



COUNTY OF EL PASO
800 E. Overland, Suite 300
El Paso, Texas 79901
(915) 546-2048 (915) 546-8180 Fax

Notice to Interested Parties

Sealed Request for Proposals (RFP) will be received at the County Purchasing Department, 800 E. Overland, RM 300, El Paso, Texas 79901 before 2:00 p.m., **Wednesday, April 8, 2009** to be opened at the County Purchasing Office the same date for **Professional Auditing Services for the County of El Paso**.

Proposals must be in a sealed envelope and marked:
“Proposals to be opened **April 8, 2009**
Professional Auditing Services for the County of El Paso
RFP Number 09-028”

Any questions or additional information required by interested vendors must be submitted in writing to the attention of the County Purchasing Agent before Tuesday, March 31, 2009, at 12:00 p.m. Questions can be faxed to (915)-546-8180.

Award will be made based on a review of qualifications, scope of services and price. **COMMISSIONER’S COURT RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND WAIVE TECHNICALITIES.** Only proposals that conform to specifications will be considered. Successful Proposer shall not order items or services until a Purchasing Order is received from the County Purchasing Office. Payment will not be made on items delivered without an Agreement.

If the proposal totals more than \$100,000.00, the bidder shall furnish a certified cashiers check made payable to the County of El Paso or a good and sufficient bid bond in the amount of 5% of the total contract price, executed with a surety company authorized to do business in the State of Texas. The certified cashiers check must be included with the proposal at the time of the opening.

In order to remain active on the El Paso County Vendor list, each Vendor receiving this proposal must respond in some form. Vendors submitting a proposal must meet or exceed all specifications herein. Vendors submitting a no proposal must submit their reason in writing to the El Paso County Purchasing Department.

PITI VASQUEZ
County Purchasing Agent

PROPOSAL SCHEDULE

To: El Paso County, Texas

I or we agree to furnish the following described equipment, supplies, or services for the prices shown in accordance with specifications listed below or attached. By execution of this proposal, I hereby represent and warrant to El Paso County that I have read and understood the Proposal Documents and the Contract Documents and this proposal is made in accordance with the Proposal Documents.

Please quote prices and discounts on the following items:

F. O. B. El Paso County

| |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description – RFP # 09-028 Professional Auditing Services for the County of El Paso Vendor must meet or exceed specifications |
| All-inclusive Maximum Price for Fiscal Year 2009 |
| \$ |
| Please do not include tax, as the County is tax-exempt. We will sign tax exemption certificates covering these items. Please submit one (1) original copy and five (5) copies of your bid. |

Company

Address

Federal Tax Identification No.

City, State, Zip Code

CIQ Confirmation Number

CIQ Sent Date

Representative Name & Title

Telephone & Fax Number

Signature

Date

*****THIS MUST BE THE FIRST PAGE ON ALL BIDS*****

Professional Auditing Services for the County of El Paso

RFP #09-028



**Opening Date
Wednesday, April 8, 2009**

TABLE OF CONTENTS

I. INTRODUCTION

- A. General Information
- B. Term of Engagement

II. NATURE OF SERVICES REQUIRED

- A. General
- B. Scope of Work to be Performed
- C. Auditing Standards to be Followed
- D. Reports to be Issued
- E. Special Considerations
- F. Working Paper Retention and Access to Working Papers

III. DESCRIPTION OF THE GOVERNMENT

- A. Name and Telephone Number of Contact Persons/Organizational Chart/Location of Offices
- B. Background Information
- C. Fund Structure
- D. Budgetary Basis of Accounting
- E. Federal and State Financial Assistance
- F. Component Units
- G. Magnitude of Finance Operations
- H. Computer Systems
- I. Internal Audit Function
- J. Availability of Prior Reports and Working Papers

IV. TIME REQUIREMENTS

- A. Proposal Calendar
- B. Notification and Contract Dates
- C. Date Audit May Commence
- D. Schedule for the Fiscal Year Audit
 - 1. Interim Work
 - 2. Detailed Audit Plan
 - 3. Fieldwork
 - 4. Draft Reports
- E. Entrance Conferences, Progress Reporting and Exit Conferences
- F. Date Final Report is Due

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

- A. Finance Department and Clerical Assistance
- B. Internal Audit Staff Assistance
- C. Electronic Data Processing (EDP) Assistance
- D. Statements and Schedules Preparation
- E. Work Area, Telephone, Photocopying and FAX Machines
- F. Report Preparation

VI. PROPOSAL REQUIREMENTS

- A. General Requirements
 - 1. Inquiries or questions due on or before Tuesday, March 31, 2009, at 12:00 p.m.
 - 2. Submission of Proposals due on or before Wednesday, April 8, 2009 at 2:00 p.m.

- B. Technical Proposal
 - 1. General Requirements
 - 2. Independence
 - 3. License to Practice in Texas
 - 4. Firm Qualifications and Experience
 - 5. Partner, Supervisory and Staff Qualifications and Experience
 - 6. Prior Engagements with the County of El Paso
 - 7. Similar Engagements with Other Government Entities
 - 8. Specific Audit Approach
 - 9. Identification of Anticipated Potential Audit Problems
 - 10. Report Format

- C. Sealed Dollar Cost Bid
 - 1. Total All-Inclusive Maximum Price
 - 2. Rates by Partner, Specialist, Supervisory and Staff Level Hours Anticipated for Each
 - 3. Out-of-pocket Expenses in the Total All-inclusive Maximum Price and Reimbursement Rates
 - 4. Rates for Additional Professional Services
 - 5. Manner of Payment

VII. EVALUATION PROCEDURES

- A. Evaluation Committee
- B. Review of Proposals
- C. Evaluation Criteria
 - 1. Mandatory Elements
 - 2. Technical Qualifications
 - 3. Price
- D. Oral Presentations (if requested by Evaluation Committee)
- E. Final Selection
- F. Right to Reject Proposals

APPENDICES

- A. Findings from Recent External Audits
- B. Organizational Chart
- C. List of Key Personnel, Office Locations and Telephone Numbers
- D. List of Federal and State Financial Assistance
- E. Proposer Guarantees
- F. Proposer Warranties
- G. Format for Schedule of Professional Fees and Expenses to Support the Total All-inclusive Maximum Price

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

I. INTRODUCTION

A. General Information

The COUNTY OF EL PASO, TEXAS is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30, 2009 with the option of auditing its financial statements 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 (2008), (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) *Government Code, Title 10, § 2256.023 (d)*.

