

**NOTE: This RFQ is a re-rebid of El Paso County RFP #14-039.**  
**Summary of changes: Scope of work for Adult Probation audit**  
**and West Texas Community Supervision and Corrections Dept**  
**audit have been added.**

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**COUNTY OF EL PASO, TEXAS**  
**REQUEST FOR QUALIFICATIONS**

**I. INTRODUCTION**

**A. General Information**

The COUNTY OF EL PASO, TEXAS is requesting qualifications from qualified firms of certified public accountants to audit the financial statement of El Paso County, El Paso County Community Supervision and Corrections Department, and El Paso County Juvenile Probation Board (collectively, the “Financial Statements” )

for the fiscal year ending September 30, 2014 with the option of auditing the Financial Statements, or one or more of them, for each of the four subsequent fiscal years. These audits are to be performed in accordance with (1) generally accepted auditing standards, (2) the standards set forth for financial audits in the U.S. General Accounting Office's (GAO) Government Auditing Standards (2011), (3) the provisions of the Federal Single Audit Act and Amendments of 1996, (4) U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations, State of Texas Single Audit Circular*, as well as the requirements of (5) *Texas Government Code, Title 10, § 2256.023 (d)*; and (6) the independent audit guidelines issued by Texas Juvenile Justice Department and Texas Department of Criminal Justice – Community Justice Assistance Divisions (TDCJ-CJAD), and any other standards or requirements established during the term of the contract by any of these organizations that relate to the funds being audited under the contract. These audits are requested pursuant to Texas Local Government Code Section 115.045 and other applicable State and Federal Laws. (See Appendices H-J, attached, Texas Juvenile Justice Department (TJJD) and Texas Department of Criminal Justice-Community Justice Assistance Division (TDCJ-CJAD) and the Texas Department of Criminal Justice Financial Management Manual for CJAD Funding and TJJD grant agreements).

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

Any inquiries or questions concerning the request for qualifications should be addressed in writing to the County Purchasing Agent by Tuesday, October 03, 2014, 2014 at 12:00pm. Send questions to [bidquestions@epcounty.com](mailto:bidquestions@epcounty.com) \_All responses to questions will be posted on our website at [www.epcounty.com](http://www.epcounty.com) \_click on bids & more to RFQ # 14-052 for any addendums.

To be considered, one (1) original hard copy and five (5) electronic copies (CD/DVD/Flashdrive) of a proposal must be received by the Purchasing Department at 800 E. Overland Room 300 by 2:00 p.m. on Wednesday, October 14, 2014. \_The County of El Paso reserves the right to reject any or all submissions. Proposals submitted will be evaluated by an Evaluation and Selection Committee selected by the County Commissioners Court.

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

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

It is anticipated the selection of a firm will be completed by 2014. Following the notification of the selected firm, it is expected a contract will be executed between both parties by 2014.

B. Term of Engagement

A one year contract with four additional one year options is contemplated, subject to the annual review and recommendation of the Commissioners Court, the satisfactory negotiation of terms (including a price acceptable to both the County and the selected firm) and the annual availability of an appropriation.

**II. NATURE OF SERVICES REQUIRED**

A. General

The County of El Paso is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30, 2014, with theV option to audit the County's financial statements for each of the four subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for qualifications.

B. Scope of Work to be Performed

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

The County also desires the auditor to express an opinion on the fair presentation of its combining and individual fund financial statements and schedules in conformity with generally accepted accounting principles. The auditor is not required to audit the supporting schedules contained in the comprehensive annual financial report. However, the auditor is to provide an "in-relation-to" report on the supporting schedules based on the auditing procedures applied during the audit of the basic financial statements and the combining and individual fund financial statements and schedules. The auditor is not required to audit the statistical section of the report.

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

The auditor is not required to audit the schedule of federal financial assistance. However, the auditor is to provide an "in-relation to" report on that schedule based on the auditing procedures applied during the audit of the financial statements.

Proposer shall comply with GASB 68 regulations and all future regulations as directed by the Governmental Accounting Standards Board during the term of the contract, and all future extensions.

C. 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 for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards (2011), the provisions of the Single Audit Act and Amendments of 1996 and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States*,

*Local Governments and Non-Profit Organizations* and the *State of Texas Single Audit Circular*, as well as *Government Code, Title 10, §2256.023(d)*, the independent audit guidelines issued by Texas Juvenile Justice Department and Texas Department of Criminal Justice – Community Justice Assistance Divisions (TDCJ-CJAD), and any other standards or requirements established during the term of the contract by any of these organizations that relate to the funds being audited under the contract. These audits are requested pursuant to Texas Local Government Code Section 115.045 and other applicable State and Federal Laws. (See attached Texas Juvenile Justice Department (TJJD) and Texas Department of Criminal Justice-Community Justice Assistance Division (TDCJ-CJAD) and the Texas Department of Criminal Justice Financial Management Manual for CJAD Funding and TJJD grant agreements).

#### D. Reports to be Issued

Following the completion of the audit of the fiscal year's Financial Statements, for each entity, the auditor shall issue

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
2. A report on the internal control structure based on the auditor's understanding of the control structure and assessment of control risk.
3. A report on compliance with applicable laws and regulations.
4. An "in-relation-to" report on the schedule of federal financial assistance.
5. A report on the internal control structure used in administering federal financial assistance programs.
6. A report on compliance with laws and regulations related to major and non-major federal financial assistance programs. This report should include an opinion on compliance with specific requirements applicable to major federal financial assistance programs, a report on compliance with general requirements applicable to major federal financial assistance programs, and a report on compliance with laws and regulations applicable to non-major federal financial assistance program transactions tested.
7. A report in accordance with the provisions of the *Texas Government Code, Title 10, §2256.023(d)*.

In the required report on internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

Reportable conditions that are also material weaknesses shall be identified as such in the report. Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the report on internal controls.

The report on compliance shall include all material instances of noncompliance. All nonmaterial instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the report on compliance.

**Irregularities and illegal acts.** Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the County Commissioners Court.



Auditors shall assure themselves that the County is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards
2. Significant accounting policies
3. Management judgments and accounting estimates
4. Significant audit adjustments
5. Other information in documents containing audited financial statements
6. Disagreements with management
7. Management consultation with other accountants
8. Major issues discussed with management prior to retention
9. Difficulties encountered in performing the audit

E. Special Considerations

1. The financial statements of El Paso County Hospital District dba University Medical Center (the District) are included as a discretely presented component unit of the financial statements of the County. It is anticipated that the District's auditor will not be required to provide special assistance to the County's auditors.
2. The County will submit its comprehensive annual financial report to the Government Finance Officers Association of the United States and Canada for review in its Certificate of Achievement for Excellence in Financial Reporting program. It is anticipated that the auditor will not be required to provide special assistance to the County to meet the requirements of that program.
3. The County has determined that the Office of National Drug Control Policy under the President will function as the cognizant agency in accordance with the provisions of the Single Audit Act and Amendments of 1996 and U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*.
4. The schedule of federal and state financial assistance and related auditor's report, as well as the reports on the internal control structure and compliance are not to be included in the comprehensive annual financial report, but are to be issued separately.
5. The County has implemented the reporting requirements of all GASB Statements through GASB No. 63.

F. Working Paper Retention and Access to Working Papers

**All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the County of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:**

County of El Paso

U.S. Department of Justice

U.S. General Accounting Office (GAO)

Parties designated by the Federal or State Governments or by the County as part of an audit quality review process

Auditors of entities of which the County is a subrecipient of grant funds

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow

successor auditors to review working papers relating to matters of continuing accounting significance.

### III. DESCRIPTION OF THE GOVERNMENT

#### A. Name and Telephone Number of Contact Persons/Organizational Chart/Location of Offices

The auditor's principal contact with the County will be Mr. Edward A. Dion, County Auditor, or a designated representative, who will coordinate the assistance to be provided by the County to the auditor. An organizational chart (Appendix B) and a list of elected officials and key personnel (Appendix C) are attached.

#### B. Background Information

The County serves an area of 1,058 square miles with a population of 827,938 as of September 2013. The County's fiscal year begins on October 1, and ends on September 30.

The County provides the following services to its citizens:

- Administration of Justice
- Public Safety
- Health and Welfare
- Community Service
- Resource Development
- Culture and Recreation
- Public Works

The County had an annual payroll of about \$161 million covering approximately 2950 employees for the fiscal year ended September 30, 2013.

The County is organized into 80 departments. The accounting and financial reporting functions of the County are centralized.

#### C. Fund Structure

The County uses the following fund types and account groups in its financial reporting:

<u>Fund Type</u>	<u>Number of Individual Funds</u>	<u>Number With Legally Adopted Annual Budgets</u>
General fund	1	1
Special revenue funds	63	62
Debt service funds	6	6
Capital projects funds	6	6
Enterprise funds	2	0
Internal service fund	2	0
Agency funds	14	0

#### D. Budgetary Basis of Accounting

The County prepares its budgets on a basis consistent with generally accepted accounting principles.

#### E. Federal and State Financial Assistance.

A listing (Appendix D) of federal and state financial assistance received by the County during fiscal year 2013 is attached.

#### F. Component Units

The Reporting Entity is defined, for financial reporting purposes, in conformity with the Governmental Accounting Standards Board's Codification of Governmental Accounting and Financial Reporting Standards, Section 2100. Using these criteria, component units are included in the County's financial statements.

The management of the County has identified the following component unit for inclusion in the County's financial statements:

El Paso County Hospital District dba University Medical Center With fiscal year end of September 30

The Hospital District's current independent audit firm is BKD.

El Paso County Emergency Services Districts 1 and 2 each with a fiscal year end of September 30.

The auditors of the Districts will provide information needed for the audit of the County.

#### G. Magnitude of Finance Operations

The finance department is headed by Mr. Edward A. Dion, County Auditor and consists of 53 full time employees including the county auditor. The principal functions performed and the number of employees assigned to each are as follows:

Function	Number of Employees
Administration	7
Accounts Payable	12
Budget	6
Grants	9
Internal Audit	9
Payroll	3
Cash and Investments	3
Treasury	4
Business Applications Support	1
West Tx Community Supervision	3

## H. Computer Systems

### Hardware

Type of Equipment	Number	Make of Equipment	Networked?
Enterprise Server	1	IBM 2003 Model 205 (OS/390)	YES

### Software

Make	Vendor	Major Applications
Release level 4.2	COGDALE	FAMIS, BPREP, FAACS
Release level 4.5	COGDALE	ADPICS
Release level 9.55	INTEGRAL	Payroll and HRMS
Release 4.3	KRONOS	Time and Attendance

The County of El Paso will be implementing a new ERP System with April 1, 2015 as the projected target date for the financial system module and June 1, 2015 for the Payroll/Human Resources module.

## I. Internal Audit Function

The County has maintained an internal audit function for the past 34 years. The internal audit function reports to the County Auditor and is staffed by 9 employees. All members of the internal audit staff hold a BBA degree.

## IV. TIME REQUIREMENT'S

### A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Deadline for questions/inquires October 03, 2014

Due date for submissions October 14, 2014

### B. Notification and Contract Dates

Selected firm notified




Contract date



### C. Date Audit May Commence



The County will have all records ready for preliminary audit and all management personnel available to meet with the firm's personnel as of 

### D. Schedule for the 2014 Fiscal Year Audit (A similar schedule will be developed for audits of future fiscal years if the County exercises its option for additional audits.)

The auditor shall complete each of the following no later than the dates indicated.

1. Detailed Audit Plan

The auditor shall provide the County by November 14 both a detailed audit plan and a list of all schedules to be prepared by the County Auditor.

2. Interim Work

The auditor shall complete all interim work by January 9, 2015.

3. Fieldwork

The auditor shall complete all fieldwork by February 6, 2015.

4. Draft Reports

The auditor shall have drafts of the audit report and recommendations to management available for review by the County Auditor by February 20, 2015.

E. Entrance Conferences, Progress Reporting and Exit Conferences (A similar time schedule will be developed for audits of future fiscal years if the County exercises its option for additional audits.)

At a minimum, the following conferences should be held:

Entrance conference with County Auditor

Entrance conference with all key finance department personnel and department heads of key offices or programs

- The purpose of this meeting will be to discuss prior audit problems and the interim work to be performed. This meeting will also be used to establish an overall liaison for the audit and to make arrangements for workspace and other needs of the auditor.

Progress conference with County Auditor and department heads of key offices or programs

- The purpose of this meeting will be to summarize the results of the preliminary review and to identify the key internal controls or other matters to be tested.

Progress conference with County Auditor, key finance department personnel and other department heads of key offices or programs

- The purpose of this meeting will be to discuss the year-end work to be performed.

Exit conference with County and department heads of key offices or programs.

- The purpose of this meeting will be to summarize the results of the fieldwork and to review significant findings.

F. Date Final Report is Due

The County Auditor shall prepare draft financial statements, notes, all required supplementary schedules and statistical data by January 16, 2015.

The auditor shall provide all recommendations, revisions and suggestions for improvement to the County Auditor by February 20, 2015. A revised report, including draft auditor's reports shall be delivered to the County Auditor by February 27, 2015.

The County Auditor will complete the review of the draft report as expeditiously as possible. It is not expected that this process should exceed two weeks. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit reports. Once all issues for discussion are resolved, the final signed report shall be delivered to the County Commissioners Court within five (5) working days. It is anticipated that this process will be completed and the final report delivered by March 6, 2015.

The final report and five (5) signed copies should be delivered to the County Commissioners Court.

## **V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION**

### **A. Finance Department and Clerical Assistance**

The County Auditor's Office 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 County Auditor.

### **B. Internal Audit Staff Assistance**

The internal audit staff will be available to assist the auditor.

### **C. Electronic Data Processing (EDP) Assistance**

EDP personnel will also be available to provide systems documentation and explanations.

### **D. Statements and Schedules to be prepared by the staff of the County Auditor's Office.**

The staff of the County Auditor will prepare draft statements and schedules for the auditor by January 16, 2015.

### **E. Work Area, Telephones, Photocopying and FAX Machines**

The County will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided with access to telephone lines, photocopying facilities and FAX machines.

### **F. Report preparation, editing and printing shall be the responsibility of the auditor. The auditor shall provide the County with 60 copies of the compliance reports.**

## **VI. PROPOSAL REQUIREMENTS**

### **A. General Requirements**

#### **1. Inquiries- deadline October 03, 2014 at 12 noon**

Inquiries concerning the request for qualifications and the subject of the request for qualifications must be made in writing to:

[bidquestions@epcounty.com](mailto:bidquestions@epcounty.com)

Ms. Kennie Downing, Purchasing  
Agent 800 E. Overland Street  
Room 300 El Paso, Texas 79901  
Phone: (915) 546-2048  
Fax: (915) 546-8180

**CONTACT WITH PERSONNEL OF THE COUNTY OTHER THAN THE  
PURCHASING AGENT REGARDING THIS REQUEST FOR QUALIFICATIONS MAY  
BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.**

2. Submission

The following material is required to be received on, October 14, 2014 at 2:00 p.m. for a proposing firm to be considered:

- a. Submissions shall not exceed 50 single-sided pages. A master hard copy (so marked) of a Technical Proposal and five (5) electronic copies to include the following:
  - i. Title Page  
Title page showing the request for qualifications' subject; the firm's name; the name, address and telephone number of a contact person; and the date of the proposal.
  - ii. Table of Contents
  - iii. Transmittal Letter  
A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes it to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 90 days.
  - iv. Detailed Proposal  
The detailed proposal should follow the order set forth in Section VI B of this request for proposals.
  - v. Executed copies of Proposer Guarantees and Proposer Warranties, attached to this request for proposals (Appendix E and Appendix F)
- b. The proposer shall submit an original and five (5) electronic copies of a dollar cost bid in a separate sealed envelope marked

SEALED DOLLAR COST

FOR  
COUNTY OF EL PASO  
FOR  
PROFESSIONAL AUDITING SERVICES  
OCTOBER 14, 2014, 2014

- c. Proposers should submit the completed proposal consisting of the two separate envelopes to the following address:

COUNTY PURCHASING DEPARTMENT  
COUNTY ADMINISTRATIVE OFFICES  
800 E. OVERLAND STREET, ROOM 300  
EL PASO, TEXAS 79901



## B. Technical Proposal

### 1. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the County in conformity with the requirements of this request for qualifications. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for qualifications requirements.

### **THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.**

The technical proposal should address all the points outlined in the request for qualifications (excluding any cost information which should only be included in the sealed dollar cost bid). The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for qualifications. While additional data may be presented, the following subjects, items Nos. 2 through 10, must be included. They represent the criteria against which the proposal will be evaluated.

### 2. Independence

The firm should provide an affirmative statement that it is independent of the County as defined by generally accepted auditing standards/the U.S. General Accounting Office's Government Auditing Standards (2011).

The firm also should provide an affirmative statement that it is independent of the component unit of the County as defined by those same standards.

The firm should also list and describe the firm's professional relationships involving the County or any of its agencies or component unit for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the County written notice of any professional relationships entered into during the period of this agreement.

### 3. 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 Texas.

### 4. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable. The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements. The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is registered/licensed to practice as a certified public accountant in Texas. The firm also should provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit. The firm should provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. The firm also should indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the County. However, in either case, the County retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for qualifications can only be changed with the express prior written permission of the County, which retains the right to approve or reject replacements. Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Prior Engagements with the County

The firm should list separately all engagements within the last five years, ranked on the basis of total staff hours, for the County by type of engagement (i.e., audit, management advisory services, other). For each engagement, the firm should indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

7. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for qualifications. These engagements should be ranked on the basis of total staff hours.

Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

8. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for qualifications. In developing the work plan, reference should be made to such sources of information as the County's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c. Sample sizes and the extent to which statistical sampling is to be used in the engagement
- d. Extent of use of EDP software in the engagement
- e. Type and extent of analytical procedures to be used in the engagement
- f. Approach to be taken to gain and document an understanding of the County's internal control structure
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance

9. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the County.

10. Report Format

The proposal should include sample formats for required reports.

C. Sealed Dollar Cost Bid

1. Total All-inclusive Maximum Price

The sealed dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for qualifications. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

Provide separate pricing for the audits for each of the County, the El Paso County Community Supervision and Corrections Department, and El Paso County Juvenile Probation Board

The County will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

The first page of the sealed dollar cost bid should include the following information:

- a. Name of Firm
  - b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid and authorized to sign a contract with the County.
  - c. A total All-inclusive Maximum Price for the fiscal year 2014 engagement.
- Pricing for the 4 optional years, represented in a total dollar amount, or percentage.

2. Rates by Partner, Specialist, Supervisory and Staff Level Time Hours Anticipated for each

The second page of the sealed dollar cost bid should include schedule of professional fees and expenses, presented in the format provided in the attachment (Appendix G, part 1), that supports the total all-inclusive maximum price. The cost of special services described in Section II E of this request for qualifications should be disclosed as separate components of the total all-inclusive maximum price using the format provided in Appendix G parts 2 and 3.

3. Out-of-pocket Expenses Included in the Total All-inclusive Maximum Price and Reimbursement Rates

Out-of-pocket expenses for firm personnel (e.g., travel, lodging and subsistence) will be reimbursed at the rates used by the County for its employees. All estimated out-of-pocket expenses to be reimbursed should be presented in the sealed dollar cost bid in the format provided in the attachment (Appendix G). All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

In addition, a statement must be included in the sealed dollar cost bid stating the firm will accept reimbursement for travel, lodging and subsistence at the prevailing County rates for its employees.

4. Rates for Additional Professional Services

If it should become necessary for the County to request the auditor to render any additional services to either supplement the services requested in this request for qualifications or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the County and the firm. Any such additional work agreed to between the County and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost bid.

5. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billings shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld from each billing pending delivery of the firm's final reports.

## **VII. EVALUATION PROCEDURES**

### **A. Evaluation Committee**

Proposals submitted will be evaluated by an Evaluation and Selection Committee.

### **B. Review of Qualifications**

The Evaluation and Selection Committee will use a point formula during the review process to score proposals. Each member of the Evaluation Committee will first score each technical proposal by each of the criteria described in Section VII C below. The full Evaluation Committee will then convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration.

After the composite technical score for each firm has been established, the sealed dollar cost bid will be opened and additional points will be added to the technical score based on the price. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to other proposers.

The County reserves the right to retain all proposals submitted and use any idea in a proposal regardless whether that proposal is selected.

### **C. Evaluation Criteria**

Submissions will be evaluated using two sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for technical qualifications. The auditor shall be awarded based on demonstrated competence and qualifications to perform the services; and for a fair and reasonable price. The following represent the principal selection criteria, which will be considered during the evaluation process.

#### **1. Required Minimum Qualifications**

- a. The audit firm is independent and licensed to practice in Texas
- b. The audit firm's professional personnel have received adequate continuing professional education within the preceding two years
- c. The firm has no conflict of interest with regard to any other work performed by the firm for the County
- d. The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work.
- e. The firm adheres to the instructions in this request for qualifications on preparing and submitting the proposal

#### **2. Technical Qualifications: (Maximum Points – 100)**

- a. Expertise and Experience (Maximum Points – 60)
  - (1) The firm's past experience and performance on comparable government engagements

- (2) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation
- b. Audit Approach (Maximum Points – 40)
  - (1) Adequacy of proposed staffing plan for various segments of the engagement
  - (2) Adequacy of sampling techniques
  - (3) Adequacy of analytical procedures

3

#### D. Oral Presentations

During the evaluation process, the Evaluation Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Selection Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

#### E. Final Selection

The County will select a firm based upon the recommendation of the Evaluation Committee. It is anticipated that a firm will be selected by 2014. Following notification of the firm selected, it is expected a contract will be executed between both parties by 2014.

#### F. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for qualifications unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the County and the firm selected.

The County reserves the right without prejudice to reject any or all submittals.

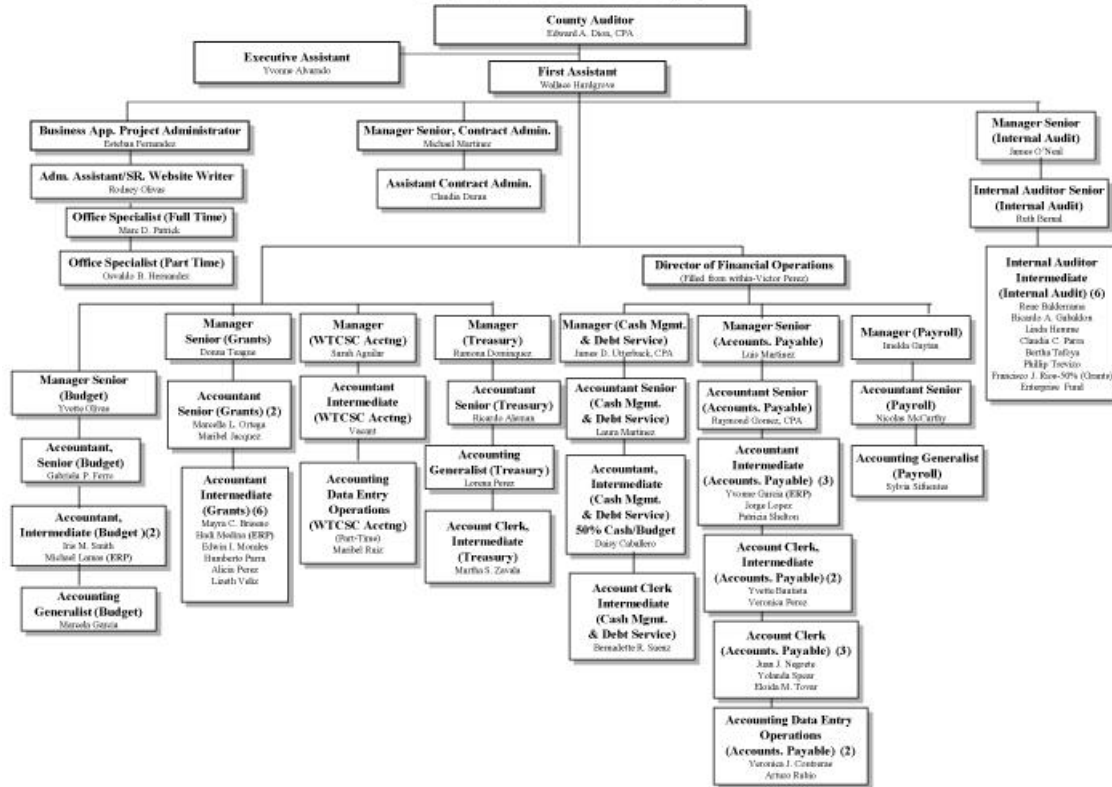
## APPENDIX A

### FINDINGS FROM RECENT EXTERNAL AUDITS

REPORT	FINDING	STATUS/RESOLVED
FY 2013	The County did not procure tire purchases in accordance with the County Purchasing Act.	The County Purchasing staff has been made aware that they must follow procurement law as provided in the Local Government Code Chapter 262.
FY 2012	None	
FY 2011	The County can reasonably expect to spend more than \$50,000 in aggregate for office supplies; however the Count did not procure these supplies in accordance with the County Pruchasing act or Chapter 791 of theTexas Government Code. Instead, the County made solicitations by requesting a minimum of three(3) informal quotes.	The buyer in charge of office supplies has been trained on the bidding laws defined in the Local Government Code, and we solicited formal bids on office supplies and paper.
FY 2011	The Sheriff's Department did not maintain effective controls over compliance to adequately satisfy federal compliance requirements related to equipment and real property management for this federal award.	The Sheriff's Department along with the County Auditor's Office have put a procedure in place whereby the Sheriff's Office submits copies of all checks to include all supporting documentation to the Accounts Payable Division. Accounts Payable staff reviews the back-up to determine the proper and neccessary classification on the County's financials.
FY 2010	The County did not maintain the required time distribution documentary support for one employee who worked on two Federal programs.	The County Auditor's Office has communicated to all departments with employees split amoung more than one grant, the need for employees to submin monthly activity reports.
FY 2009	None	

## APPENDIX B

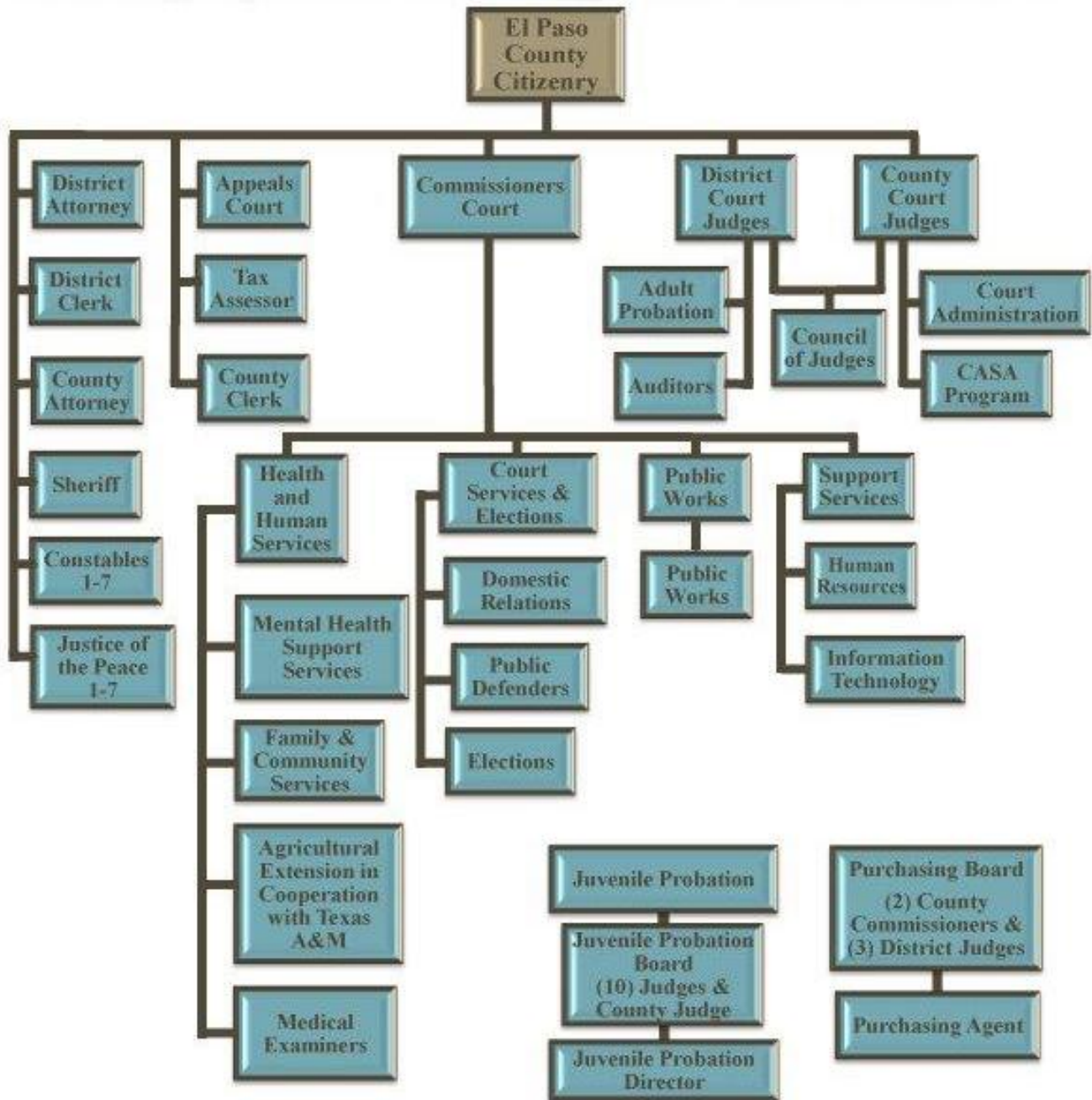
### El Paso County Auditor's Office Organizational Chart As of May 1, 2014





## APPENDIX B

### County of El Paso, Texas Organizational Chart



**APPENDIX C**  
**LIST OF PRINCIPAL OFFICIALS**

**Commissioners Court (The Governing Body)**

County Judge Veronica Escobar  
Commissioner Carlos Leon  
Commissioner Sergio Lewis  
Commissioner Vincent Perez  
Commissioner Patrick Abeln

**The Council of Judges**

Local Administrative Judge, 384th Judicial District, Patrick M. Garcia  
34th Judicial District, William E. Moody, District Judge  
41st Judicial District, Annabell Perez, District Judge  
65th Judicial District, Yahara Lisa Gutierrez, District Judge  
120th Judicial District, Maria Salas-Mendoza, District Judge  
168th Judicial District, Marcos Lizarraga, District Judge  
171st Judicial District, Bonnie Rangel, District Judge  
205th Judicial District, Kathleen Olivares, District Judge  
210th Judicial District, Gonzalo Garcia, District Judge  
243rd Judicial District, Luis Aguilar, District Judge  
327th Judicial District, Linda Y. Chew, District Judge  
346th Judicial District, Angie Juarez Barill, District Judge  
383rd Judicial District, Mike Herrera, District Judge  
388th Judicial District, Laura Strathmann, District Judge  
409th Judicial District, Sam Medrano, Jr., District Judge  
448th Judicial District, Sergio Enriquez, District Judge  
Associate CPS Court, Oscar Gabaldon, Associate Judge  
Associate Family Court 1, Gary Allen Aboud, Associate Judge  
Associate Family Court 2, Kathleen Anderson, Associate Judge  
Associate Family Court 4, Jesus Rodriguez, Associate Judge  
County Court at Law Number 1, Ricardo Herrera, Judge  
County Court at Law Number 2, Julie Gonzalez, Judge  
County Court at Law Number 3, Javier Alvarez, Judge  
County Court at Law Number 4, Alejandro Gonzalez, Judge  
County Court at Law Number 5, Carlos Villa, Judge  
County Court at Law Number 6, Sue Kurita, Judge  
County Court at Law Number 7, Thomas A. Spieczny, Judge  
County Criminal Court 1, Alma Trejo, Judge  
County Criminal Court 2, Robert Anchondo, Judge  
County Criminal Court 3, Carlos Carrasco, Judge  
County Criminal Court 4, Jesus R. Herrera, Judge  
County Criminal District Court No. 1, Diane Navarette, Judge  
County Probate Court No. 1, Patricia B. Chew, Judge  
County Probate Court No. 2, Eduardo A. Gamboa, Judge  
Juvenile Court Referee 1, Richard L. Ainsa, Judge  
Juvenile Court Referee 2, Maria T. Leyva-Ligon, Judge  
Magistrate I, James T. Carter, Judge

**Other Principal Officials**

County Attorney, Jo Anne Bernal  
County Auditor, Edward A. Dion  
County Clerk, Delia Briones  
County Purchasing Agent, Kennie Downing  
County Sheriff, Richard Wiles  
County Tax Assessor and Collector, Victor A. Flores  
District Attorney, Jaime E. Esparza  
District Clerk, Norma Favela  
Human Resources Director, Betsy C. Keller  
Public Defender, M. Clara Hernandez

**APPENDIX D**  
**Year Ended September 30, 2013**

<b>Federal Grantor/Pass-Through Grantor/ Program Title</b>	<b>Federal CFDA Number</b>	<b>Pass-Through Grantor's Number</b>	<b>Federal Expenditures 2012-2013</b>	<b>State Expenditures 2012-2013</b>
<b>Federal Expenditures</b>				
<b>U. S. Department of Agriculture</b>				
<b>Rural Development</b>				
# Schuman Water Project	10.760	49-071-0763-03-10	\$ 25,366	
Mayfair/Nuway Project	10.760	RD Grant	\$ 396,371	
Colonia Revolucion Water Project	10.760	RD Grant	\$ 19,770	
<b>Total for CFDA 10.760</b>			<b>\$ 441,507</b>	<b>\$ -</b>
<b>*Texas Department of Health and Human Services</b>				
National School Lunch Program	10.555	TX-071215	\$ 152,228	
<b>*TDHS - Commodities Distribution</b>				
El Paso County Juvenile Probation (non-cash)	10.565	071-050-A4	\$ 4,153	
<b>Total U.S. Department of Agriculture</b>			<b>\$ 597,888</b>	<b>\$ -</b>
<b>U. S. Department of Housing and Urban Development</b>				
<b>*Office of Rural Affairs within the Texas Department of Agriculture</b>				
Colonia Self Help Center	14.228	710013	\$ 27,228	
<b>*Texas Department of Housing and Community Affairs</b>				
Emergency Solutions Grant Program	14.231	42110001502	\$ 88,520	
<b>Community Development Block Grants</b>				
<b>*City of El Paso</b>				
Homebound Meals	14.218	12-1039-175	\$ 47,770	
Lower Dyer Neighbor Revitalization Strategy Area TVP	14.218	2012-0494	\$ 5,252	
Emergency Solutions Grant Program	14.218	2012-0464	\$ 159,380	
Emergency Solutions Grant Program	14.218	2012-0474	\$ 49,159	
<b>Total for CFDA 14.218</b>			<b>\$ 261,561</b>	
<b>Total U.S. Department of Housing and Urban Development</b>			<b>\$ 377,309</b>	<b>\$ -</b>
<b>U. S. Department of Justice</b>				
<b>Bureau of Justice Assistance</b>				
State Criminal Alien Assistance Program (SCAAP)	16.606	2013-AP-BX-0547	\$ 304,249	
Bullet Proof Vest Partnership	16.607	2009-BO-BX-09046765	\$ 4,667	
Southwest Border Prosecution Initiative	16.755	SWTX0596H0731	\$ 5,646	
<b>Office of Community Oriented Policing Services(COPS)</b>				
Community Policing - COPS in Schools	16.710	2011-CK-WX-0055	\$ 17,261	
Community Policing - Technology Grants	16.710	2010-CK-WX-0252	\$ 97,947	
<b>Total for CFDA 16.710</b>			<b>\$ 115,208</b>	<b>\$ -</b>
<b>Asset Forfeiture Money Laundering Section</b>				
El Paso County Metro Criminal Enterprise Unit	16.000	TX07100PO	\$ 151,758	
HIDTA Asset Forfeitures	16.000	TX0712000	\$ 98,952	
El Paso County Sheriff's Office	16.000	TX0710000	\$ 499,499	
<b>Office of Justice Programs</b>				
Organized Crime Drug Enforcement Task Force	16.000	SW-TXW-0538H	\$ 2,184	
Organized Crime Drug Enforcement Task Force	16.000	SW-TXW-0548H	\$ 3,158	
Organized Crime Drug Enforcement Task Force	16.000	SW-TXW-0566H	\$ 5,953	
Organized Crime Drug Enforcement Task Force	16.000	SW-TXW-0568H	\$ 2,460	
Organized Crime Drug Enforcement Task Force	16.000	SW-TXW-0571H	\$ 540,649	
Organized Crime Drug Enforcement Task Force	16.000	SW-TXW-0572H	\$ 4,150	
Organized Crime Drug Enforcement Task Force	16.000	SW-TXW-0592H	\$ 4,088	
Organized Crime Drug Enforcement Task Force	16.000	SW-TXW-0596H	\$ 7,399	
Organized Crime Drug Enforcement Task Force	16.000	SW-TXW-0610H	\$ 2,892	

Federal Grantor/Pass-Through Grantor/ Program Title	Federal CFDA Number	Pass-Through Grantor's Number	Federal Expenditures 2012-2013	State Expenditures 2012-2013
Organized Crime Drug Enforcement Task Force	16.000	SW-TXW-0611H	\$ 4,980	
Organized Crime Drug Enforcement Task Force	16.000	SW-TXW-0614H	\$ 4,947	
Organized Crime Drug Enforcement Task Force	16.000	SW-TXW-0617H	\$ 3,247	
Organized Crime Drug Enforcement Task Force	16.000	SW-TXW-0618H	\$ 6,947	
Organized Crime Drug Enforcement Task Force	16.000	SW-TXW-0624H	\$ 2,940	
Organized Crime Drug Enforcement Task Force	16.000	SW-TXW-0626H	\$ 4,698	
Organized Crime Drug Enforcement Task Force	16.000	SW-TXW-0634H	\$ 3,676	
Organized Crime Drug Enforcement Task Force	16.000	SW-TXW-0636H	\$ 4,831	
<b>Total for CFDA 16.000</b>			<b>\$ 1,359,407</b>	
El Paso Juvenile Drug Court Mentoring Project	16.726	2010-DC-BX-0201	\$ 113,618	
& Edward Byrne Memorial Justice Assistant Grant	16.738	2005-DJ-BX-0289	\$ 5,893	
& Edward Byrne Memorial Justice Assistant Grant	16.738	2010-DJ-BX-1416	\$ 44,919	
& Edward Byrne Memorial Justice Assistant Grant	16.738	2011-DJ-BX-3043	\$ 55,362	
& Edward Byrne Memorial Justice Assistant Grant	16.738	2011-DJ-BX-0311	\$ 176,711	
<b>Total for CFDA 16.738</b>			<b>\$ 282,885</b>	
Justice and Mental Health Collaboration Program	16.745	2010-MO-BX-0057	\$ 62,045	
Second Chance Act Prisoner Reentry Initiative	16.812	2011-RN-BX-0011	\$ 179,060	
<b>*City of El Paso</b>				
& Edward Byrne Memorial Justice Assistant Grant ARRA	16.804	2009-SB-B9-3086	\$ 50,949	
<b>*Office of the Governor - Criminal Justice Division</b>				
Juvenile Accountability Incentive Block Grant	16.523	JB-10-J20-13358-14	\$ 51,186	
Juvenile Accountability Incentive Block Grant	16.523	JB-10-J20-13358-15	\$ 9,108	
409th Juvenile Drug Court	16.523	JB-09-J20-18028-08	\$ 66,550	
409th Juvenile Drug Court	16.523	JB-09-J20-18028-08	\$ 1,649	
<b>Total for CFDA 16.523</b>			<b>\$ 128,493</b>	
Victim Witness Services	16.575	VA-11-V30-13625-14	\$ 63,277	
Victim Witness Services	16.575	VA-11-V30-13625-15	\$ 4,652	
Victim of Crimes Act	16.575	VA-11-V30-23931-02	\$ 16,143	
Victim of Crimes Act	16.575	VA-12-V30-23931-03	\$ 39,671	
Victim of Crimes Act	16.575	VA-13-V30-23931-04	\$ 4,014	
<b>Total for CFDA 16.575</b>			<b>\$ 127,757</b>	
Domestic Violence Unit	16.588	WF-09-V30-13437-15	\$ 109,240	
Domestic Violence Unit	16.588	WF-09-V30-13437-15	\$ 7,774	
Protective Order Court	16.588	WF-12-V30-24316-03	\$ 135,622	
Protective Order Court	16.588	WF-13-V30-24316-04	\$ 5,533	
<b>Total for CFDA 16.588</b>			<b>\$ 258,169</b>	
& DWI Court	16.738	DJ-10-A10-18692-06	\$ 121,105	
& Border Crime Initiative	16.738	DJ-11-A10-19860-06	\$ 1,491,889	
& 384th Drug Court Program	16.738	DJ-11-A10-16921-10	\$ 108,016	
& El Paso County Vertrans Court	16.738	DJ-11-A10-25831-01	\$ 147,645	
<b>Total for CFDA 16.738</b>			<b>\$ 1,868,655</b>	
<b>Total U. S. Department of Justice</b>			<b>\$ 4,860,808</b>	<b>\$ -</b>
<b>U. S. Department of Transportation</b>				
<b>Federal Transit Administration</b>				
<b>*Texas Department of Transportation</b>				
Van Pool	20.205	CSJ#0924-03-366	\$ 262,513	
Van Pool	20.205	CSJ#0924-06-376	\$ 207,109	
Secure Border Trade Demo Project	20.205	CSJ#0914-06-292	\$ 771,510	

Federal Grantor/Pass-Through Grantor/ Program Title	Federal CFDA Number	Pass-Through Grantor's Number	Federal Expenditures 2012-2013	State Expenditures 2012-2013
<b>Total for CFDA 20.205</b>			\$ 1,241,132	
Rural Transit Assistance Program	20.509	51024F7192	\$ 106,141	
Rural Transit Assistance Program	20.509	51124F7215	\$ 338,810	
Rural Transit Assistance Program	20.509	51024F7192	\$ 337,469	
Rural Transit Assistance Program	20.509	51324F7186	\$ 4,644	
<b>Total for CFDA 20.509</b>			\$ 787,064	
Dialysis Transportation Study	20.515	51224F7131	\$ 62,998	
Regional Public Transportation Plan	20.515	51324F7076	\$ 83,998	
Regional Public Transportation Plan	20.515	51424F7075	\$ 3,141	
<b>Total for CFDA 20.515</b>			\$ 150,137	
El Paso County, Texas and Eastern New Mexico	20.516	51124F7110	\$ 290,880	
El Paso County, Texas and Eastern New Mexico	20.516	51124F7215	\$ 96,960	
<b>Total for CFDA 20.516</b>			\$ 387,840	
<b>National Highway Traffic Safety Administration</b>				
<b>*Texas Department of Transportation</b>				
@ STEP-Impaired Driving Mobilization Project 2012	20.600	IDM-00003	\$ (198)	
STEP-Impaired Driving Mobilization Project 2013	20.600	IDM-00014	\$ 45,663	
STEP-Impaired Driving Mobilization Project 2013	20.600	S-1YG-0031	\$ 43,731	
STEP-Impaired Driving Mobilization Project 2013	20.600	S-1YG-0082	\$ 28,418	
Click it or Ticket	20.600	13 El Paso CO-CIOT-0006	\$ 7,713	
Click it or Ticket	20.600	13 El Paso CO-CIOT-0011	\$ 2,987	
<b>Total for CFDA 20.600</b>			\$ 128,314	
<b>Total U.S. Department of Transportation</b>			\$ 2,694,487	\$ -
<b>U.S. Department of Energy</b>				
Geothermal Project ARRA	81.087	DE-EE0002827	\$ 2,115,206	
<b>Total U.S. Department of Energy</b>			\$ 2,115,206	\$ -
<b>U.S. Election Assistance Commission</b>				
<b>*Texas Office of the Secretary of State</b>				
General HAVA Compliance	90.401	78546	\$ 547,250	\$ 60,805
<b>Total U.S. Election Assistance Commission</b>			\$ 547,250	\$ 60,805
<b>U.S. Department of Health and Human Services</b>				
<b>*Texas Department of Health and Human Services</b>				
Social Services Block Grant-Home Delivered Meals	93.667	000173100	\$ 902,345	
<b>*Texas Department of Family and Protective Services</b>				
Promoting Safe and Stable Families -Child Protective	93.658	23940331	\$ 160,605	
<b>*Texas Juvenile Probation Commission</b>				
#Title IV-E	93.658	TJPC-E- -071	\$ 48,663	
<b>*Texas Department of Aging and Disability Services</b>				
**Title III C1 -Congregate Meals	93.045	2012-0444	\$ 518,549	
**Title III C2 - Homebound Meals	93.045	001004302	\$ 163,101	
**Participant Assessment	93.045	001004302	\$ 3,733	
<b>Total for CFDA 93.045</b>			\$ 685,383	
<b>Administration on Aging</b>				
National Hispanic Council on Aging	93.048	90AM2906/02	\$ 228	
<b>*Rio Grande Council of Governments</b>				
**Congregate Meals	93.053	539-08-0218-00001	\$ 247,962	

Federal Grantor/Pass-Through Grantor/ Program Title	Federal CFDA Number	Pass-Through Grantor's Number	Federal Expenditures 2012-2013	State Expenditures 2012-2013
<b>*Texas Attorney General</b>				
Child Support Enforcement	93.563	AG TITLE IV -D	\$ 604,839	
Child Support Probation Cases	93.563	10-C0024	\$ 85,562	
OAG Cases Redirected	93.563	00-08002	\$ 10	
State Case Registry Services	93.563	13-C0028	\$ 31,531	
Integrated Child Support System	93.563	13-C0016	\$ 40,500	
<b>Total for CFDA 93.563</b>			<b>\$ 762,441</b>	
Access and Visitation Grant	93.597	11-C0110	\$ 55,006	
Access and Visitation Grant	93.597	13-C0107	\$ 1,995	
<b>Total for CFDA 93.597</b>			<b>\$ 57,001</b>	
<b>Total U.S. Department of Health and Human Services</b>			<b>\$ 2,864,629</b>	<b>\$ -</b>
<b>Executive Office of the President</b>				
<b>Office of National Drug Control Policy (ONDCP)</b>				
34th Judicial Dist. Prosecution Initiative	95.001	G11SW0003A	\$ 6,217	
34th Judicial Dist. Prosecution Initiative	95.001	G12SW0003A	\$ 459,624	
34th Judicial Dist. Prosecution Initiative	95.001	G13SW0003A	\$ 122,259	
Multiple Initiatives	95.001	G10SW0001A	\$ 18,791	
Multiple Initiatives	95.001	G11SW0001A	\$ 502,727	
Multiple Initiatives	95.001	G12SW0001A	\$ 2,723,913	
Multiple Initiatives	95.001	G13SW0001B	\$ 141,260	
<b>Total Executive Office of the President</b>			<b>\$ 3,974,791</b>	<b>\$ -</b>
<b>U. S. Social Security Administration</b>				
Social Security Incentive Payment	96.008	20100901	\$ 58,400	
<b>Total U.S. Social Security Administration</b>			<b>\$ 58,400</b>	<b>\$ -</b>
<b>U.S. Department of Homeland Security</b>				
Emergency Food and Shelter National Board Program	97.024	803600-014 Phase 30	\$ 103,335	
<b>*Texas Department of Public Safety</b>				
% Operation Stonegarden	97.067	2010-SS-T0-0008	\$ 300,850	
% Operation Stonegarden	97.067	2011-SS-T0-0019	\$ 2,358,356	
<b>Total for CFDA 97.067</b>			<b>\$ 2,659,206</b>	
% Homeland Security	97.073	2010-SS-T9-0008	\$ 320,197	
% Homeland Security	97.073	EMW-2011-SS-0019	\$ 95,945	
% Homeland Security	97.073	EMW-2012-SS-00018-SOI	\$ 45,757	
<b>Total for CFDA 97.073</b>			<b>\$ 461,899</b>	
<b>Total U.S. Department of Homeland Security</b>			<b>\$ 3,224,440</b>	<b>\$ -</b>
<b>State Expenditures</b>				
<b>Office of the Governor - Criminal Justice Division</b>				
District Attorney's Border Prosecution	N/A	CH-12-A10-22837-02	\$ 148,240	
District Attorney's Border Prosecution	N/A	CH-13-A10-22837-03	\$ 206,827	
District Attorney's Border Prosecution	N/A	SF-14-A10-22837-04	\$ 28,771	
! 384th Drug Court Program	N/A	SF-12-A10-16921-09	\$ (403)	
384th Drug Court Program	N/A	SF-14-A10-16921-11	\$ 11,180	
! 65th Family Drug Court Program	N/A	DC-11-A10-23858-01	\$ (11)	
65th Family Drug Court Program	N/A	DC-11-A10-23858-02	\$ 50	
65th Family Drug Court Program	N/A	DC-11-A10-23858-03	\$ 88,094	
Criminal History Updates	N/A	SF-12-A10-26127-01	\$ 5,937	
DWI Court	N/A	SF-14-A10-18692-07	\$ 9,781	
Project Hope	N/A	SF-13-J20-25765-01	\$ 90,245	
Teen Intervention	N/A	SF-13-J20-25820-01	\$ 52,587	
El Paso County Veterans Court	N/A	SF-14-A10-25831-02	\$ 6,255	

Federal Grantor/Pass-Through Grantor/ Program Title	Federal CFDA Number	Pass-Through Grantor's Number	Federal Expenditures 2012-2013	State Expenditures 2012-2013
Sheriff's Criminal Reporting	N/A	SF-13-A10-27341-01		\$ 57,875
<b>*Rio Grande Council of Governments</b>				
Sheriff's Training Academy	N/A	SF-06-A10-14285-13		\$ 178,117
<b>Total Office of the Governor-Criminal Justice Division</b>			<b>\$ -</b>	<b>\$ 883,545</b>
<b>Texas Department of Agriculture</b>				
Home-Delivered Meal Grant Program	N/A	HDM-13-1155		\$ 86,320
<b>Total Texas Department of Agriculture</b>			<b>\$ -</b>	<b>\$ 86,320</b>
<b>Office of the Attorney General</b>				
Sheriff's Crime Victim's Liaison	N/A	13-33038		\$ 39,566
Sheriff's Crime Victim's Liaison	N/A	14-42565		\$ 2,690
<b>Total Office of the Attorney General</b>			<b>\$ -</b>	<b>\$ 42,256</b>
<b>Texas Department of Transportation</b>				
Border Colonia Access Program	N/A	248BCF5003		\$ 749,668
<b>Total Texas Department of Transportation</b>			<b>\$ -</b>	<b>\$ 749,668</b>
<b>Texas Comptroller of Public Accounts</b>				
Elections Chapter 19	N/A	TX Election CD Chapter 19		\$ 38,243
Lateral Road Fund Distribution	N/A	94F0001072		\$ 31,799
<b>Total Texas Comptroller of Public Accounts</b>			<b>\$ -</b>	<b>\$ 70,042</b>
<b>Texas Department of Housing and Community Affairs</b>				
<b>*City of El Paso</b>				
Homeless and Housing Services Program	N/A	13-1039-250		\$ 209,427
<b>Texas Department of Housing and Community Affairs</b>			<b>\$ -</b>	<b>\$ 209,427</b>
<b>Texas Department of State Health Services</b>				
<b>Texas School Safety Center at Tx State University-San Marcos</b>				
Tobacco Enforcement Program FY 2012	N/A	El Paso County Sheriff		\$ 5,512
Tobacco Enforcement Program FY 2013	N/A	El Paso County Sheriff		\$ 52,800
<b>Texas Department of State Health Services</b>			<b>\$ -</b>	<b>\$ 58,312</b>
<b>Texas Task Force on Indigent Defense</b>				
Public Defender Indigent Defense	N/A	212-12-071		\$ 737,851
Public Defender Problem Solving Attorney	N/A	212-13-D06		\$ 41,549
<b>Total Texas Task Force on Indigent Defense</b>			<b>\$ -</b>	<b>\$ 779,400</b>
<b>Texas Juvenile Justice Department</b>				
TJJD Juvenile Board State Aid	N/A	TJJD-A-2013-071		\$ 3,001,387
TJJD Juvenile Board State Aid	N/A	TJJD-A-2014-071		\$ 225,716
^ TJJD Commitment Reduction Program	N/A	TJJD-C-2012-071		\$ (2,241)
TJJD Commitment Reduction Program	N/A	TJJD-C-2013-071		\$ 444,154
TJJD Commitment Reduction Program	N/A	TJJD-C-2014-071		\$ 53,605
TJJD Special Needs Diversionary	N/A	TJJD-M-2013-071		\$ 50,359
TJJD Special Needs Diversionary	N/A	TJJD-M-2014-071		\$ 11,011
TJJD Mental Health Services	N/A	TJJD-N-2014-071		\$ 25,048
TJJD Juvenile Justice Alt. Education	N/A	TJJD-P-2012-071		\$ 115,286
TJJD Juvenile Justice Alt. Education	N/A	TJJD-P-2013-071		\$ 42,136
> TJJD Family Preservation	N/A	TJJD-S-2012-071		\$ (11,763)
TJJD Family Preservation	N/A	TJJD-S-2013-071		\$ 119,085
TJJD Family Preservation	N/A	TJJD-S-2014-071		\$ 2,250
<b>Total Texas Juvenile Justice Department</b>			<b>\$ -</b>	<b>\$ 4,076,033</b>
<b>Texas Department of Public Safety</b>				
<b>* Division of Emergency Management</b>				



Federal Grantor/Pass-Through Grantor/ Program Title	Federal CFDA Number	Pass-Through Grantor's Number	Federal Expenditures 2012-2013	State Expenditures 2012-2013
Local Border Security Program	N/A	LBSP-110001		\$ 126,420
Local Border Security Program	N/A	LBSP-12(EI Paso)		\$ 244,640
Local Border Security Program	N/A	LBSP-13(EI Paso)		\$ 204,490
<b>Total Texas Department of Public Safety</b>			<b>\$ -</b>	<b>\$ 575,550</b>
<b>Texas District Courts-Comptroller Judiciary</b>				
Reimbursement of State Witness	N/A	TX CD Cram Proc 35.27/104.003		\$ 57,810
DA Apportionment Salaries	N/A	Gov CD Chpt 46.004		\$ 22,600
<b>Total Texas District Courts-Comptroller Judiciary</b>			<b>\$ -</b>	<b>\$ 80,410</b>
<b>Texas Department of Criminal Justice</b>				
Reimbursement of Offender Transportation	N/A	Gov CD Chpt 499.125		\$ 62,075
<b>Total Texas Department of Criminal Justice</b>			<b>\$ -</b>	<b>\$ 62,075</b>
<b>Texas Department of Health and Human Services Commissions</b>				
District Attorney Food stamp Fraud	N/A	OIG 042010A		\$ 4,527
<b>Total Texas Department of Health and Human Services Commissions</b>			<b>\$ -</b>	<b>\$ 4,527</b>
<b>TOTAL FEDERAL AND STATE FINANCIAL ASSISTANCE</b>			<b>\$ 21,315,208</b>	<b>\$ 7,738,370</b>
<b>Federal Funds Expended</b>			<b>\$ 21,315,208</b>	
<b>State Funds Expended</b>			<b>\$ 7,738,370</b>	
<b>Total Funds Expended</b>			<b>\$ 29,053,578</b>	
Note:				
Special Revenues-Grants Exhibit 4 Total Expenditures			\$ 29,326,352	
Plus Funds received through General Fund			\$ 2,140,701	
Plus Funds received through Special Revenues			\$ 596,668	
Less Federal and State funds Received but not expended			\$ (1,076,567)	
Less Non-Federal or State Funding Sources			\$ (1,933,575)	
<b>TOTAL FEDERAL AND STATE FINANCIAL ASSISTANCE</b>			<b>\$ 29,053,579</b>	
Revenues				
Special Revenues-Grants Exhibit 4 Total Revenues			\$ 29,016,807	
Plus Revenues through General Fund			\$ 2,140,701	
Plus Juvenile Probation Commodities			\$ 4,153	
Plus Revenues through Special Revenues			\$ 596,668	
Less Federal and State funds Received but not expended			\$ (1,076,567)	
Less Non-Federal or State Funding Sources			\$ (1,628,183)	
Adjusted Balance			<b>\$ 29,053,579</b>	
			<b>\$ 0</b>	

\* Federal or State Funds Passed-Through Another Agency

\*\* Clustered per the June 2013 Compliance Supplement

& Clustered per the June 2013 Compliance Supplement

% Clustered per the June 2012 Compliance Supplement

# Prior Period Adjustment on the General Fund Statements.

@ STEP-Impaired Driving Mobilization Project 2012 Contract Number IDM-00003 was overstated Fiscal Year 2012 expenditures.

! 384th Drug Court Program Contract Number SF-12-A10-16921-09 and 65th Family Drug Court Program Contract Number DC-11-A10-23858-01 reimbursement of overpayment by Office of the Governor, Criminal Justice Division.

^ TJJD Commitment Reduction Program Contract Number TJJD-C-2012-071 reimbursement for overpayment by Blair Foundation that was returned to Texas Juvenile Justice Department.

> TJJD Family Preservation Contract Number TJJD-S-2012-071 expenditures were overreported by \$11,763 and funds were returned to Texas Juvenile Justice Department.



## **APPENDIX E**

### **PROPOSER GUARANTEES**

The proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section II, Nature of Services Required.

Signature of

Official: \_\_\_\_\_

Name

(typed): \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX F**  
**PROPOSER WARRANTIES**

- A. Proposer warrants that it is willing and able to comply with State of Texas laws with respect to foreign (non-state of Texas) corporations.
- B. Proposer 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.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the County.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: \_\_\_\_\_

Name  
(typed): \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

Please note, the schedule of fees in Appendix G shall be placed in a sealed envelope and included with the proposal. A combination of qualifications will be the basis for award. County reserves the right to negotiate any fees proposed.

## APPENDIX G

### Part 1

#### SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE AUDIT OF THE FISCAL YEAR 2014 FINANCIAL STATEMENT'S

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	_____	\$ _____	\$ _____	\$ _____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Subtotal				\$ _____
Total for services described in Section II E of the request for qualifications (Detail on subsequent schedules)				\$ _____
Out-of-pocket expenses:				
Meals and lodging				_____
Transportation				_____
Other (specify):				_____
Total all-inclusive maximum price for Fiscal Year 2014 audit				\$ _____

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

## Part 2

[illegible]

**EACH SERVICE DESCRIBED IN SECTION II E SHOULD BE SUPPORTED BY AN INDIVIDUAL SCHEDULE IN THE FORMAT PROVIDED IN PART 3 OF THIS APPENDIX.**

**APPENDIX G**

**Part 3**

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES  
FOR THE AUDIT OF THE FISCAL YEAR 2014 FINANCIAL STATEMENTS:  
SUPPORTING SCHEDULE FOR [NAME OF SERVICE]**

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	_____	\$_____	\$_____	\$_____
Managers	_____	_____	_____	_____
Supervisory staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Subtotal				\$_____
Out-of-pocket expenses:				
Meals and lodging				_____
Transportation				_____
Other (specify):				_____
Total price for [NAME of SERVICE]				\$_____

**Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total price.**