City of Jacinto City

REQUEST FOR QUALIFICATIONS (RFQ)

INDEPENDENT AUDITING SERVICES

Proposal Due by: 5:00 pm on August 6, 2026

Request for Qualifications (RFQ) for Engineer - Cover Letter

Date: July 16, 2026

Re: Request for Qualifications – Independent Auditing Services

Dear Independent Auditing Service Providers:

The City of Jacinto City, Texas is requesting Statements of Qualifications (SOQs) from qualified Certified Public Accounting (CPA) firms to provide independent auditing services for the City's annual financial audit. The City is soliciting qualifications in accordance with the Texas Professional Services Procurement Act (Texas Government Code Chapter 2254). Firms will be evaluated and ranked solely on the basis of demonstrated competence and qualifications. **Compensation or fee proposals shall not be submitted with the Statement of Qualifications.** Following the evaluation and ranking process, the city will negotiate a fair and reasonable fee with the highest-ranked firm. The selected firm will be expected to perform the City's annual financial audit in accordance with Generally Accepted Auditing Standards (GAAS), Government Auditing Standards (Yellow Book), Generally Accepted Accounting Principles (GAAP), applicable Governmental Accounting Standards Board (GASB) pronouncements, and other applicable federal and state requirements, including Uniform Guidance (2 CFR Part 200) when a Single Audit is required.

Please electronically submit your SOQs in .pdf format via email to:
christal.rodriguez@jacintocity-tx.gov

OR submit 2 copies of your SOQs in a sealed envelope clearly marked:
"RFQ–Independent Auditing Services" to the following address:
Att: Christal Rodriguez, 1301 Mercury Dr. Jacinto City, Texas 77029.

The RFQ will also be available on the City's website at: *www.jacintocity-tx.gov/publicnotice*
SOQs must be received by the City of Jacinto City no later than 5*:00 pm* on Thursday*, August 6, 2026*, to be considered. *Qualifications received after the deadline will not be considered.* The City reserves the right to reject any or all Statements of Qualifications, waive informalities and irregularities, request additional information, conduct interviews, negotiate with the highest-ranked qualified firm, or cancel this solicitation when such action is determined to be in the best interest of the City. The City of Jacinto City is an Equal Opportunity Employer and encourages participation by all qualified firms.

Sincerely,
Christal Rodriguez

REQUEST FOR QUALIFICATIONS

Independent Auditing Services

1. INVITATION

The City of Jacinto City ("City") is soliciting Statements of Qualifications ("SOQs") from qualified Certified Public Accounting (CPA) firms licensed to practice in the State of Texas to provide independent auditing services for the City's annual financial audit.

The City intends to enter into an agreement with the most highly qualified firm selected through a qualifications-based process in accordance with the Texas Professional Services Procurement Act, Texas Government Code Chapter 2254.

Interested firms are invited to submit qualifications demonstrating their experience, technical competence, and ability to provide high-quality, timely governmental auditing services.

The City reserves the right to reject any or all submittals, waive informalities, request additional information, negotiate with the highest-ranked firm, or cancel this solicitation if determined to be in the City's best interest.

There is no expressed or implied obligation for the City of Jacinto City to reimburse responding firms for any expenses incurred in preparing Statements of Qualification in response to this request.

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2. PURPOSE

The purpose of this Request for Qualifications is to identify and select a qualified independent public accounting firm to perform the City's annual financial audit and related services.

The City seeks a firm with extensive experience auditing Texas municipalities and / or other political subdivisions and preparing financial reports in accordance with:

- Generally Accepted Auditing Standards (GAAS)
- Government Auditing Standards (Yellow Book)
- Generally Accepted Accounting Principles (GAAP)
- GASB Statements
- Texas Local Government Code (including section 103.005)
- Uniform Guidance (2 CFR Part 200), when applicable

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3. BACKGROUND

The City of Jacinto City is a Council Manager, Home Rule Charter municipality located in Harris County, Texas. The City provides a full range of municipal services, including:

- Police
- Fire and EMS
- Public Works
- Parks and Recreation
- Municipal Court
- Utility Operations
- Administrative Services

The City receives revenues from property taxes, sales taxes, utility operations, grants, and other governmental sources.

The City periodically administers state and federal grant programs, including Community Development Block Grant (CDBG), Texas General Land Office (GLO), FEMA, and Environmental Protection Agency (EPA) funding, which may require additional compliance procedures and, when applicable, a Single Audit.

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4. PROCUREMENT AUTHORITY

This procurement is conducted pursuant to the Texas Professional Services Procurement Act (Texas Government Code Chapter 2254).

Firms will be evaluated solely on demonstrated competence and qualifications.

Cost proposals or fee schedules shall not be submitted with the Statement of Qualifications.

Following evaluation, the City will negotiate a fair and reasonable fee with the highest-ranked firm. If negotiations are unsuccessful, the City will terminate negotiations and begin negotiations with the next highest-ranked firm.

