



REQUEST FOR PROPOSAL INDEPENDENT AUDIT SERVICES

The Town of Westlake is requesting proposals from qualified firms of certified public accountants to perform the Town's financial audits. The initial term of the contract shall cover the three fiscal years ending September 30, 2022, September 30, 2023, and September 30, 2024, with the second and each subsequent year subject to renewal based on an evaluation of the Auditor's performance for the prior year. The audit engagement is subject to annual renewal for up to two additional years, based on annual review of the Auditor's performance by the Town's Director of Finance.

In addition to the Town's municipal audit, the Westlake Academy (blended component unit of the Town) and Westlake Academy Foundation (component unit of Westlake Academy) will require audits for the three fiscal years ending August 31, 2022, August 31, 2023, and August 31, 2024, with the option of auditing the financial statements for each of the two subsequent fiscal years.

The Town also presents discretely presented component units in its financials for Texas Student Housing, and its related entities, the Texas Student Housing Authority, Texas Student Housing Corporation – College Station Project, and Texas Student Housing Corporation – Denton Project, for which separate audits are also required. These entities are Texas nonprofit organizations as a duly constituted authority of the Town pursuant to Section 53.35(b) of the Texas Education Code, as amended (Act). The board is made up of seven seats which are not related to the Town's governing body and the Town is not responsible for the long-term debt of the Texas Student Housing Entities. The Texas Student Housing Entities' year-end is August 31.

Additionally, the Town Council has requested that the following two external 501(c)(3) entities have their first audits performed in tandem with the Town of Westlake and Westlake Academy related entities' audits. Like the Texas Student Housing entities, the below organizations and their board members are not related to the Town's governing body nor are they appointed by the Westlake Town Council.

- Westlake House of Commons - The Westlake Academy House of Commons (HOC) is the 501(c)3 parent teacher organization of Westlake Academy. The HOC helps with school-wide events, teacher appreciation efforts, spirit shop, uniform resale, funding staff proposals and grants, and more. They provide much needed support to the school to fill the gap on needs that cannot be satisfied within the school budget, such as speakers, bleachers, senior bricks, and smart boards.
- Westlake Academy Athletic Club (WAAC) - Seeing a need for athletic funding at Westlake Academy, a parent support group was organized in 2005 to focus on sports development and align with the Westlake Academy community. This 501(c)(3) organization has consistently grown since then by providing sensible solutions while the school's athletic program expanded. Each year, the WAAC works hard to increase financial and volunteer support of student athletic programs for the student athletes and coaches across all sports at Westlake Academy.

These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards, Audits of States and Local Governments*, as well as examination for compliance with procedures established by Ordinance or where applicable, State and Federal laws or regulations. The Finance Department submits its Annual Comprehensive Financial Report to the Government Finance Officers Association of the United States and Canada (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program. The Town is searching for a firm that actively participates in technically assisting clients that have previously been awarded the certificate.

**Return your sealed envelopes prominently marked as follows:
“Town of Westlake Entities Proposal for Independent Audit Services” to:**

Director of Finance
Town of Westlake
1500 Solana Blvd, Building 7, Ste 7200
Westlake, TX 76262

**Sealed proposals will be accepted until:
4:00 p.m. on Friday June 10, 2022**

To be considered your proposal must be signed. Upon delivery to the Town, proposals become binding and may not be withdrawn or canceled by the Respondent without the permission of the Town for a period of ninety (90) days following the date designated for the receipt of the proposal.

The Town of Westlake appreciates your time and effort in preparing your proposal. However, proposals received after the deadline WILL NOT be considered for award. Further, the Town of Westlake reserves the right to accept or reject any and/or all proposals and to waive informalities or defects as the Town shall deem to be in its best interest.

ANNUAL AUDIT REQUEST FOR PROPOSAL

I. GENERAL INFORMATION

The Town of Westlake is seeking proposals from qualified and experienced public accounting firms whose principal officers are independent certified public accountants. The purpose of this proposal is to obtain audit services for the following entities with separate proposal amounts:

- Town of Westlake – Fiscal year end September 30th
- Westlake Academy – Fiscal year end August 31st – (blended component unit of the Town)
- Westlake Academy Foundation – Fiscal year end August 31st (component unit of Academy)
- Inclusion of the separately audited financials of Texas Student Housing – Fiscal year end August 31 (discretely presented component unit of the Town)
 - Texas Student Housing Authority
 - Texas Student Housing Corporation – College Station Project
 - Texas Student Housing Corporation – Denton Project
 - Inclusion of the following separately audited financials:
 - Westlake Academy House of Commons
 - Westlake Academy Athletic Club

*Hereinafter referred to as the “Town Entities”

Term of Engagement:

A **three-year** contract is contemplated, with an option to extend the contract for **two** additional years, subject to the annual review and recommendation of the Council, the satisfactory negotiation of terms (including a price acceptable to both the Town of Westlake and the selected firm), and the annual availability of an appropriation.

Fiscal Year 2021 financials can be found at [Westlake Academy FY 2021 Audit](#) for the Westlake Academy audit and at [FY 2019-2020 Comprehensive Annual Financial Report](#) (ACFR) located on the Town’s website.

The Westlake Academy Foundation, a 501(c)3 is a component unit of the Academy’s audit. Information related to the Foundation can be found on its website at [Westlake Academy Audit FY 2021 Audit](#).

Information regarding the Texas Student Housing audits can be obtained from:

Tracy Harrow
Executive Director
Texas Student Housing
P.O. Box 93419
Southlake, TX 76092
(817) 946-6997
txstudenthousing@gmail.com

Information regarding the Westlake Academy House of Commons can be found on its website at WA-HOC.org.

Information regarding the Westlake Academy Athletic Club can be found on its website at TheWAACClub.com.

Inquiries: Related to Town, Academy and Foundation should be directed to the Finance Director @ 817-490-5719 or email at gawtry@westlake-tx.org.

Related to Texas Student Housing should be directed to the Executive Director @ 817-946-6997 or email at txstudenthousing@gmail.com.

Deadline for Proposals: June 10, 2022, at 4:00 p.m.

Submit Proposals to: Ginger R. Awtry
Director of Finance
Town of Westlake
1500 Solana Blvd, Bldg. 7, Ste 7200
Westlake, TX 76262

To be considered, two (2) copies of proposal must be received by the Finance Director bearing the name and address of the Respondent and marked "Town of Westlake Entities Proposal for Independent Audit Services."

Acceptance – all proposals must include a statement that they are valid for a minimum period of 90 days subsequent to the RFP closing date.

Late Proposals will not be considered. Each Respondent shall be solely responsible for ensuring that the Town Secretary receives the Proposal within the time limit indicates.

Competitive Selection/Evaluation Factors – The successful proposer will be selected on a rational basis of demonstrated competence and qualifications to perform the services for a fair and reasonable price. The Town's goal would be to have the same Respondent perform audits for the identified entities because each is comingled with the exception of the Westlake Academy House of Commons and the Westlake Academy Athletic Club. Evaluation factors outlined herein shall be applied to all eligible, responsive proposers in comparing and selecting the successful proposal.

During the evaluation process, the Town of Westlake reserves the right, where it may serve the Town's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Town of Westlake, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Town of Westlake reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Westlake and the firm selected.

Award of a contract may be made without discussion with proposer after receipt. Proposals should therefore be submitted on the most favorable terms.

Non-appropriation – The Town may cancel the contract should the present or any future "Town entities" Council or Board not appropriate funds in any fiscal year for the payment of this agreement. No penalty shall attach in the event of any such non-appropriation. In the event of non-appropriation, the "Town entities" shall give the successful respondent written notice of

cancellation and the "Town entities" shall not be obligated to make any payments beyond the end of the fiscal year (related to a subsequent fiscal year).

There is no expressed or implied obligation for the "Town entities" to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

It is anticipated the selection of a firm will be completed on or before June 15, 2022.

II. SERVICES REQUIRED

The Town Council shall provide an independent annual audit of all Town accounts. Such independent audit shall be made by a certified public accountant or firm of such accountants who have no personal interest, direct or indirect, in the fiscal affairs of the Town government or any of its officers.

1) GENERAL:

The Town of Westlake is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30, 2022, 2023 and 2024, with the option to audit the Town of Westlake's financial statements for each of the two (2) subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for proposals.

From time to time, the Town of Westlake may request the auditor to perform other audits and reviews not specifically provided for under this request for proposal. If such a request is made, the auditor shall submit, at the Town's quest, a separate proposal for completing the engagement, along with a proposed fee schedule. The Town reserves the right to contract any additional audits or reviews with whomever they chose.

2) SCOPE OF WORK TO BE PERFORMED:

The Town of Westlake desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles (GAAP).

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board (GASB) as mandated by generally accepted auditing standards.

a) Reports and Timing:

The Town of Westlake plans to submit a ACFR to the Government Finance Officers Association's Certification Program. The audit firm selected will prepare twelve (12) copies of the required annual financial report and exhibits to be delivered to the Town for its approval and any supporting and subsidiary information which the audit firm deems necessary for proper presentations of the financial statements. A requirement of the certification program is that the independent auditor (or firm) must, in writing, express an opinion regarding the financial schedules.

Due to the submission of the annual financial report to the GFOA Certification program, the audited annual financial report (including the management letter and any other support materials) for each fiscal year is to be presented to the Finance Director no later than the first Wednesday in January of each year, with presentation to the Town Council during the regularly scheduled meeting (fourth Monday) in February of each year. With these critical dates in mind, a proposed "Schedule of Audit Activities" has been prepared for completion of the audit process for the fiscal year ending September 30, 2022, as well as subsequent years, and is included in section 4.2 of this RFP. This schedule should serve as the proposed timeline for all years under contract. As part of each proposal, the Auditor shall respond to this schedule, including the proposed assignments of responsibility and provide suggested changes if the proposed schedule is not acceptable.

Westlake Academy's draft audit for each year is to be presented to the Finance Director no later than the last Monday in November with presentation to the Westlake Academy Board during the regularly scheduled meeting in January. Fieldwork for the **Westlake Academy Foundation's** audit is typically performed at the same time as the Academy's with presentation to their Board in January at the regularly scheduled meeting.

With the above referenced dates in mind, a proposed "Schedule of Activities" should be included as part of the proposal. Staff can work with all of these schedules if work needs to be moved up but cannot be any later than described above.

At the conclusion of each year's audit, the auditors shall provide the following:

- **Town** - A hard copy and electronic copy, of the ACFR including all introductory material, the general-purpose financial statement with auditor's opinion and notes thereto, all combining and individual statements as required, component unit statements as required, and statistical information. The auditor will be responsible for printing and binding of the annual financial report. Twelve (12) copies will be required.
- **Academy** - A hard copy and electronic copy, of the Annual Financial Report including all introductory material, the general-purpose financial statement with auditor's opinion and notes thereto, all combining and individual statements as required, and component unit statements as required. The auditor will be responsible for printing and binding of the Annual Financial Report. Twelve (12) copies will be required.
- **Foundation** - A hard copy and electronic copy, of the Annual Financial Report including all introductory material, the general-purpose financial statement with auditor's opinion and notes thereto, all combining and individual statements as required, and component unit statements as required. The auditor will be responsible for printing and binding of the Annual Financial Report. Fifteen (15) copies will be required. In addition to the annual audit, the preparation of IRS form 990 will also be needed.

The auditor will inform the Town Manager and the Director of Finance of any material errors, fraudulent financial reporting, or misappropriation of assets as well as any violations of laws or government regulations that come to attention. In performing the proposed audit, the Auditor shall observe the adequacy of the system of internal control. If significant deficiencies or material weaknesses are noted, or if in the opinion of the Auditor improvements to internal control should be made, such comments and recommendations shall be included in a separate Report to Management. To the extent possible, any problem or deficiency identified in the Report to Management shall be accompanied by specific suggestions as to how such problem or deficiency can be corrected. The Report to Management shall be addressed to the Town's Council and shall be reviewed prior to final preparation at the Exit Conference (as outlined below) with the Town Manager and Director of Finance.

- Any audit working papers requested by the Town whether prepared by the auditors or Finance Department.
- All Adjusting Journal entries to ensure the consistency of each entity's financial records with the audited financial statement.

b) Preparation of Working Papers, Schedules & Financial Statements:

It is intended that the Town's Finance Department will be actively involved in the preparation of audit working papers and schedules related to the Town, Academy and Foundation audits. As part of the engagement, the auditor shall be required to reach an agreement as to which working papers shall be the responsibility of the Finance Department. It shall be the auditors' responsibility to complete all other working papers and schedules.

The auditor will maintain all working papers and reports, at the auditor's expense, for at least five (5) years after the fiscal year end. A copy of all audit-related working papers and schedules will be made available to authorized representatives of government agencies and to the Town of Westlake. The auditor will allow successor auditors to review working papers related to matters of continuing financial significance.

The preparation of the ACFR shall be prepared in accordance with all applicable guidelines of the Governmental Accounting Standards Board and shall be in the format necessary to receive the Certificate of Achievement of Excellence in Financial Reporting Award, issued by the Governmental Finance Officers Association. All financial statements and notes to the financial statements shall be prepared by the auditors with the assistance of the Finance Department. Numbers in the Introductory and Statistical sections of the report, tied directly to the financial statements, shall be inserted by the auditors. The auditor shall provide all reasonable assistance and advice to the Town to ensure that the certificate is received annually during the term of the engagement. The auditor shall include as part of this proposal, a statement as to prior experience in receiving the Certificate of Achievement, both on the part of the firm and the individuals assigned to the audit.

c) **Staff assistance to be provided to the Auditor and report preparation:**

i. **Finance Department and Clerical Assistance**

The Finance Department staff, and responsible management personnel, will be available during the audit to assist the firm by providing information, documentation, and explanations. The preparation of confirmations will be the responsibility of the Town.

ii. **Statements and Schedules to be Prepared by the Staff**

The Town anticipates preparing the necessary trial balances, supporting schedules, analytical review schedules, etc. as agreed to with the auditor. The accounting staff will prepare necessary "prepared by client" (PBC) working papers normally required for the annual audit. All working papers to be prepared by the Town should be submitted by written list to the Town on or before July 31st for the Academy, Foundation, and related entities and August 31st for the Town and its related entities, together with adequate explanatory details as to the purpose of the working papers as well as method of preparing the working papers.

iii. **Work Area**

The Town will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided with internet access.

d) **Exit Conference and ACFR Presentation**

Upon completion of the audit, the Auditor shall meet with the CEO and Chief Financial Officer to review and discuss significant audit findings, draft financial statements, audit adjustments, and other matters as requested by either the Auditor or DCTA. This meeting shall take place prior to preparation of the draft Report to Management. The audit Partner and/or Manager will present the draft basic financials and draft opinion to the Board of Directors in January. Included in this presentation will be any required communications to those charged with governance including but not limited to:

- Auditor's responsibility under generally accepted auditing standards and government auditing standards
- Auditor's responsibility under CFR 2 Part 200
- Unusual transactions and the adoption of new accounting principles
- Fraud and illegal acts
- Material weakness in internal control
- Management judgments and accounting estimates
- Difficulties encountered or disagreements with management
- Management representations and management consultations
- Auditor independence
- Audit adjustments

The audit Partner and/or Manager will present the ACFR at the last February Council Meeting.

e) **Other Services**

The Town may, at its discretion, request the Auditor to perform other audits or reviews, or provide other services not specifically described in this RFP including consulting and providing professional advice as needed. If such a request is made, the Auditor shall be asked to submit a separate proposal for providing such services, along with proposed fees, if applicable.

3) **AUDITING STANDARDS TO BE FOLLOWED:**

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards set forth for financial audits in the U.S. General Accounting Office's (GAO) *Government Auditing Standards*, the provisions of the U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations*, Statements of Auditing Standards (SAS) as well as examination for compliance with procedures established by Charter, Ordinance, and where applicable, State and Federal laws or regulations. These standards shall be adhered to and performed accordingly by the selected audit firm solely by the firm's staff and its personnel inclusive within the scope of the audit time. The selected audit firm shall review its written audit program with the Finance Director of the Town for the Town, Academy and Foundation audits identifying the plan for testing records and procedures, using statistical sampling and computer auditing

where appropriate, the method for evaluating internal control and the audit procedure to be taken prior to performing detailed audit work.

4) **ADDITIONAL INFORMATION**

a) **Software Information**

The Town of Westlake and Westlake Academy Foundation use STW, an OpenGov product. This company is local to Grapevine and offers utility billing and financial management software. Packages included in the system are (1) General Ledger (2) Accounts Receivable (3) Accounts Payable (4) Payroll and (5) Utility Billing. The Court utilizes Utility Data Systems (UDS). During the fiscal year 2012-2013 LaserFiche was purchased and implemented and most accounts payable and receivable, as well as journal entries, are electronically viewable.

Texas Student Housing uses QuickBooks and Westlake Academy utilizes Region 11 Educational Service Center for a major portion of their payroll and accounting system but will be upgrading to Powerschool Group, LLC as early as January 2023.

b) **Retirement Plans**

The Town and Academy employees participate in the Texas Municipal Retirement System (TMRS) and Teacher Retirement System of Texas (TRS), respectively.

Detailed information about the plan can be found with the Human Resources Department at the Town of Westlake.

c) **Investment Policy**

The Auditor shall be knowledgeable of the Town's investment policy and shall fulfill the requirements stated therein.

d) **Description of the Town of Westlake and Westlake Academy**

Westlake, incorporated in 1956, is considered a Type A general-law municipality. The Town operates under the Council-Manager form of government. The Council is comprised of a mayor and five (5) council members and is responsible for, among other things, passing ordinances, adopting the budget, appointing committees, and hiring the Town Manager. Westlake occupies approximately seven (7) square miles and serves a population of approximately 1,840. In 2021, the average size of new home construction was 8,949 square feet, with an average estimated construction cost of \$1.8 million.

Westlake is certainly distinctive by design. As a result of this intentional design, our community is an oasis of natural beauty that maintains open spaces in balance with distinctive development, trails, and quality of life amenities amidst an ever-expanding urban landscape. Nestled in the Dallas-Fort Worth (DFW) Metroplex, Westlake is designated as both a Platinum Level Scenic City and a Tree City USA, and geographically lies in both northeast Tarrant County and southern Denton County.

The Town of Westlake has been awarded the Certificate of Achievement for Excellence in Financial Reporting by GFOA for 13 consecutive years, as well as the GFOA Distinguished Budget Presentation Award for 13 consecutive years. Westlake Academy has also received recognition from the Association of School Business Officials International as a recipient of the International Award for Budget Excellence for the past 10 years.

The Town's fiscal year 2022 budget provides for \$32.8 million of operating expenditures/expenses (including transfers) with 25 separate funds in the general ledger, yet a combined 13 funds for reporting purposes. The Municipal side of the Town has approximately 50 employees with approximately 104 employees at the Academy (which the Town considers its largest department). All capital assets and improvements are owned by the Town; therefore, the Academy does not report assets or debt service with the exception of capital leases.

The Academy's fiscal year 2022 budget provides for \$9.4 million of operating expenditures within three funds: Transportation, Athletics, and General Fund. The combination of all three funds is reported as the General Operating Fund for auditing purposes. In addition, the Academy does not receive federal funding for free and reduced meals. Meals are provided by a contracted vendor who manages all revenue and expenses related to meal preparation and distribution.

The Academy has several Special Revenue Funds, including IDEA-Part B Formula Funds and the State's Instructional Material Allotment. The remaining special revenue funds are from local sources.

III. SUGGESTED FORMAT FOR SUBMISSION

Below is a suggested format for the proposal. If not used, it is suggested that the proposal include the criteria listed.

1. **Cover Letter** – The cover letter should contain the responding firm's name, office address and a contact person authorized to answer technical, price, and/or contract questions. An individual authorized to bind the company must sign the cover letter.
2. **Executive Summary** – An executive summary should be provided which provides a summation of your proposal. Identify the points that make your firm uniquely qualified for this engagement.
3. **Table of Contents** – The table should include an index of the proposal contents and attachments.
4. **License to Practice in Texas** – An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly registered/licensed to practice in the state of Texas.
5. **Qualifications and Experience of the Firm** – The proposal should state both the size of the firm and the firm's governmental audit staff. Note the location of the office from which the work on this engagement will be performed. Include the number and nature of the professional staff to be employed in this engagement on both a full-time and part-time basis.

Submit a copy of the report on firm's most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

Provide information on the results of any federal or state desk review or field reviews of firm's audits during the past three years. Provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three years with state regulatory bodies or professional organizations.

6. **Qualifications and Experience of Partner and Auditing Staff** – The firm should identify the principal supervisory and management staff, including engagement partners, managers, and other supervisors and specialists, who will be assigned to the engagements and indicate whether each such person is licensed to practice as a certified public accountant in Texas. Provide information on the governmental auditing experience of each person, including information on relevant continuing professional education for the past three years and membership in professional organizations relevant to the performance of these audits.

Provide information regarding the number, qualifications, experience and training (including relevant continuing professional education) of the staff to be assigned specifically to each engagement. Indicate how it intends to ensure the quality of staff over the term of the agreement.

Engagement partners, manager, other supervisory staff, and specialists assigned to the Town's account in a proposal may be removed from the Town's account if those persons leave the firm, are promoted, or are assigned to another office. These persons may also be changed for other reasons but only with the express prior written permission of the Town either case, the Town retains the right to approve or reject replacements. Other audit personnel may be changed at the discretion of the Respondent, provided that replacements have substantially the same or better qualification or experience.

7. **Similar Engagements with Other Government Entities** – For the office that will be assigned responsibility for the audits, list the five (5) most significant engagements completed in the last three years that are similar to the engagements described in this RFP. These engagements should be ranked on the basis of relevancy to the current proposal. Indicate the scope for work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. Also indicate whether an Annual Comprehensive Financial Report (ACFR) was issued in connection with the audit and if the ACFR received GFOA's Certificate of Achievement award.
8. **Scope and Audit Approach** – The proposal should set for a work plan, including an explanation of the audit methodology to be followed, to perform the services required. Respondents shall provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
- b. Level of staff and hours to be assigned to each proposed segment
- c. Sample sizes and extent to which statistical sampling is to be used
- d. Type and extent of analytical procedures to be used
- e. Approach to be used to document and understand the internal control structure
- f. Approach to be utilized in determining laws and regulations
- g. Approach to be taken in drawing audit samples for purposes of testing compliance

Identify any anticipated potential audit problems, the firm's approach to resolve these problems and any special assistance that will be requested from the Town. The work plan submitted should include separate time estimates for the financial audits of each entity listed.

A separate statement of the Respondent's approach to and understanding of the position of technical assistance and advice concerning accounting and auditing issues that may arise during the course of the audit should be included. Respondent's evaluation of the level and amount of Town staff support necessary to complete the work as outline in the proposal should be included.

9. **Proposed Schedule** – Comment on the firm's ability to meet the timelines indicated in the RFP for each entity and present a detailed schedule of when information to be provided by the Town/entity should be available. The Respondent should provide any recommended changes to the schedule that might be required to enhance the timeliness and quality of the engagement.
10. **Other Information and Concluding Remarks** – Provide any additional information considered essential to the proposal. Include description of the office's capabilities to audit computerized systems. Also discuss previous experience with the Certificate of Achievement Program of the Government Financial Officers Association (GFOA). Add any remarks Respondent believes important for a clear understanding of the proposed services and/or Respondent's capabilities.
11. **Cost of Services Schedule** – Schedule to be included and the proposed fee for each engagement, for three years plus two additional years along with proposed billing schedule for each engagement. The Town of Westlake will not be responsible for expenses included in preparing and submitting the technical proposal or the sealed cost proposal. Cost of Services Schedule for each year should include the following:
 - a) Total estimated hours and all-inclusive, not-to-exceed cost estimate for the financial audit; breakdown total estimated hours by staff level (e.g., partner, manager, senior, etc.) and showing billing rates for each level.
 - b) Schedule of proposed billing for each engagement.

IV. SELECTION CRITERIA

Final approval of an auditing firm for these engagements will be made by the Town Council upon recommendation by staff. The Town will evaluate all eligible responsive proposals. Proposals should be submitted on the most favorable terms as award of a contract may be made without discussion with Respondents after proposals are received. The award will not necessarily be made to the firm that provides the lowest cost proposal but rather to the firm that demonstrates the competence and qualifications necessary to perform the required services for a fair and reasonable price.

Proposals submitted in response to the RFP will be reviewed initially by the Finance Director, Municipal Finance Manager, and Academic Finance Manager, and Town Manager. The scoring criterion and point scale will be evaluated as follows:

- Approach to Audit Quality ≤ 25 points
- Team Knowledge and Experience ≤ 30 points
- Unique Qualifications ≤ 10 points
- Value Added Services ≤ 10 points
- Scope and Pricing of Engagement ≤ 25 points

The Town and each entity reserves the right to require additional technical and pricing information during the evaluation period. Each proposal must designate the person(s) who will be responsible for answering technical and contractual questions. The Town reserves the right to negotiate all elements of a proposal to ensure that the best possible consideration be afforded to all concerned.

Acceptance/Rejection of Proposals

The Town reserves the right to accept the proposal considered to be the most advantageous to the Town and to reject any and all proposals and re advertise.

Upon approval by the “Entities”, the successful audit firm will be required to enter into a contract with the “Town entities”.

This contract shall remain in effect until contract expires, completion and acceptance of services or default. The Town of Westlake reserves the right to terminate the contract immediately in the event the successful firm fails to:

- Meet delivery or completion schedules, or
- Otherwise perform in accordance with the accepted proposal.

Breach of contract or default authorizes the Town to award to another firm, purchase elsewhere and charge the full increase cost to the defaulting firm.

Opening Bids: Take place at **9:00 a.m., June 13, 2022** – Town of Westlake Finance Director Room 223.

**V.
OTHER INFORMATION**

House Bill 89 Form

Prohibition on Contracts with Companies Boycotting Israel -

1. The 85th Texas Legislature approved new legislation, effective Sept. 1, 2017, which amends Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it does not boycott Israel; and
 1. will not boycott Israel during the term of the Contract Pursuant to Section 2270.001, Texas Government Code: “Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
 2. “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, (authorized official) , do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

- 1) does not boycott Israel currently; and
- 2) will not boycott Israel during the term of the contract; and
- 3) is not currently listed on the State of Texas Comptroller’s Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>

Company Name

Signature of Authorized Official

Title of Authorized Official Date

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

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.

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

5 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 _____, 20____.
(month) (year)

Signature of authorized agent of contracting business entity (Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

PUBLIC NOTICE

TOWN OF WESTLAKE, TEXAS

REQUEST FOR PROPOSALS

The Town of Westlake and entities, Westlake Academy, Westlake Academy Foundation and its related entities, are accepting proposals for independent Auditing Services for the fiscal years ending September 30, 2022 and August 31, 2022, respectively. Deadline for submitting proposals is **June 10, 2022, at 4:00 p.m.** Those interested may pick up a copy of the proposal requirements at the receptionist desk of Westlake Town Hall , 1500 Solana Blvd, Bldg. 7, Suite 7200, Westlake, TX 76262 or download from the website at <http://www.westlake-tx.org/bids.aspx>. The Town of Westlake reserves the right to reject any and all RFP responses and act in the best interest of the Town of Westlake.

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