REQUEST FOR QUALIFICATIONS (RFQ)

RFQ NUMBER: 21-0615

RFQ MUST BE DELIVERED BY: July 22, 2021 at 3:00 p.m.

RFQ MUST BE MAILED TO: Laredo College
                        Ms. Maria I Royster, Purchasing Director
                        West End Washington Street
                        Laredo, Texas 78040

RFQ MAY BE HAND DELIVERED TO: Laredo College Campus
                                Purchasing Department Building P-49

RFQ WILL BE OPENED: July 22, 2021 at 3:15 p.m.
                     Purchasing Office (Building P-49) Conference Room

THE LAREDO COLLEGE DISTRICT'S BOARD of TRUSTEES ("COLLEGE DISTRICT"), invites your firm to submit proposals for:

“ANNUAL FINANCIAL AUDIT SERVICES”

All proposals should be mailed or hand delivered to:

Laredo College
C/O Ms. Maria I. Royster
Director of Purchasing
Building P-49 Room 101
1 West End Washington Street
Laredo, TX 78040

RFQ-21-0615 “ANNUAL FINANCIAL AUDIT SERVICES”
I. Purpose
The District, through its Board of Trustees invites all interested Public Accounting Firms that are certified by the American Institute of Certified Public Accountants to submit their qualifications to obtain professional, external independent auditing services for Laredo College including the College’s non-profit division basic financial statements. The Financial Audit should be accompanied by schedules and notes disclosures in accordance with government auditing standards to express an opinion on the presentation of those statements.

II. Scope of Work
A. The intent is to obtain a qualified Certified Public Accounting Firm (the Firm) to perform the annual financial audit for the District.

B. Financial statements and schedules to be audited by the Firm:
1. Statement of Net Position;
2. Statement of Revenues, Expenses and Changes in Net Position;
3. Notes to Financial Statements;
4. Schedule of Operating Revenues;
5. Schedule of Operating Expenses;
6. Schedule of Non-Operating Revenues and Expenses;
7. Schedule of Net Position by Source and Availability;
8. Schedule of Expenditures of Federal Awards;
10. The Statement of Cash Flows is to be prepared by the Firm.

C. Reports to be prepared by the Firm:
1. Independent Auditor’s Report
2. Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

D. Schedules to be prepared by the Firm:
1. Federal Schedule of Findings and Questioned Costs
2. State Schedule of Findings and Questioned Costs
3. Federal Summary Schedule of Prior Audit Findings
4. State Summary Schedule of Prior Audit Findings

F. The Firm will prepare a Letter to Management of reportable conditions.

G. The Firm will complete a biannual audit of the College’s investment practices and Investment Reports.

H. A tax return for Unrelated Business Income may be required.

I. The key personnel must also be available to attend meetings scheduled to discuss the audit work and/or the Letter to Management.

J. The firm must submit any audit team changes to the President or his designee for approval.

K. Scope of work will also include Audit Services for the Laredo Education Foundation.
III. Submission and Evaluation of Qualification Statement

A. Submitting Firms will be evaluated using a 100 point system, using the following criteria:

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<th>Criteria</th>
<th>Points</th>
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<tbody>
<tr>
<td>Executive Summary</td>
<td>10</td>
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<td>References</td>
<td>10</td>
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<tr>
<td>Key Personnel</td>
<td>30</td>
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<tr>
<td>The Firm’s Relevant Experience</td>
<td>50</td>
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B. Firms should submit seven (7) three-ring binders containing the submittal information.

C. The Executive Summary should include:
   1. The name, address and telephone number of the Firm;
   2. A summary of the Firm’s interest in the contract;
   3. A brief history of the Firm.

D. The key personnel information should include:
   1. The name of the person(s) authorized to represent the Firm in its dealings and contracts;
   2. The name of the public accountant(s) certified by the American Institute of Certified Public Accountants;
   3. The name and resume of any and all persons that will be performing work on this contract.

E. The relevant experience should include:
   1. A list of audits similar to the one needed by the District, including the name of the entities for which the audits were performed, location, and audit cost;
   2. The name, address, and phone number of the contact person for the entities for whom the audits were performed.

F. The Firm must be able to commit to having the personnel available to enable the Firm to complete the audit in a timely manner.

G. The Firm must submit a sample contract without pricing information.


I. A Committee appointed by the District’s Board of Trustees will evaluate, score and rank the Firms submitting Statements of Qualifications.

