



PANHANDLE GROUNDWATER
CONSERVATION DISTRICT

REQUEST FOR QUALIFICATIONS FOR FINANCIAL AUDITING SERVICES

RFQ# 01-2025

Panhandle Groundwater Conservation District
201 W. 3rd, White Deer, TX 79097

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Notice to Proposers

The Panhandle Groundwater Conservation District is presently accepting **Statements of Qualifications for Financial Auditing Services**, as more described herein, **until noon, Monday, July 28, 2025**. Any questions concerning the contents of this document should be emailed to Britney Britten, District General Manager at britney@pgcd.us.

To facilitate the evaluation process, **one (1) complete electronic version of the Statement of Qualifications shall be provided by email to britney@pgcd.us**. All Statements of Qualifications are to be provided in a prepared Adobe Acrobat Portable Document File. The electronic version of the Statement of Qualifications shall be deemed delivered on the date and time in the email transmitting the submission.

The proposer may (optionally and not required) also send a Delivered Statement of Qualifications. Delivered Statement of Qualifications shall be enclosed and sealed in an envelope or container marked **RFQ No. 01-2025, PANHANDLE GROUNDWATER CONSERVATION DISTRICT Financial Auditing Services** and addressed to Panhandle Groundwater Conservation District, Attn: Britney Britten, General Manager.

Statements of Qualifications may be delivered in one of the following methods:

Hand delivered, UPS, FedEx, or other common carrier must be received by 12 PM, July 28, 2025, to:	U.S. Postal Service	Electronically
Panhandle GCD Attn: Britney Britten 201 W. 3 rd , White Deer, TX 79097	Panhandle GCD Attn: Britney Britten PO Box 637 White Deer, TX 79097	To Britney Britten at britney@pgcd.us

Proposers will direct all questions or concerns regarding this RFQ to:

Britney Britten, General Manager
Panhandle GCD
806-883-2501 option 2
806-898-0128 (c)

STATEMENTS OF QUALIFICATIONS DELIVERED IN ANY MANNER OTHER THAN THE ABOVE-STATEMENT MANNER WILL BE REJECTED AND RETURNED TO THE PROPOSER UNOPENED. It is the Proposer's sole responsibility to ensure that his/her Statement of Qualification is delivered by the proper method to the proper address by the deadline. Postmarks will not validate Statements of Qualifications received after the scheduled closing time for receipt of Statements of Qualifications may be discarded without further consideration. Statements of Qualifications may be withdrawn by submitting a request to britney@pgcd.us prior to the scheduled closing time for receipt of Statements of Qualifications.

Introduction

Pursuant to Chapter 2254 of the Texas Government Code, the purpose of this Request for Qualifications (RPQ) is to solicit information that will form the basis for the Panhandle Groundwater Conservation District (Panhandle GCD or District) to select a qualified accountant to provide professional services associated with the District's statutorily required financial audit for the fiscal year 2024-2025.

Background

The District was formed as a political subdivision to protect groundwater resources for the citizens of Carson, Donley, Gray, Roberts, and Wheeler Counties, along with portions of Armstrong, Hutchinson, and Potter Counties. Beyond its enabling legislation, the District is governed primarily by the provisions of Chapter 36 of the Texas Water Code and was created to serve a public use and benefit and is essential to accomplish the purposes of Section 59, Article XVI, Texas Constitution. The District's FY 2024-2025 budget represents \$1,811,923 in total revenue and \$1,811,923 in expenditures. The District currently employs seven full-time and two part-time employees. The membership of the Board of Directors for the District consists of nine elected members, one from each of their respective precincts. They serve staggered four-year terms.

Section 1 – Request for Statement of Qualifications Overview

1.1 Purpose of Request for Qualifications

The District is seeking Statements of Qualifications from Certified Public Accounting firms with the capability and expertise to provide Financial Auditing services.

The District shall receive responses to this RFQ and may conduct individual interviews to select firms which, in the District's discretion, are best suited to perform Financial Auditing services for the District.

1.2 Anticipated Statement of Qualification Review Dates

The following table identifies the estimated dates/timeframe for receipt, evaluation, and notice of acceptance as a financial audit resource of the District. Please note the following key dates when preparing your response to this RFQ.

Description	Date*
Release of RFQ	July 21, 2025
STATEMENT OF QUALIFICATION DUES	July 30, 2025, at Noon
Firm Interview by District (if any)	To Be Determined

Notification of Selection as a Financial Audit Resource for the District	To Be Determined
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*The above-noted dates are subject to change without notice.