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5. TERM OF AGREEMENT

The City anticipates entering into an agreement consisting of:

- Initial Term: Three (3) years
- Option to Renew: Two (2) additional one-year renewals by mutual agreement

Renewal is subject to satisfactory performance and approval by the City Council.

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6. SCOPE OF SERVICES

The selected firm shall provide all professional services necessary to conduct the City's annual financial audit.

Services are anticipated to include, but are not limited to:

- Generation of Audited Annual Financial Statement
- Auditor's Opinion
- Required Communications to Those Charged with Governance
- Internal Control Evaluation
- Compliance Testing
- Management Letter
- Presentation of Audit Results to City Council
- Electronic and printed reports
- Assistance with implementation of new GASB standards as applicable
- Single Audit services when required under Uniform Guidance

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7. MINIMUM QUALIFICATIONS

Interested firms shall:

- Be licensed as a Certified Public Accounting firm in Texas.
- Have at least five (5) years of experience.
- Demonstrate experience with Government Auditing Standards.
- Demonstrate experience with GASB standards.
- Demonstrate experience with Uniform Guidance and Single Audits.
- Employ personnel experienced in governmental accounting.

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8. STATEMENT OF QUALIFICATIONS

The SOQ shall contain, at a minimum:

A. Cover Letter

Include:

- Name of firm
- Office location
- Primary contact
- Telephone
- Email
- Authorized signature

B. Firm Profile

Describe:

- History
- Ownership
- Governmental audit practice
- Number of governmental clients
- Texas offices

C. Experience

Describe experience auditing:

D. Project Team

Include qualifications, licenses, certifications, and years of experience.

E. Technical Approach

Describe:

- Audit methodology
- Risk assessment process
- Internal control evaluation
- Communication procedures
- Expected timeline

F. References

Attachment B

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9. EVALUATION CRITERIA

Qualifications will be evaluated using the following criteria:

Evaluation Criteria	Points
Government Audit Experience	20
Qualifications of Personnel	20
Technical Approach	10
Experience with Federal and State Grants	10
Capacity and Availability	30
References	10
Total	**100**

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10. SELECTION PROCESS

The City intends to use the following process:

1. Issue RFQ
2. Receive Statements of Qualifications
3. Evaluate Qualifications
4. Conduct interviews (if necessary)
5. Rank firms
6. Recommend highest-ranked firm
7. Negotiate scope and compensation
8. Execute Professional Services Agreement
9. Present contract to City Council for approval

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11. INSURANCE

The selected firm shall maintain insurance acceptable to the City, including:

- Commercial General Liability
- Professional Liability (Errors & Omissions)
- Automobile Liability

Coverage limits will be established during contract negotiations.

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12. PUBLIC INFORMATION

Submittals become public records subject to the Texas Public Information Act after completion of the procurement process unless otherwise protected by law.

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13. RESERVATION OF RIGHTS

The City reserves the right to:

- Reject any or all qualifications
- Request clarification
- Conduct interviews
- Waive minor informalities
- Cancel the solicitation
- Negotiate with the highest-ranked firm
- Reissue the RFQ if necessary
- The City reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

14. ANTICIPATED SCHEDULE

Activity	Date
RFQ Issued	7/16/2026
Questions Due	7/30/2026
SOQs Due	8/6/2026
Interviews (if required)	To Be Determined
Recommendation to Council	8/13/2026
Contract Award	8/14/2026 Friday

15. CITY CONTACT

All communications regarding this solicitation shall be directed to:

City of Jacinto City
Att: Lon Squyres, City Manager
1301 Mercury Drive
Jacinto City, Texas 77029
Phone: 713-674-8424
Email: lon.squyres@jacintocity-tx.gov

No contact with City Council members regarding this solicitation is permitted during the procurement process except at publicly posted meetings.

16. Inquiries

Inquiries concerning the RFP must be submitted by July 30, 2026, prior to the proposal due date to:

City of Jacinto City
Att: Christal Rodriguez, City Secretary
1301 Mercury Drive
Jacinto City, Texas 77029
Phone: 713-674-8424
Email: christal.rodriguez@jacintocity-tx.gov

No contact with City Council members regarding this solicitation is permitted during the procurement process except at publicly posted meetings.

17. NON-DISCRIMINATION

The City of Jacinto City is an Equal Opportunity Employer and encourages participation by all qualified firms without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other classification protected by law.

Attachment A

Request for Proposal
City of Jacinto City Audit Services

RESPONDENT'S INFORMATION AND SIGNATURE

A. Respondent warrants that it is willing and able to comply with State of Texas laws with respect to foreign (non-state of Texas) corporations.

B. Respondent warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof as well as a business auto policy and a workers compensation policy.

C. Respondent warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Jacinto City.

D. Respondent warrants that all information provided by it in connection with this proposal is true and accurate.

E. The undersigned affirms that they are duly authorized to execute this contract, that the RFP has not been prepared in collusion with any firm, and that the contents of this RFP has not been communicated to any other firm prior to the official opening of this RFP.

Signature: _____.

Printed Name: _____.

Phone Number: _____.

Title: _____.

Email: _____.

Firm: _____.

Federal Tax ID No: _____.

Date: _____.

ATTACHMENT B

LIST OF REFERENCES

Provide references for successful audits of other local governments:

1.
Company Name
Street Address City State ZIP
Contact Person Telephone Email
Services Provided

2.
Company Name
Street Address City State ZIP
Contact Person Telephone Email
Services Provided

3.
Company Name
Street Address City State ZIP
Contact Person Telephone Email
Services Provided

ATTACHMENT C

Local Government Code, Title 5. Matters affecting Public Officers and Employees
Subtitle C. Matters Affecting Public Officers and Employees of more than one type of Local Government

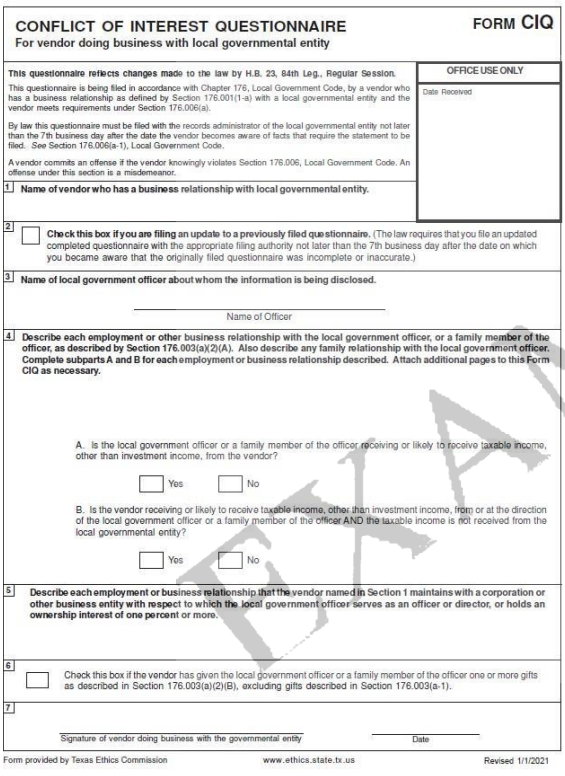
Chapter 176: Disclosure of Certain Relationships with Local Government Officers, Providing Public Access to Certain Information

Chapter 176.006 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that may cause a conflict of interest with the City of Jacinto City.

A vendor shall file a completed questionnaire if the vendor has a business relationship with a local governmental entity and 1) has an employment or other business relations with a local government officer of the City of Jacinto City or a family member of the officer, 2) has given a local government officer of the City of Jacinto City or family member of the officer, one or more gifts with the aggregate value of more than $100 in the 12-month period preceding the contract execution, 3) has a family relationship with a local government officer of the City of Jacinto City.

A vendor shall file an updated completed questionnaire with the City Secretary not later than the seventh business day after the date on which the vendor becomes aware of an event that would make a statement in the questionnaire incomplete or inaccurate.

By submitting a response to a quote, bid or other request, vendors declare compliance with the requirements of Chapter 176 of the Texas Local Government code.



CONFLICT OF INTEREST QUESTIONNAIRE **FORM CIQ**
For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

OFFICE USE ONLY
Date Received

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).

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.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

1 **Name of vendor who has a business relationship with local governmental entity.**

2 ☐ **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?

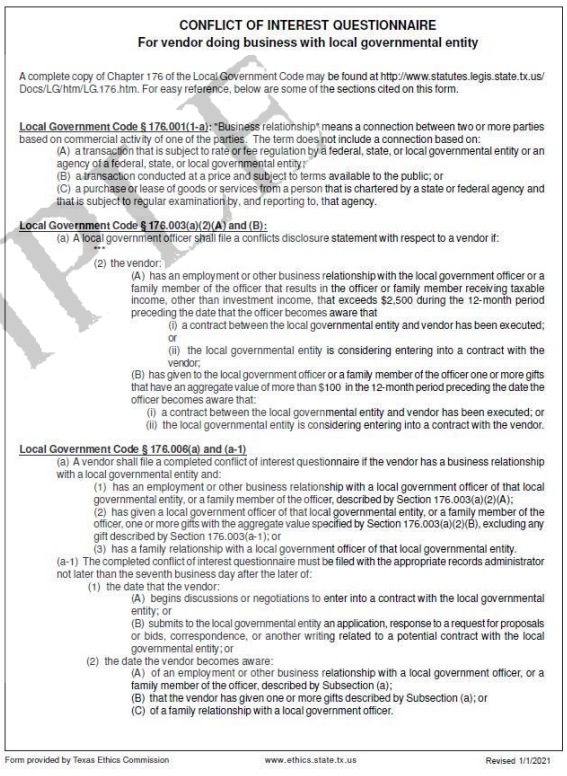
☐ Yes ☐ No

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

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 1/1/2021



CONFLICT OF INTEREST QUESTIONNAIRE
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. 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.

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 1/1/2021

EXAMPLE