   1. Presentations may be requested from the most highly qualified firms and additional information may be required at that time.
   2. The District will select the most qualified provider of services on the basis of competence and qualifications, then attempt to negotiate a contract at a fair and reasonable price (Government Code: 2254.003).
   3. All responses will be kept confidential during the negotiation/evaluation process.
   4. The Evaluation Committee will present the rankings to the entire Board of Trustees at a public meeting for discussion and approval.
   5. All documentation shall be open for public inspection after a contract is awarded, except for trade secrets and confidential information, which should be identified by each Firm as confidential in red ink.
IV. Term Of Contract
The contract shall be for the period of **one (1) year**. Contract may be extended on a year-to-year basis by agreement of both parties, provided that the total term of the contract shall not exceed **five (5) years**.

V. Insurance Requirements
The firm shall assume all responsibilities for its actions and those of anyone else working for it while engaged in or traveling to or from any activity connected with this engagement. The Firm shall carry sufficient insurance to protect it and the College District from any property damage or bodily injury claims arising out of this contracted work.

**ADDITIONAL INFORMATION**

A. Any technical questions regarding this proposal should be directed to:
   Mr. Cesar Vela Vice President of Finance, at (956) 721-5152 or emailed at cvela@laredo.edu.

B. For additional information or questions, contact Ms. Maria I Royster, at (956) 721-5126 or email maria.royster@laredo.edu. Proposals should be mailed or hand-delivered **sealed** to:

   LAREDO COLLEGE
   C/O Maria I. Royster-Purchasing Director
   1 WEST END WASHINGTON STREET
   LAREDO, TEXAS 78040
State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “… a person or business entity that enters into a Contract with the a District must give advance notice to the District if the person or an owner of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “… a school District may terminate a Contract with a person or business entity if the District determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The District must compensate the person or business entity for services performed before the termination of the contract”.

☐ This Notice is not required if your firm is a publicly held corporation. Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code 44.034.

☐ I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Applicant’s Signature: __________________________________________________________

Address: ______________________________________________________________________

☐ City, State, and Zip Code: _______________________________________________________

☐ Print name of the Authorized Company Official: _________________________________

☐ My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature/Date of Company Official: ________________________________ Date: __________

☐ My firm is not owned nor operated by anyone who has been convicted of a felony or I have never been convicted of a felony.

Signature/Date of Company Official: ________________________________ Date: __________

☐ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s):
___________________________________________________________________________

(Attach additional sheet if necessary)

Details of Conviction(s):
___________________________________________________________________________

(Attach additional sheet if necessary)

Signature/Date of Company Official: ________________________________ Date: __________

*Note: signature and date is required on this form
RFQ FORM II

CONFLICT OF INTEREST QUESTIONNAIRE

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. 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 no 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 no 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.

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

*Note: signature and date is required on this form
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:

1. 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;
2. a transaction conducted at a price and subject to terms available to the public; or
3. 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:

1. the vendor:
   1. 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
      1. a contract between the local governmental entity and vendor has been executed; or
      2. the local governmental entity is considering entering into a contract with the vendor;
   2. 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
      1. a contract between the local governmental entity and vendor has been executed; or
      2. 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 or a family member of the officer; or
2. has given a local government officer 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.

(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:
   1. begins discussions or negotiations to enter into a contract with the local governmental entity; or
   2. 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:
   1. of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
   2. that the vendor has given one or more gifts described by Subsection (a); or
   3. of a family relationship with a local government officer.
FORM III VENDOR CERTIFICATION

All Fields Must Be Filled Out

Firm Name: _______________________________________________________

Tax Identification Number: ____________________________ File Number: ____________________________

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

1. Represents that he/she is not indebted to the College District or State of Texas. Indebtedness to the College District shall be a basis for non-award and/or cancellation of any award. Initial ________

2. Certifies that he/she will not engage in employment practices, which have the effect to discriminate against employees and prospective employees because of race, color, religion, national origin, sex, age, disability, political belief or affiliation, and that this contractor will abide by the federal, state and local EEO requirements. Initial ________

3. Acknowledges they have read, understand and agree to the requirements of the specifications and all other provisions of this solicitation. Initial ________

4. Certifies that this contractor has not colluded or attempted to collude with other contractors or merchants in the trade to fix or hold prices above the level attained through a free and competitive market. Initial ________

5. Certifies that the owner operator has not been convicted of a felony. Except as indicated on a separate attachment to this proposal in accordance with Section 44.034 Texas Education Code. Initial ________

6. Is a historically underutilized business (HUB) Yes: ______ No: ______

7. The vendor or vendor’s ultimate parent company or majority owner: A) has its principal place of business in Texas; Yes: _____ No: _____ or; B) employs at least 500 persons in Texas. Yes: _____ No: _____

8. Certifies that is not currently and shall not enter conduct business with Iran, Sudan, or a foreign terrorist organization during the potential contract period. Pursuant to Section 2270.001 Texas Government Code Initial ________

9. Certifies that it is not currently and shall not boycott Israel during the potential contract period. Pursuant to Section 2270.001 Texas Government Code. Initial ________

Effective on September 1, 2017 under the provisions of Subtitle F, Title 10, Texas Governmental Code Chapter 2270.001:

A. “Boycott Israel” means refusing to deal with, terminating business activates with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israeli-controlled territory, but does not include an action made for ordinary business purposes, and

B. “Company” means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I certify that I am over the age of eighteen and authorized to submit a binding proposal on behalf of this company and that this proposal conforms to the required specifications unless so noted in writing.

