Form of Agreement Contract.

Signed by:_____ Date: _____

Printed Name:_____ Title:_____

Company Name: _____ Phone Number:_____

Fax Number:_____ Bid Address:_____

Order Address:_____ Remit Address:_____

E-mail:_____

Conflict of Interest and Disclosures

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor doing business with local governmental entity		
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	OFFICE USE ONLY	
1	Name of vendor who has a business relationship with local governmental entity.	<div>Date Received</div>
2	<div><input type="checkbox"/></div> 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 appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)	
3	Name of local government officer about whom the information is being disclosed.	
	Name of Officer	
4	Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with	

the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ ☐

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ ☐

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6

☐

Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the
governmental entity

Date

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at [http://www.statutes.legis.state.tx.us/ Docs/LG/htm/LG.176.htm](http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm). For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- A. a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- B. a transaction conducted at a price and subject to terms available to the public; or
- C. a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- a. A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- 2. the vendor:

- A. has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
 - i. a contract between the local governmental entity and vendor has been executed; or
 - ii. the local governmental entity is considering entering into a contract with the vendor;
- B. has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
 - i. a contract between the local governmental entity and vendor has been executed; or
 - ii. the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- a. A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:
 - 1. has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
 - 2. has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

3. has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

1. the date that the vendor:
 - A. begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - B. submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
2. the date the vendor becomes aware:
 - A. of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
 - B. that the vendor has given one or more gifts described by Subsection (a); or
 - C. of a family relationship with a local government officer.

CERTIFICATE 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 the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.			
4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

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☐ Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.
My address is _____ (street) _____ (city) _____ (state)
_____ (zip code) _____ (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____,
2025 .

Signature of authorized agent of contracting business entity (Declarant)

ADD ADDITIONAL PAGES AS NECESSARY