

WASHINGTON COUNTY, TEXAS

REQUEST FOR QUALIFICATIONS

RFQ #2025-24 – FINANCIAL AUDIT SERVICES

Washington County, Texas is seeking sealed proposals from qualified public accounting firms to perform financial audit services for Fiscal Year 2024, with an option to renew annually for up to five (5) years at the discretion of the Washington County Commissioners Court.

It is the intent of Washington County to obtain the services of a Certified Public Accountant (CPA) with extensive governmental auditing experience to conduct independent audits in accordance with applicable auditing standards.

Submission Instructions

Deadline:

10:00 AM, Thursday, July 10, 2025

Addressed to:

Washington County Clerk
100 E Main Street, Suite 102
Brenham, TX 77833

Submission Method:

- Mailed or hand-delivered only.
- No electronic or emailed submissions will be accepted.
- Three (3) printed copies must be submitted in a sealed envelope.

Mark Envelope:

RFQ #2025-24 – FINANCIAL AUDIT SERVICES

Contact Information & RFQ Packet

To obtain the complete RFQ packet or for additional information:

Contact:

Shawna Hollis

County Auditor

Email: shollis@washingtoncountytexas.gov

Website:

RFQ Packet available at: www.co.washington.tx.us

WASHINGTON COUNTY, TEXAS

REQUEST FOR QUALIFICATIONS (RFQ)

OUTSIDE AUDIT SERVICES

I. INTRODUCTION

Washington County, Texas (the "County") is soliciting Requests for Qualifications ("RFQs") from qualified certified public accounting firms to perform the County's annual financial audit in accordance with applicable standards and regulations. The County currently maintains its financial records on a cash basis and utilizes a financial consultant to convert records to modified accrual for year-end financial reporting. This engagement will cover the audit for fiscal year 2024, with the option to extend the engagement for additional fiscal years by mutual agreement, not to exceed 5 years.

II. SCOPE OF SERVICES

The selected firm will be expected to perform the following services:

1. Annual Audit of the County's financial statements, including any required Single Audit(s) under the Uniform Guidance, if applicable.
2. Review and evaluate the County's converted modified accrual financial statements and related schedules.
3. Express an opinion on the fair presentation of the financial statements in accordance with generally accepted accounting principles (GAAP).
4. Issue a management letter identifying any material weaknesses, significant deficiencies, or other findings, with recommendations for improvement.
5. Attend meetings with the County Auditor, Commissioners Court, and/or consultant, as needed, to present findings and respond to questions.
6. Coordinate with the County's consultant who performs the cash-to-modified accrual conversion to ensure audit readiness and data accuracy.

III. COUNTY INFORMATION

- Fiscal year end: December 31
- Annual budget: Approx. \$44 million
- Budget is cash basis, monthly and annually

- Fund types: General Fund, Special Revenue Funds, Debt Service, Capital Projects, Custodial Funds and various Grant Funds
- Financial software: Tyler ERP Pro 10
- Consultant prepares conversion and trial balances for audit purposes
- Most recent audit reports available upon request or via the County website

IV. MINIMUM QUALIFICATIONS

- Licensed CPA firm in the State of Texas
- Demonstrated experience auditing Texas counties or similar local governments
- Familiarity with Governmental Accounting Standards Board (GASB) requirements
- No conflict of interest with Washington County operations

V. SUBMISSION REQUIREMENTS

Each RFQ must include the following:

1. Firm background and qualifications, including government audit experience
2. Team members assigned to the County's engagement and their relevant credentials
3. References from at least three governmental entities (preferably Texas counties)
4. Proposed timeline for audit fieldwork and report issuance
5. Proof of insurance, including professional liability coverage
6. Acknowledgment that this is a Request for Qualifications (not a Request for Proposals), and that no pricing is to be included in the submission

VI. SELECTION PROCESS

Submissions will be reviewed and ranked according to demonstrated competence and qualifications. In accordance with Texas Government Code Chapter 2254 (Professional Services Procurement Act), price negotiations will occur only with the most qualified respondent.

VII. DEADLINE AND DELIVERY INSTRUCTIONS

All RFQs must be received by 10:00 a.m. on Thursday, July 10, 2025. Late submissions will not be considered.

Submit hard copies only (no electronic submissions) to:

Washington County Clerk's Office

Attn: RFQ – Audit Services

100 E. Main Street, Suite 102

Brenham, TX 77833

Submissions must be mailed or delivered to the above address. No submissions will be accepted via email or fax.

Anticipated award date is July 22nd.

VIII. QUESTIONS

All questions regarding this RFQ must be submitted in writing to:

Shawna Hollis, County Auditor

shollis@washingtoncountytexas.gov

Questions must be submitted by July 3rd.

Washington County reserves the right to reject any or all responses and to waive any informality in the process.

X. RENEWAL TERMS

The County reserves the right to renew the contract for the audit of subsequent fiscal years, subject to mutual agreement of terms and continued satisfactory performance. Renewal periods may be for one year at a time, for a total engagement not to exceed five fiscal years.

WASHINGTON COUNTY, TEXAS

RFQ EVALUATION SCORE SHEET

Project: Outside Audit Services

Fiscal Year: 2024 (with option for renewal)

Evaluation Criteria:

Criteria	Max Points	Score
Relevant experience auditing Texas counties or similar local governments	30	
Qualifications and experience of proposed staff	20	
Understanding of County's needs and proposed audit approach	20	
Responsiveness and quality of the Statement of Qualifications	15	
References from similar government clients	10	
Capacity to meet proposed timeline and availability	5	
TOTAL	100	

Evaluator Comments:

Evaluator Name: _____

Date: _____