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 proposals should be addressed in writing to the County Purchasing Agent by Tuesday, March 31, 2009 at 12:00 (noon). All interested audit firms will be provided with a copy of any additional information available - via- fax and will be posted on our website at www.epcounty.com click on bids & more to RFQ # 09-028 for any addendums.

To be considered, one (1) original and five (5) copies of a proposal must be received by the Purchasing Department at 800 E. Overland Room 300 by 2:00 p.m. on Wednesday, April 8, 2009. The County of El Paso reserves the right to reject any or all proposals submitted. Proposals submitted will be evaluated by a five (5) member 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 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 County and the firm selected.

It is anticipated the selection of a firm will be completed by May 25, 2009. Following the notification of the selected firm, it is expected a contract will be executed between both parties by June 1, 2009.

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, 2009, with the 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 proposals.

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.

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 (2008), 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)*.

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, 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 nonmajor 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 *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 R. E. Thomason General Hospital (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 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. 50.

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 794,021 as of September 2008. 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 \$134 million covering approximately 2900 employees for the fiscal year ended September 30, 2008.

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 | 49 | 45 |
| Debt service funds | 9 | 9 |
| Capital projects funds | 10 | 10 |
| Enterprise funds | 1 | 0 |
| Internal service fund | 3 | 0 |
| Agency funds | 16 | 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 2008 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:

R. E. Thomason General Hospital District
With fiscal year end of September 30

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

The auditors of the District 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:

| <u>Function</u> | <u>Number of Employees</u> |
|-------------------------------|----------------------------|
| Administration | 7 |
| Accounts Payable | 12 |
| Budget | 6 |
| Grants | 8 |
| Internal Audit | 8 |
| Payroll | 3 |
| Cash and Investments | 4 |
| Treasury | 4 |
| Business Applications Support | 1 |

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 August 12 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 December 18.

3. Fieldwork

The auditor shall complete all fieldwork by January 31, 2010.

4. Draft Reports

The auditor shall have drafts of the audit report and recommendations to management available for review by the County Auditor by January 31, 2010.

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 December 18, 2009.

The auditor shall provide all recommendations, revisions and suggestions for improvement to the County Auditor by January 20, 2010. A revised report, including draft auditor's reports shall be delivered to the County Auditor by February 26, 2010.

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 5, 2010.

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 December 18, 2009.

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 March 31, 2009 at 12 noon

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

www.ligonzaez@epcounty.com and www.pvasquez@epcounty.com or by fax at (915) 546-8180

Mr. Piti Vasquez, 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 PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

2. Submission of Proposals

The following material is required to be received on Wednesday, April 8, 2009 at 2:00 p.m. for a proposing firm to be considered:

- a. A master copy (so marked) of a Technical Proposal and five (5) copies to include the following:
 - i. Title Page
Title page showing the request for proposals' 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 [PERIOD].
 - 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) copies of a dollar cost bid in a separate sealed envelope marked

SEALED DOLLAR COST
PROPOSAL
FOR
COUNTY OF EL PASO
FOR
PROFESSIONAL AUDITING SERVICES
April 8, 2009

- c. Proposers should send 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 proposals. 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 proposals 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 proposals (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 proposals. 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 (2008).

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 proposals 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 proposals. 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 proposals. 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 proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

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 2009 engagement.
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 proposals 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 proposals 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 a five member Evaluation and Selection Committee selected by the County Commissioners Court.

B. Review of Proposals

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

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process.

1. Mandatory Elements

- 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 proposals on preparing and submitting the proposal

2. Technical Qualifications: (Maximum Points – 50)

- a. Expertise and Experience (Maximum Points – 35)
 - (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 - 15)
 - (1) Adequacy of proposed staffing plan for various segments of the engagement
 - (2) Adequacy of sampling techniques
 - (3) Adequacy of analytical procedures
3. Price: (Maximum Points - 50)

**COST WILL NOT BE THE PRIMARY FACTOR IN THE
SELECTION OF AN AUDIT FIRM**

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 May 25, 2009. Following notification of the firm selected, it is expected a contract will be executed between both parties by June 1, 2009.

F. Right to Reject Proposals

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 County and the firm selected.

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

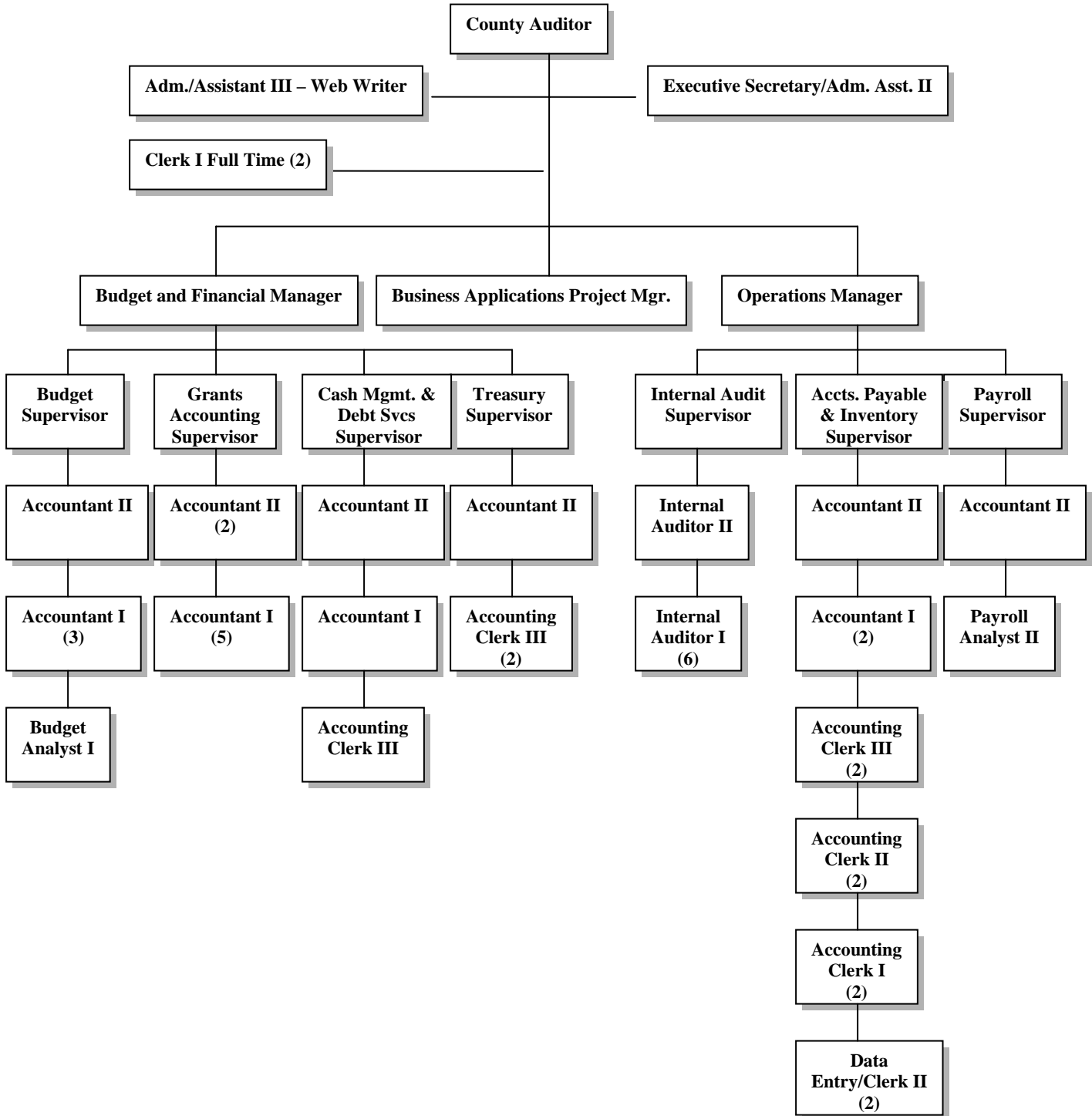
APPENDIX A

FINDINGS FROM RECENT EXTERNAL AUDITS

| REPORT | FINDING | STATUS/RESOLVED |
|---------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| FY 2008 | Pending | Pending |
| FY 2007 | Capital assets purchased were not tagged as "Purchased with US Department of Homeland Security". | County staff has developed procedures to ensure all capital assets are recorded and tagged appropriately. |
| FY 2006 | None | |
| FY 2005 | None | |
| FY2004 | No competitive procurement on employment services contract over \$100,000. | Contracts for employment services are now included in the county purchasing policies. |
| FY 2003 | No verification of Suspension or Debarment from federal funded contract over \$100,000. | All vendors are required to complete the debarment form as part of the bidding process. |

APPENDIX B

County of El Paso Auditor's Office Organizational Chart As of September 30, 2008



APPENDIX C

LIST OF PRINCIPAL OFFICIALS

As of September 30, 2008

Commissioners Court (The Governing Body)

County Judge Anthony Cobos
Commissioner Anna Perez
Commissioner Veronica Escobar
Commissioner Willie Gandara, Jr.
Commissioner Dan Haggerty

The Council of Judges

Patrick M. Garcia, Local Administrative Judge, 384th Judicial District
William E. Moody, District Judge, 34th Judicial District
Mary Anne Bramblett, District Judge, 41st Judicial District
Guadalupe Rivera, District Judge, 168th Judicial District
Kathleen Olivares, District Judge, 205th Judicial District
David Guaderrama, District Judge, 243rd Judicial District
Yahara Lisa Gutierrez, District Judge, 65th Judicial District
Bonnie Rangel, District Judge, 171st Judicial District
Mike Herrera, District Judge, 383rd Judicial District
Patricia Macias, District Judge, 388th Judicial District
Sam Medrano, District Judge, 409th Judicial District
Regina Arditti, District Judge, 448th Judicial District
Gonzalo Garcia, District Judge, 210th Judicial District
Linda Chew, District Judge, 327th Judicial District
Angie Juarez Barill, District Judge, 346th Judicial District
Maria-Salas Mendoza, District Judge, 120th Judicial District
Manuel J. Barraza, Judge, Criminal District Court No. 1
Ricardo Herrera, Judge, County Court at Law No. 1
Julie Gonzalez, Judge, County Court at Law No. 2
Javier Alvarez, Judge, County Court at Law No. 3
Alejandro Gonzalez, Judge, County Court at Law No. 4
Carlos Villa, Judge, County Court at Law No. 5
M. Sue Kurita, Judge, County Court at Law No. 6
Thomas Spieczny, Judge, County Court at Law No. 7
Yvonne Rodriguez, Judge, County Probate Court
Eduardo A. Gamboa, Judge, County Probate Court
Alma Trejo, Judge, County Criminal Court No. 1
Robert Anchondo, Judge, County Criminal Court No. 2

Other Principal Officials

José R. Rodríguez, County Attorney
Edward A. Dion, County Auditor
Delia Briones, County Clerk
Piti Vasquez, County Purchasing Agent
Jimmy Apodaca, County Sheriff
Victor Flores, County Tax Assessor/Collector
Jaime Esparza, District Attorney
Gilbert Sanchez, District Clerk
Betsy Keller, Human Resource Director

APPENDIX D
Year Ended September 30, 2008

| Federal Grantor/Pass-Through Grantor/ Program Title | Federal CFDA Number | Federal Grantor/Pass-Through Grantor/ Program Title | Federal CFDA Number |
|------------------------------------------------------------------|---------------------------|-----------------------------------------------------------|---------------------------|
| U. S. Social Security Administration | | Passed-Through State Department of: | |
| Social Security Incentive Payment | 96.000 | *Texas Department of Human Services: | |
| Total U.S. Social Security Administration | | National School Lunch Program | 10.555 |
| U.S. Election Assistance Commission | | *TDHS - Commodities Distribution | |
| Passed-Through State Department of: | | El Paso County Juvenile Probation | 10.550 |
| *Texas Office of the Secretary of State | | Total U.S. Department of Agriculture | |
| General HAVA Compliance | 90.401 | | |
| Total U.S. Election Assistance Commission | | | |
| U.S. Department of Health and Human Services | | U. S. Department of Housing and Urban Development | |
| Substance Abuse and Mental Health Services Administration | | Passed through State Department of: | |
| 65th District Expanded Family Drug Court Program | 93.243 | *Office of Rural Community Affairs (ORCA) | |
| 65th District Expanded Family Drug Court Program | 93.243 | Colonia Self Help Center | 14.228 |
| Border Children's Mental Health Collaborative | 93.104 | Ponderosa Western Village | 14.228 |
| Border Children's Mental Health Collaborative | 93.104 | Bosque Bonito I & II | 14.228 |
| Border Children's Mental Health Collaborative | 93.104 | *Texas Department of Housing and Community Affairs | |
| Administration for Children and Families | | Home Deed Conversion | 14.239 |
| El Paso County Individual Development Account | 93.602 | *Passed through-City of El Paso | |
| Administration on Aging | | Homebound Meals FY 07 | 14.218 |
| National Hispanic Council On Aging | 93.048 | Homebound Meals FY 08 | 14.218 |
| National Hispanic Council On Aging | 93.048 | | |
| Passed-Through State Department of: | | U.S. Department of the Interior | |
| *Texas Department of Human Services: | | National Park Services | |
| Social Services Block Grant-Home Delivered Meals | 93.667 | National Park Services Groundwork USA | 15.921 |
| Social Services Block Grant-Home Delivered Meals | 93.667 | Total U. S. Department of Interior | |
| Social Services Block Grant-Home Delivered Meals | 93.667 | | |
| *Texas Department of Protective and Regulatory Services | | U. S. Department of Justice | |
| Promoting Safe and Stable Families -Child Protective | 93.556 | Bureau of Justice Assistance | |
| Promoting Safe and Stable Families -Child Protective | 93.556 | State Criminal Alien Assistance Program (SCAPP) | 16.606 |
| Promoting Safe and Stable Families -Child Protective | 93.556 | Southwest Border Prosecution Initiative | 16.000 |
| *Texas Department on Aging: | | Bullet Proof Vest Partnership | 16.607 |
| Title III C1 -Congregate Meals 07 | 93.053 | Bullet Proof Vest Partnership | 16.607 |
| Title III C2 - Homebound Meals 07 | 93.053 | Office of Justice Programs | |
| Title III C1 -Congregate Meals 08 | 93.053 | Single Jurisdiction Enhancement Drug Court | 16.585 |
| Title III C2 - Homebound Meals 08 | 93.053 | Edward Byne Memorial Justice Assistant Grant | 16.738 |
| *Texas Attorney General: | | Edward Byne Memorial Justice Assistant Grant | 16.738 |
| Child Support Enforcement | 93.563 | Edward Byne Memorial Justice Assistant Grant | 16.738 |
| Child Support Probation Cases | 93.563 | Organized Crime Drug Enforcement Task Force | 16.000 |
| OAG Cases Redirected | 93.563 | Organized Crime Drug Enforcement Task Force | 16.000 |
| | | Organized Crime Drug Enforcement Task Force | 16.000 |
| | | Lone Star Fugitive Task Force (MOU) US Marshals | USMS |

| | | | |
|-------------------------------------------------------------------|--------|-----------------------------------------------------------|--------|
| State Case Registry Services | 93.563 | | |
| Access and Visitation Grant | 93.597 | Passed-Through State Department of: | |
| Access and Visitation Grant | 93.597 | <u>*Office of the Attorney General</u> | |
| Access and Visitation Grant | 93.597 | Sheriff's Crime Victim's Liaison | 16.576 |
| | | DA Victim Information Notification Everyday | 16.576 |
| | | Project Safe Neighborhoods | 16.609 |
| | | Victim Coordinator and Liaison | 16.576 |
| | | Anti-Gang Initiative | 16.576 |
| U. S. Department of Agriculture | | | |
| Congregate Meals FY 07 | 10.550 | | |
| Congregate Meals FY 08 | 10.550 | | |
| <u>*Office of the Governor - Criminal Justice Division</u> | | U.S. Department of Homeland Security | |
| DWI Court | 16.738 | Passed - Through State Department of: | |
| DWI Court | 16.738 | <u>*Texas Engineering Extension Service (TEEX)</u> | |
| Border Crime Initiative | 16.738 | Homeland Security | 97.073 |
| Juvenile Accountability Incentive Block Grant | 16.523 | Homeland Security | 97.074 |
| Juvenile Accountability Incentive Block Grant | 16.523 | | |
| 409th Juvenile Drug Court | 16.523 | | |
| 409th Juvenile Drug Court | 16.523 | | |
| 243rd Drug Court Program | 16.523 | | |
| 243rd Drug Court Program | 16.523 | | |
| 243rd Drug Court Program | 16.523 | | |
| Victim Witness Services | 16.575 | | |
| Victim Witness Services | 16.575 | | |
| Victim Witness Services | 16.575 | | |
| Criminal Enterprise Unit | 16.738 | | |
| Victim Services Liaison | 16.575 | | |
| Victim Services Liaison | 16.575 | | |
| Domestic Violence Unit | 16.588 | | |
| Domestic Violence Unit | 16.588 | | |
| Domestic Violence Unit | 16.588 | | |
| <u>*Texas Border Sheriff's Coalition</u> | | Border Environmental Cooperation Commission | |
| Operation Linebacker | 16.738 | Water Facility Plan Schuman-Brother Rd | 66.000 |
| Operation Linebacker | 16.738 | | |
| <u>*Texas Department of Transportation</u> | | | |
| Operation Wrangler | 16.738 | | |
| U. S. Department of Transportation | | OTHER FEDERAL FINANCIAL ASSISTANCE | |
| Federal Transit Administration | | Executive Office of the President | |
| Passed-Through State Department of: | | Office of National Drug Control Policy (ONDCP) | |
| <u>*Texas Department of Transportation</u> | | 34th Judicial Dist. Prosecution Initiative | N/A |
| Rural Transit Assistance Program | 20.509 | 34th Judicial Dist. Prosecution Initiative | N/A |
| Rural Transit Assistance Program | 20.509 | 34th Judicial Dist. Prosecution Initiative | N/A |
| Rural Transit Assistance Program | 20.509 | 34th Judicial Dist. Prosecution Initiative | N/A |
| Rural Transit Assistance Program | 20.509 | CPOI-Southwest Border HIDTA | N/A |
| Rural Transit Assistance Program | 20.509 | Multiple Initiatives | N/A |
| Van Pool | 20.205 | Multiple Initiatives | N/A |
| ITS Integration Project | 20.205 | Multiple Initiatives | N/A |
| HD Alternative Fuel Project | 20.205 | Multiple Initiatives | N/A |
| Regional Public Transportation Plan | 20.515 | Multiple Initiatives | N/A |
| Regional Public Transportation Plan | 20.515 | Multiple Initiatives | N/A |
| | | Southwest Border HIDTA Management Multiple Init. | N/A |
| | | Southwest Border HIDTA Management Multiple Init. | N/A |
| | | Southwest Border HIDTA Management Multiple Init. | N/A |
| | | Southwest Border HIDTA Management Multiple Init. | N/A |
| | | Texas Juvenile Probation Commission | |
| | | Title IV-E | 93.658 |

Passed-Through State Department of:

Texas Department of Transportation

Midland-Odessa UTD

Regional Public Transportation Plan

20.515

United Way of America - Federal

Emergency Management Agency

Emergency Food and Shelter

83.523

**State Grantor/Pass-Through
Grantor/ Program Title**

**State Grantor/Pass-Through
Grantor/ Program Title**

Office of the Governor - Criminal Justice Division

***Rio Grande Council of Governments**

Sheriff's Training Academy

Texas Department of Housing and Community Affairs

Texas Bootstrap Loan Program

Texas Department of Transportation

Vehicle Registration Abuse Program

Vehicle Registration Abuse Program

Border Colonia Access Program

Sheriff's STEP - Impaired Driving Mobilization

Constable 6 STEP - Impaired Driving Mobilization

Labor Day Impaired Driving Mobilization Project

Texas Comptroller of Public Accounts

Tobacco Compliance Grant Sheriff FY 2008

Tobacco Compliance Grant Sheriff FY 2009

Tobacco Compliance Grant Constable 6 FY 2008

Tobacco Compliance Grant Constable 3 FY 2009

Tobacco Compliance Grant Constable 6 FY 2009

Elections Chapter 19

Lateral Road Fund Distribution

Sheriff Continuing Education

Texas Task Force on Indigent Defense

Public Defender Mental Health Unit

El Paso County Formula Grant

Texas Commission on Environmental Quality

***Rio Grande Council of Governments**

Solid Waste Community Clean Up and Awareness

Texas Department of Criminal Justice

Reimbursement of Offender Transportation

Texas Department of Health and Human Services Commissions

District Attorney Food stamp Fraud

Texas Juvenile Probation Commission

TJPC Juvenile Board State Aid FY 07

TJPC Juvenile Board State Aid FY 08

TJPC Juvenile Board State Aid FY 09

TJPC Progressive Sanctions FY 07

TJPC Progressive Sanctions FY 08

TJPC Progressive Sanctions FY 09

TJPC Progressive Sanctions FY 09A

TJPC Special Needs Diversionary FY 08

TJPC Special Needs Diversionary FY 09

TJPC Progressive Sanctions FY 08A

TJPC Progressive Sanctions FY 07A

TJPC Juvenile Justice Alt. Education

TJPC Intensive Community Based Pilot

TJPC Secure Operating

TJPC Intensive Community Based Program

TJPC Community Corrections FY 08

TJPC Community Corrections FY 09

TJPC Salary Adjustment FY 08

TJPC Salary Adjustment FY 09

Juvenile Services

Texas Department of Public Safety

*** Division of Emergency Management**

Border Security Enhancement Operations

Local Border Security Program

Texas District Courts-Comptroller Judiciary

Reimbursement of State Witness

DA Apportionment Salaries

Prosecutor Longevity

Reimbursement of Statutory Court Judges

Jury Reimbursement

Reimbursement of Statutory Probate Court Judges

Texas Education Agency

Juvenile Alternative Education

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: _____

APPENDIX G
Part 1

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE FISCAL YEAR 2009 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 proposals (Detail on subsequent schedules) | | | | \$_____ |
| Out-of-pocket expenses: | | | | |
| Meals and lodging | | | | _____ |
| Transportation | | | | _____ |
| Other (specify): | | | | _____ |
| Total all-inclusive maximum price for Fiscal Year 2009 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.

**APPENDIX G
Part 3**

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE FISCAL YEAR 2009 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.

COUNTY OF EL PASO, TEXAS

CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; FEDERAL DEBT STATUS, AND NONDISCRIMINATION STATUS AND IMPLEMENTING REGULATIONS*

Instructions for the certifications:

General Requirements

The County of El Paso, Texas is required to obtain from all applicants of federal funds or pass-through certifications regarding federal debt status, debarment and suspension, and a drug free workplace. Institutional applicants are required to certify that they will comply with the nondiscrimination statutes and implementing regulations.

Applicants should refer to the regulations cited below to determine the certifications to which they are required to attest. Signature of the form provides for compliance with certification requirements under 21 CFR part 1405, "New Restrictions on Lobbying," 21 CFR part 1414, Government wide Debarment and Suspension (Non procurement), Certification Regarding Federal Debt Status (OMB Circular A-129), and Certification Regarding the Nondiscrimination Statutes and Implementing Regulations. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the County of El Paso determines to award the covered cooperative agreement

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented in 21 CFR part 1405, for persons entering into a cooperative agreement over \$100,000, as defined at 21 CFR Part 1405, the applicant certifies that;

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement,

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award document for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension and implemented at 21 CFR Part 1404, for prospective participants in primary covered transactions

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or and a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction or contract under a public transaction violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to the application.

2. DRUG-FREE WORKPLACE

As required by the Drug Free Workplace Act of 1988, and implemented at 21 CFR Part 1404 Subpart F.

A. The applicant certifies that it will or will continue to provide a drug free workplace by:

(a). Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The applicant's policy of maintaining a drug free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee must

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such convictions. Employers of convicted employees must provide notice including position title, to: The County of El Paso, Texas, 500 East San Antonio Street, Suite 406, El Paso, Texas 79901. Notice shall include the identification number of each affected grant

(f) Taking one of the following actions within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal State, or local health, law enforcement, or other appropriate agency

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

3. CERTIFICATION REGARDING FEDERAL DEBT STATUS (OMB Circular A-129)

The Applicant certifies to the best of its knowledge and belief, that it is not delinquent in the repayment of any federal debt.

4. CERTIFICATION REGARDING THE NONDISCRIMINATION STATUTES AND IMPLEMENTING REGULATIONS

The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a) title VI of the Civil right Act of 1964 (42 U.S.C. 2000D et seq.) which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; (b) Section 504 of the rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance; (c) title IX of the Education Amendments of 1972m as amended (20 U.S.C. 1981 et seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and (d) the Age Discrimination Act of 1975, and amended (42 U.S.C. 6101 ec seq.) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Business Name

Date

Name of Authorized Representative

Signature of Authorized Representative

COUNTY OF EL PASO PURCHASING DEPARTMENT

MDR Building, 800 E. Overland
ROOM 300, EL PASO, TEXAS 79901
(915) 546-2048, FAX: (915) 546-8180

PITI VASQUEZ, PURCHASING AGENT
JOSE LOPEZ, JR. ASST. PURCHASING AGENT
LINDA GONZALEZ, INVENTORY BID TECHNICIAN

PROPOSAL CONDITIONS

This is the only approved instruction for use on your invitation to bid. Items below apply to and become a part of the terms and conditions of the bid.

1. BY SUBMITTING A PROPOSAL, EACH BIDDER AGREES TO WAIVE ANY AND ALL CLAIMS IT HAS OR MAY HAVE AGAINST THE COUNTY OF EL PASO, AND ITS OFFICERS, AGENTS AND EMPLOYEES, ARISING OUT OF OR IN CONNECTION WITH: THE DOCUMENTS, PROCEDURES, ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY PROPOSAL; THE WAIVER BY EL PASO COUNTY OF ANY REQUIREMENTS UNDER THE PROPOSAL DOCUMENTS OR THE CONTRACT DOCUMENTS; THE ACCEPTANCE OR REJECTION OF ANY PROPOSAL; AND THE AWARD OF THE CONTRACT.
2. Proposal must be in the Purchasing Department **BEFORE** the hour and date specified. Faxed proposals will not be accepted.
3. Late proposals properly identified will be returned to bidder unopened. Late proposals will not be considered under any circumstances.
4. All proposals are for new equipment or merchandise unless otherwise specified (merchandise only).
5. Quotes F.O.B. destination. If otherwise, show exact cost to deliver (merchandise only).
6. Proposal unit price on quantity specified-extend and show total. In case of error in extension, unit prices shall govern. RFP subject to unlimited price increases will not be considered.
7. Proposals must give full firm name and address of offeror. Failure to manually sign the proposal will disqualify it. Person signing should show title or authority to bind his firm in a contract.
8. No substitutions or cancellations permitted without written approval of County Purchasing Agent for merchandise.
9. The County reserves the right to accept or reject all or any part of the proposal, waive minor technicalities and award the proposal to the lowest responsible proposer. The County of El Paso reserves the right to award by item or by total proposal. Prices should be itemized.
10. RFP \$100,000.00 and over, the proposer shall furnish a certified cashiers check made payable to the County of El Paso or a good and sufficient bid bond in the amount of 5% of the total contract prices and execute with a surety company authorized to do business in the State of Texas. The bid bond must be included with the bid at the time of the opening.
11. This is a quotation inquiry only and implies no obligation of the part of the County of El Paso.
12. The County of El Paso reserves the right to reject any proposal due to failure of performance on deliveries. The County Purchasing Agent will justify this.

13. Brand names are for descriptive purposes only, not restrictive (merchandise only).
14. The County of El Paso is an Equal Opportunity Employer.
15. Any proposal sent via express mail or overnight delivery service must have the RFP number and title clearly marked on the outside of the express mail or overnight delivery service envelope or package. Failure to clearly identify your proposal may be cause for disqualification.
16. PURSUANT TO TEXAS GOVERNMENT CODE SECTION 2253.021, A PRIME CONTRACTOR WHO IS AWARDED A PUBLIC WORKS CONSTRUCTION CONTRACT SHALL, PRIOR TO BEGINNING THE WORK, EXECUTE TO THE COUNTY:
 - 1) A PERFORMANCE BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$100,000; AND
 - 2) A PAYMENT BOND, IN THE FULL AMOUNT OF THE CONTRACT, IF THE CONTRACT IS IN EXCESS OF \$25,000.
17. PURSUANT TO TEXAS LOCAL GOVERNMENT CODE SECTION 262.032(b), ANY SUCCESSFUL BIDDER WHO IS AWARDED ANY CONTRACT IN EXCESS OF \$50,000 MAY BE REQUIRED TO EXECUTE A PERFORMANCE BOND TO THE COUNTY. SAID BOND SHALL BE IN THE FULL AMOUNT OF THE CONTRACT AND MUST BE FURNISHED WITHIN 30 DAYS AFTER THE DATE A PURCHASE ORDER IS ISSUED OR THE CONTRACT IS SIGNED AND PRIOR TO COMMENCEMENT OF THE ACTUAL WORK. ANY PERFORMANCE BOND REQUIRED PURSUANT TO THIS SECTION SHALL BE NOTED IN THE ATTACHED DETAILED BID SPECIFICATIONS OR SCOPE OF WORK. THIS SECTION DOES NOT APPLY TO A PERFORMANCE BOND REQUIRED BY CHAPTER 2253, TEXAS GOVERNMENT CODE.
18. "Beginning January 1, 2006, in order to implement HB 914 (adding new Local Government Code Chapter 176), ALL VENDORS MUST SUBMIT A CONFLICT OF INTEREST QUESTIONNAIRE (Form CIQ) disclosing its affiliations and business relationships with the County's Officers (County Judge and Commissioners Court) as well as the County employees and contractors who make recommendations for the expenditure of County funds. The names of the County Officers and of the County employees and contractors making recommendations to the County Officers on this contract are listed in the Specifications.

THE CONFLICT OF INTEREST QUESTIONNAIRE MUST BE FILED WITH THE COUNTY CLERK AND A COPY OR PROOF OF FILING MUST BE ATTACHED TO THE BIDDER'S RESPONSE SUBMITTED TO THE PURCHASING DEPARTMENT.

Bidders should be aware that this bidding condition is not intended to cover or to advise you about all situations in which Local Government Code Chapter 176 would require you to file a Form CIQ. You should consult your private attorney with regard to the application of this law and your compliance requirements. Failure to comply is punishable as a Class C misdemeanor.

NOTICE:

ALL COMMUNICATIONS BY A VENDOR TO THE COUNTY, ITS OFFICIALS, AND DEPARTMENT HEADS REGARDING THIS PROCUREMENT SHALL BE DONE THROUGH THE EL PASO COUNTY PURCHASING DEPARTMENT. **THE EL PASO COUNTY CODE OF ETHICS PROHIBITS ALL PRIVATE COMMUNICATION BETWEEN VENDORS AND CERTAIN COUNTY OFFICIALS AND EMPLOYEES AS DESCRIBED BELOW:**

No vendor, its representative, agent, or employee shall engage in private communication with a member of the El Paso County Commissioners Court or county department heads regarding any procurement of goods or services by the County from the date that the bid, RFP, or RFQ is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into. Members of the commissioners court are required to make a reasonable effort to inform themselves regarding potential procurements and have a duty to inquire of vendors, their representatives or employees, the nature of any private communication being sought prior to engaging in any communication. "Private Communication" means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or a negotiation with a vendor which has been specifically authorized by the governing body.

Health Insurance Benefits Provided By Bidder

Consideration of Health Insurance Benefits*

1. Do you or your subcontractor(s) currently offer health insurance benefits to your employees?

If so, please describe those health insurance benefits that you or your subcontractor(s) currently provide/offer to your employees.

2. What percentage, if any, of your of your subcontractor's employees are currently enrolled in the health insurance benefits program?

El Paso County may consider provision of health insurance benefits as part of the overall "best value" determination. Failure to provide health insurance benefits will not disqualify you from participating in this bid selection process.

Business Name

Date

Name of Authorized Representative

Signature of Authorized Representative

* This page must be included in all responses.



COUNTY OF EL PASO
County Purchasing Department
800 E. Overland, RM 300
El Paso, Texas 79901
(915) 546-2048
(915) 546-8180 Fax

RE: RFP #09-028, Professional Auditing Services for the County of El Paso

Dear Vendor:

As of January 1, 2006, the Texas Local Government Code Chapter 176 requires all vendors and potential vendors who contract or seek to contract for the sale or purchase of property, goods, or services with any local government entity to complete and submit a Conflicts of Interest Questionnaire. A copy of the requirements regarding vendors is attached. Also attached is a copy of the Questionnaire which needs to be filed and was prepared and approved for statewide use by the Texas Ethics Commission.

In filing out the Questionnaire, the following are the County Officers that will award the bid and the employees which will make a recommendation to the Commissioners Court:

County Officers: County Judge Anthony Cobos
Commissioner Anna Perez
Commissioner Veronica Escobar
Commissioner Willie Gandara, Jr.
Commissioner Dan Haggerty

County Employees: Piti Vasquez, Purchasing Agent
Jose Lopez, Jr., Assistant Purchasing Agent
Peter Gutierrez, Buyer II
Linda Gonzalez, Inventory Bid Technician
Lucy Balderama, Inventory Bid Technician
Edward A. Dion, County Auditor
Angela Brinkley, Probate Court #1 Auditor
Luis Martinez, Treasury Supervisor
Wallace Hardgrove, Budget Finance Manager County Auditor's Office
Rocio Hinojosa, County Clerk Account
Teresa Molinar, Operations Manager County Auditor's Office
Lorena Heredia, Director of Financial Services JPD

Please note that the state law requires that the Questionnaire be filed with the **COUNTY CLERK** no later than **the 7th business day after submitting an application, response to an RFP, RFQ or bid** or any other writing related to a potential agreement with the County. Failure to file the questionnaire within the time provided by the statute is a Class C misdemeanor

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

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

OFFICE USE ONLY

Date Received

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

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

COUNTY OF EL PASO PURCHASING DEPARTMENT

PITI VASQUEZ, PURCHASING AGENT
JOSE LOPEZ, JR. ASST. PURCHASING AGENT
LINDA GONZALEZ, INVENTORY BID TECHNICIAN
LUCY BALDERAMA, INVENTORY BID TECHNICIAN

MDR BUILDING, 800 E. OVERLAND
ROOM 300, EL PASO TEXAS 79901
(915)546-2048, FAX (915)546-8180

Instructions: Conflict of Interest Form (CIQ)

Please follow and complete all instructions to fill out your CIQ form and obtain a document number.

- ***Please complete CIQ Form whether or not a conflict exists.***
- **Box #1 All Vendors** Must Print Clearly their names and company name.
- **Box #2** If the vendor has already filed a CIQ for the current year and is updating (filing a new one) due to changes on bid, please check box. If this is the first time within the current year that the vendor is submitting a CIQ, then do not check this box.
- **Box #3** If you are filing a disclosure of conflict of interest, meaning that you do have a relationship with someone listed on the page prior to the CIQ form on your BID, RFP, RFQ, or RFI, then you must print the name of the person whom you have a business relationship with.
- If you answer **yes** to any of the following: **Item A, B, C** you have a conflict and must disclose on this form.
- **Item D** List the type of relationship and what department in the local government the person you have listed in **Box #3**.
- **Box #4** Please have the person that is named on **Box# 1**, sign and date in this box. We request a contact number in case there are any questions or form is missing information. This is a courtesy to you. If you do not provide a phone number and have not provided all the information that is needed. The department cannot file your document and you will not receive a number to provide the Purchasing department with your bids, thus, meaning disqualification. Once you have completed the form, **fax it to the County Clerks at 915-546-2012**. The County Clerk will file and fax you the CIQ document number.
- It is the vendor's responsibility to submit the CIQ document number provided by the County Clerk's to the Purchasing Department. Do not forget to place the RFP, RFQ, RFI, or BID number somewhere on your CIQ form so we may know what bid you are referencing. If you do not receive your CIQ document number in a timely manner, please contact the County Clerk's office at 546-2000, ext. 3143.
- **It would be in your best interest, to submit your CIQ document number with your bid/proposal. (See Bidding Schedule)**
- Please note that the state law requires that the Questionnaire be filed with the COUNTY CLERK no later than the 7th business day after submitting an application, response to an RFP, RFQ, RFI or bid or any other writing related to a potential agreement with the County. Failure to file the questionnaire within the time provided by the statute is a Class C misdemeanor.

If you have any questions, please call Lucy Balderama at 915-543-3887
or Linda Gonzalez at 915-545-2195

Tex. Local Gov't Code § 176.006 (2005)

§ 176.006. Disclosure Requirements for Vendors and Other Persons; Questionnaire

(a) A person described by Section 176.002(a) shall file a completed conflict of interest questionnaire with the appropriate records administrator not later than the seventh business day after the date that the person:

(1) begins contract discussions or negotiations with the local governmental entity; or

(2) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the local governmental entity.

(b) The commission shall adopt a conflict of interest questionnaire for use under this section that requires disclosure of a person's affiliations or business relationships that might cause a conflict of interest with a local governmental entity.

(c) The questionnaire adopted under Subsection (b) must require, for the local governmental entity with respect to which the questionnaire is filed, that the person filing the questionnaire:

(1) describe each affiliation or business relationship the person has with each local government officer of the local governmental entity;

(2) identify each affiliation or business relationship described by Subdivision (1) with respect to which the local government officer receives, or is likely to receive, taxable income from the person filing the questionnaire;

(3) identify each affiliation or business relationship described by Subdivision (1) with respect to which the person filing the questionnaire receives, or is likely to receive, taxable income that:

(A) is received from, or at the direction of, a local government officer of the local governmental entity; and

(B) is not received from the local governmental entity;

(4) describe each affiliation or business relationship with a corporation or other business entity with respect to which a local government officer of the local governmental entity:

(A) serves as an officer or director; or

(B) holds an ownership interest of 10 percent or more;

(5) describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to the expenditure of money;

(6) describe each affiliation or business relationship with a person who:

(A) is a local government officer; and

(B) appoints or employs a local government officer of the local governmental entity that is the subject of the questionnaire; and

(7) describe any other affiliation or business relationship that might cause a conflict of interest.

(d) A person described by Subsection (a) shall file an updated completed questionnaire with the appropriate records administrator not later than:

(1) September 1 of each year in which an activity described by Subsection (a) is pending; and

(2) the seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.

(e) A person is not required to file an updated completed questionnaire under Subsection (d)(1) in a year if the person has filed a questionnaire under Subsection (c) or (d)(2) on or after June 1, but before September 1, of that year.

(f) A person commits an offense if the person violates this section. An offense under this subsection is a Class C misdemeanor.

(g) It is a defense to prosecution under Subsection (f) that the person filed the required questionnaire not later than the seventh business day after the date the person received notice of the violation.

Tex. Local Gov't Code § 176.001 (2005)

§ 176.001. Definitions

In this chapter:

(1) "Commission" means the Texas Ethics Commission.

(2) "Family member" means a person related to another person within the first degree by consanguinity or affinity, as described by Subchapter B, Chapter 573, Government Code.

(3) "Local governmental entity" means a county, municipality, school district, junior college district, or other political subdivision of this state or a local government corporation, board, commission, district, or authority to which a member is appointed by the commissioners court of a county, the mayor of a municipality, or the governing body of a municipality. The term does not include an association, corporation, or organization of governmental entities organized to provide to its members education, assistance, products, or services or to represent its members before the legislative, administrative, or judicial branches of the state or federal government.

(4) "Local government officer" means:

(A) a member of the governing body of a local governmental entity; or

(B) a director, superintendent, administrator, president, or other person designated as the executive officer of the local governmental entity.

(5) "Records administrator" means the director, county clerk, municipal secretary, superintendent, or other person responsible for maintaining the records of the local governmental entity.

COUNTY OF EL PASO, TEXAS

Check List

Professional Auditing Services for the County of El Paso RFP #09-028

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

_____ Responses should be delivered to the County Purchasing Department by 2:00 p.m., Wednesday, April 8, 2009. Did you visit our website (www.epcounty.com) for any addendums?

_____ Did you sign the Bidding Schedule?

_____ Did you sign the "Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Federal Debt Status, and Nondiscrimination Status And Implementing Regulations" document?

_____ Did you sign the "Consideration of Insurance Benefits" form?

_____ Did you file a copy of the completed Conflict of Interest Questionnaire (Form CIQ) with the El Paso County Clerk (in person or by mail to 500 E. San Antonio, Suite 105, El Paso, TX 79901 or by fax to 915-546-2012 attention Joann) and write the confirmation number given as proof of filing on your bidding schedule? Please include the completed and signed form with your response whether a relationship exists or not.

_____ If your bid totals more than \$100,000, did you include a bid bond?

_____ Did you provide one original and five (5) copies of your response?