PRINT NAME:____________________________ TITLE:______________________________________

E MAIL: ______________________________ TELEPHONE: ________________________________

AUTHORIZED SIGNATURE: ______________________ DATE: ________________

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## RFO FORM V

### REFERENCE SHEET

**PLEASE TYPE OR ATTACH YOUR REFERENCE LIST HERE:**
(Include any higher educational entities you have done business with)

<table>
<thead>
<tr>
<th>College / University Name</th>
<th>Contact Person</th>
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<th>Phone Number</th>
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RFO FORM VI– ADDENDUM CERTIFICATION

I, the undersigned, submit this proposal in conformity with the specifications, terms and conditions of this RFQ.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM

(If Applicable)

Addendum No. _________________________ Date:_____________________

Addendum No. _________________________ Date:_____________________

Addendum No. _________________________ Date:_____________________

Addendum No. _________________________ Date:_____________________

Addendum No. _________________________ Date:_____________________

CERTIFICATION

Name of Firm:_____________________________________________________________

Address:________________________________________________________________

City & State:_____________________________________________________________

Telephone:________________________________________________________________

Authorized Signature:________________________________________________________________

Typed Name of Person Submitting Proposal:

Title: ________________________________

Date: ________________________________
PUBLIC INFORMATION

Proposer is hereby notified that Laredo College strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information. The District may seek to protect from disclosure all information submitted in response to this RFQ until a final agreement is executed. Upon execution of a final agreement, The District will consider all information, documentation, and other materials requested to be submitted in response to this RFQ, to be of a non-confidential and non-proprietary nature and, therefore, subject to public disclosure under the Texas Public Information Act (Government Code, Chapter 552.001, et seq.). Proposer will be advised of a request for public information that implicates their materials and will have the opportunity to raise any objections to disclosure to the Texas Attorney General. Certain information may be protected from release under Sections 552.101, 552.110, 552.113, and 552.131, Government Code.

INDEMNIFICATION

The Contractor shall indemnify and hold harmless the District, its Trustees, Agents and Employees, from and against any and all claims, demands, and actions or causes of action of any nature whatsoever arising out of or by reason of the execution or performance of the duties and obligations of the Contractor under the terms of the contract. The District shall notify the Contractor promptly in writing of any claim or action. An indemnification agreement acceptable to the District shall be included in the contract.

VENUE

It is understood and agreed by both the Contractor and the District that venue for any litigation involving the contract shall lie in Webb County, Texas.

TIE PROPOSALS

In the event of tie, one proposal shall be selected by the casting of lots.

RIGHT TO REJECT PROPOSALS

The District reserves the right to reject any or all proposals, or any part thereof, and to waive any technicalities or informalities.

FELONY CONVICTON NOTIFICATION

A person or business entity that enters into a contract with the District shall notify the District if the person or an owner or operator of the business entity has been convicted of a felony. Such notice shall include a general description of the conduct resulting in the conviction. Failure to provide such information may result in termination of the contract. Vendors may complete and submit the “Felony Conviction Affidavit” included with the RFQ Form, or may choose not to submit the form until a contract is awarded.

ALL OR NONE

This is an all or none Request for Proposal.
RIGHT TO HOLD PROPOSALS

The District reserves the right to hold proposals for sixty (60) calendar days before awarding the contract.

FACSIMILES / EMAILS

The District will not accept proposals sent by facsimiles or email.

LATE PROPOSALS

All Proposals delivered shall be stamped with the time and date as proof they were received before the requested time and date. Proposals received after the requested time and date shall be considered late and returned unopened. If a return address is not provided, a late Proposal shall be opened only for identification purposes and then returned. If proposals are hand delivered any late proposals will be considered disqualified. Mailed proposals will be stamped disqualified and will all be returned at the Contractor’s expense.

SUBMISSION OF PROPOSALS

All proposals, whether hand-delivered or mailed, are due in individually sealed and numbered envelopes which may be placed in one box or package endorsed “RFQ 21-0615 ANNUAL FINANCIAL AUDIT SERVICES”. Proposals must be submitted by Thursday, July 22, 2021 before 3:00 p.m. at the District’s Purchasing Office, Building P-49. For the purposes of this proposal, the official bid clock to be used is located at the purchasing office. It is clock model Prymid 3700 Date/Time Stamp. To be considered timely, proposals must be stamped by this clock or delivered by a carrier that can verify delivery date and time.