1.3 Statement of Qualification Evaluation

The Statement of Qualification review process used to select qualified financial audit firms will be as follows:

- a. The District will review and evaluate all Statements of Qualifications received using the criteria below. Incomplete Statements of Qualifications may be rejected as non-responsive and may result in being excluded from this process.
- b. A District Evaluation Team may select firms for interviews. The District Board may request selected firms to make an oral/visual presentation in connection with the oral interview.

1.4 Evaluation Criteria

Proposers submitting Statements of Qualifications are advised that all responsive documents will be evaluated to determine each firm's ability to best meet the needs of the District. The District's evaluation will include, but is not limited to, a consideration of the following criteria.

- a. *Responsiveness*. Responsiveness of the Statement of Qualifications in clearly stating the firm's practice areas and services, and in meeting the requirements of the RFQ for Financial Auditing services.
- b. *Experience/Ability*. The extent of the firm's previous experience working with political subdivisions, and the firm's knowledge of political subdivision auditing needs required by Chapter 36 of the Texas Water Code.
- c. *Qualifications*. Qualifications of the firm to provide the District with prompt, responsive Financial Audit services, including appropriate support staffing as needed; firm research and other resources; and a demonstrated history of competence in handling financial audits.
- d. *References*. Information obtained by the District from the firm's provided references and other clients.
- e. *Costs*. The firm's proposed financial auditing fees for services provided.

Section 2 – Scope of Work

The District is soliciting qualifications in response to select an accountant of accounting firm to provide consulting services to perform the District's Annual Audit, as required by Chapter 36 of the Texas Water Code:

Section 36.153. ANNUAL AUDIT. (a) Annually and subject to Subsection (c), the Board shall have an audit made of the financial condition of the district. The district audit shall be performed according to the generally accepted government auditing standards adopted by the American Institute of Certified Public Accountants.

(b) Financial statements shall be prepared in accordance with generally accepted accounting principles as adopted by the American Institute of Certified Public Accountants. The annual audit and other district records must be open to inspection during regular business hours at the principal office of the district.

The annual audit shall consist of an examination of financial statements conducted in accordance with generally accepted auditing standards and shall include a review of accounting procedures and the system of internal accounting control to ensure that there is effective control over revenues, expenditures, assets, and liabilities and that there is a proper accounting of resources, liabilities and accounting operations.

The audit shall consist of tests of compliance with the requirements of the applicable state and federal laws and regulations of material effect on the financial statement.

The examination shall be sufficient in scope to render an opinion on the fairness of the representations contained in the balance sheets and related statements of revenue and expenditures, and changes in fund equity for the year end in accordance with generally accepted accounting principles for state and local governments.

In addition to the above, the auditor shall prepare the following reports:

1. Annual Financial Report Audit
 - a. Three Preliminary Drafts
 - b. 10 Final Bound Copies
 - c. One Master Unbound Set
2. Management Letter: The purpose of the letter shall be to make known recommendations of the auditor which, if implemented, would in the auditor's opinion, increase efficiency and improve internal control as they relate to the District's operations. All comments and recommendations shall be discussed with, and a draft of the letter provided to the General Manager, prior to issuance.

RFQ Approach

The District, which is a political subdivision of the State, follows the State of Texas's Procurement Procedures for Professional services under Chapter 2254 of the Government Code. Responses to this RFQ will be collected and evaluated in accordance with the criteria specified. After final selections, the District's General Manager will negotiate with the firm to define the cost schedules, terms and conditions that will apply to the contract work. Once an agreement is reached, the contract may be executed.

Section 3 – Statement of Qualifications

3.1 Statement of Qualifications Format and Content

The Proposer's Statement of Qualifications should fully state its Financial Auditing experience. The submitted Statement of Qualifications should be organized and indexed in a format that ensures the District can easily review to effectively evaluate the Proposer's Statement of Qualifications.

I. Requested Information

1. Title Page – include the firm's name, address, and name and telephone number of the contact person.
2. Letter of Transmittal – include a statement of your understanding of the work to be done and briefly describe your audit approach applied to reach the objective.
3. A statement to the effect that the quoted amount is an estimate and the firm will not be bound to provide the services for the estimated amount.
4. Profile of the firm.
5. The estimated number of people (by classification) to be involved in performing the audit work and the range of education and experience in each classification.
6. A brief resume(s) of key personnel who would be involved in the District's audit.
7. Services to be provided to meet the requirements of the engagement as stated in the "Scope of Work" section of these guidelines.
8. Provide a tentative schedule for performing key phases of the audit and the amount of time required to accomplish these phases.
9. References – provide a list of your firm's current political subdivision clients with contact information.

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

II. RATE/FEE SCHEDULE

The District is prohibited from requesting, and you are prohibited from submitting a competitive bid for this engagement; however, we are requesting you include in your Statement for Qualifications a fee proposal as follows:

1. Proposer will include a fee proposal specifically reflecting the method of determining charges for work performed; and include hourly rates associated with different staff levels.
2. Proposer shall include other necessary costs and expenses, to include, but not limited to the following:
 - a. Hourly rate for telephone consultation
 - b. Cost for fax transmission/receiving
 - c. Hourly rate for travel time

III. CERTIFICATION OF NON-DISCRIMINATION (Exhibit A)

1. Proposer shall complete, sign and date and include with its Statement of Qualifications the Certificate of Non-Discrimination attached to this RFQ.

IV. REFERENCES FORM (Exhibit B)

1. A minimum of three verifiable references shall be listed on the References sheet provided in this RFQ; this list may include current and former clients (with reason for cancellations, if applicable), with all references being able to fully comment on the Proposer's related experience.

All costs related to the Proposer's Statement of Qualifications/Proposal submission are the sole responsibility of the Proposer. All Statements of Qualifications that are submitted are the property of the District.

All information contained in Statements of Qualifications submitted may be subject to the Texas Public Information Act and/or the Texas Open Meetings Act, and the use and disclosure of the information provided are governed by these Acts. Any information deemed confidential or proprietary should be clearly identified by the Proposer as such. Such information may then be protected and treated with confidentiality to the extent permitted by state law.

3.2 Request for Clarification/Information

Questions regarding the meaning of the Scope of Work, Qualifications, or other pre-proposal documents shall be directed to Britney Britten at britney@pgcd.us.

3.3 Request for Qualifications (RFQ) Submittals

For the purpose of this RFQ, it should be noted that the documents submitted by prospective Proposers are sealed Statements of Qualifications. When submitted Statements of Qualifications are opened, rates and other information shall not be made public unless the firm submitting the Statement of Qualifications is selected as the financial auditor for the District. At that time, any executed retainer agreement or other executed contract between Proposer and the District shall become public information, subject to disclosure under Texas law.

EXHIBIT A

CERTIFICATION OF NON-DISCRIMINATION

**TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH STATEMENT OF
QUALIFICATIONS**

Proposer hereby certifies that in performing work or providing services for the District, there shall be no unlawful discrimination in its hiring or employment practices, and Proposer shall comply with applicable federal and Texas anti-discrimination laws.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this _____ day of _____, 2025.

PROPOSER:

(Type or print complete legal name of firm)

BY: _____
(Signature)

NAME: _____
(Type or print)

TITLE _____
(Type or print)

ADDRESS _____

(City) (State) (Zip)

EXHIBIT B

REFERENCES	
Proposer shall provide a minimum of three References with three or more years' experience with the Proposer.	
REFERENCE #1	
NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE NO.	
CONTACT	
DATES OF SERVICE	
DESCRIPTION OF SERVICES	
REFERENCE #2	
NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE NO.	
CONTACT	
DATES OF SERVICE	
DESCRIPTION OF SERVICES	
REFERENCE #3	
NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE NO.	
CONTACT	
DATES OF SERVICE	
DESCRIPTION OF SERVICES	

*Attach additional sheets if desired.

STATEMENT OF QUALIFICATIONS/PROPOSAL SUBMITTAL CHECKLIST

This checklist is provided to assist in the preparation of Proposer's Statement of Qualifications. It is only intended as a guide.

Proposers are encouraged to use the following checklist when preparing their proposed Statement of Qualifications/Proposal:

- ☐ **LETTER OF INTEREST** – all requested information included, and signed by an authorized representative.
- ☐ **RESPONSE TO MANDATORY REQUIREMENTS** – include narrative, resumes, experience and qualifications, proof of professional liability insurance, association membership, groups/individuals represented regarding groundwater, and statement of no conflict of interest.
- ☐ **FEE PROPOSAL** – all requested information included, including hourly rates, billable hours, increments, and other expenses that may be incurred by the District.
- ☐ **EXHIBIT A – Certification of Non-Discrimination** – completed and signed by an authorized representative.
- ☐ **EXHIBIT B – References** – completed as requested.