Firm must submit 1 original seal proposal labeled as original and 6 additional sealed copies, including 1 electronic proposal submitted via USB drive. Please note that the submission of (less than 7 proposals and 1 USB drive will render vendor disqualified). If mailed, all proposal must meet the deadline date and time.

OPENING OF PROPOSALS

Proposals shall be publicly opened at 3:15 p.m. Thursday, July 22, 2021, at the Purchasing Office, Conference Room. It should be noted that only the names of the companies will be read publicly. Information regarding the offers will not be released until an award is made by the District.

RFQ INTERPRETATION

No interpretation to the meaning of the "Request for Proposal" ("RFQ") or other documents shall be given orally. Every request for interpretation will be in writing, addressed to the Purchasing Director, and must be received at least ten (10) calendar days prior to the date fixed for the opening of the Proposal. Any and all such interpretations and supplemental instructions shall be in the form of written addenda to the "Request for Proposal," which if issued, shall be emailed to all known prospective Firms no later than five (5) calendar days prior to the date fixed for the opening of the Proposal. The Addenda will also be posted in the State of Texas Electronic State Business Daily (ESBD) website.
Failure of any Firm to receive any such addenda or interpretations shall not relieve such Firm from any obligation under this RFQ as submitted. All addenda so issued shall become part of the contract document.

MODIFICATIONS OR WITHDRAWALS BEFORE RFQ OPENING

Modifications or withdrawals of a Proposal shall be accepted only when the same is received on or before the fixed time scheduled for opening. Such requests must be executed in writing, or withdrawn in person by the Firm or his authorized representative, provided identity is made known and a receipt for the proposal is signed.

MODIFICATIONS OR WITHDRAWALS BY SUCCESSFUL FIRM

Modifications or withdrawal of a Proposal shall be accepted only from the successful Firm if the change is executed in writing and is to the best interest of the District and not prejudicial to any other Contractor.

CONFLICT OF INTEREST

A. Any Board member, who has a substantial interest, either direct or indirect in any business entity seeking to contract with the District, shall, before any vote or decision on any matter involving the business entity, file an affidavit stating the nature and extend of interest and shall abstain from any participation in the matter.

B. Contractors must convey any conflict of interest that may exist if selected to perform the Contract in accordance with the District’s Manual of Policy and applicable state and local laws.

AVAILABILITY OF FUNDS

All awards are subject to approval upon availability of funds.

SALES TAX EXEMPTION

The College District hereby claims exemption from payment of taxes for the purchase of taxable goods and/or services under the Internal Revenue Code Section 501 (c) (3) and the Revised Civil Statutes of Texas, Chapter 20, Title 122A, as a Non-Profit Educational Institution.

PURCHASE ORDER

A signed purchase order is required before any purchase, work, or service is authorized by the District. Contractor(s) who engage in sending merchandise, equipment, or in work and/or services without a proper purchase order in place will not be compensated.

PAYMENT

Payment will be made in accordance with Texas Government Code, Subchapter B, Payments and Interest, Chapter 2251.021 (b). Terms are to be 30 days net although contractor may in addition offer early payment discounts for use at the ordering member’s discretion.
SELECTION OF PROPOSALS FOR REVIEW BY THE BOARD OF TRUSTEES

Following the evaluations, the committee may recommend one or two proposals to the Board of Trustees. The Board of Trustees will make a final selection based upon the evaluation committee’s recommendation and such other factors as the Board deems to be in the District's best interest.

SELECTION OF FIRM BY BOARD OF TRUSTEES

Once a final selection has been made, the District will submit to the selected FIRM a contract, which will include at least those terms, set forth in this RFQ. If the District and the selected Contractor have not executed a contract within thirty (30) calendar days after the award, the District will negotiate with the FIRM submitting the next best proposal.

CONTRACT AWARD AND EXECUTION

The District reserves the right to execute an award without further discussion of the proposal submitted. The proposal should be initially submitted on the most favorable terms that can be offered. The Contractor shall specifically stipulate in the cover letter that the proposal is predicated upon the acceptance of all specifications, terms and conditions stated in this RFQ. It is the intent of the District to award the contract within sixty calendar days from the date of the RFQ opening.

HOUSE BILL 1295 – CERTIFICATE OF INTEREST PARTIES FORM 1295

Effective January 1, 2016 all contracts requiring an action or vote by the Laredo College Board of Trustees’, regardless of the dollar amount, will require completion of Form 1295 "Certificate of Interested Parties," per the new Government Code Statute §2252.908. All vendors submitting a response to a formal Bid, RFQ, SOQ or any contract(s), contract amendment(s), renewal(s) or change order(s) are required to complete the Form 1295 online through the State of Texas Ethics Commission website at the time the business entity Government Code §2252.908 (4d) submits the signed contract.

Additional information can be found at: