

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
REQUEST FOR QUALIFICATIONS (RFQ) #2223-06  
ANNUAL FINANCIAL AUDIT SERVICES**

The Gregory-Portland Independent School District is soliciting Requests for Qualifications from public accounting firms to perform the annual audit for fiscal year 2023.

**I. BACKGROUND INFORMATION**

Auditing requirements for Texas' public school districts are contained in the *Texas Education Agency Financial Accountability System Resource Guide* which is the authoritative document adopted by reference as a rule of the State Board of Education, through Title 19, [Texas Administrative Code](#), Section §109.41.

Gregory-Portland Independent School District has current enrollment of approximately 4,937 in students in grades pre- kindergarten through 12<sup>th</sup>, on six (6) campuses. The district's 2022-2023 general fund budget is \$86,426,651. The school district received federal financial assistance for several programs including, but not limited to, National School Lunch Program, ESSA Title I Part A - Improving Basic Programs, Title II Part A – Supporting Effective Instruction, Title III Part A-ELA, and Title IV Part A, Subpart 1, as well as Perkins V, IDEA – B Formula, IDEA – B Preschool, ARP ESSER III, TCLAS-ESSER III, TCLAS-GR, and other programs. Additionally, the school district has a property tax collection contract with San Patricio County which must be reviewed as part of this audit.

**A. Purpose of the Audit**

The purpose of the request for qualifications is to obtain the services of a public accounting firm for the annual audit for fiscal year 2023. The organization-wide audit will encompass the financial statements as required by GASB Statement No. 34 and the FASRG for the district for the fiscal year ending August 31, 2023. The audit is to be performed in accordance with generally accepted auditing standards and generally accepted government auditing standards contained in the FASRG.

The financial statement audit is to determine whether (1) the financial statements present fairly the financial position, results of operations, and cash flows or changes in financial positions in accordance with generally accepted accounting principles, and (2) whether the Gregory-Portland Independent School District has complied with laws and regulations for those transactions and events that may have a material effect on the financial statements. The financial related audit will also include determining whether (1) financial reports and related items are fairly presented, (2) financial information is presented in accordance with established or stated criteria, and (3) the school district has adhered to specific financial compliance requirements.

As a part of the audit of the basic financial statements, the annual audit will also include obtaining an understanding of the school district's internal control and reporting any significant deficiencies or material weaknesses relating to the

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internal control systems coming to the attention of the auditors. To comply with Government Auditing Standards, a study and evaluation of internal control will include internal accounting and administrative controls for all major federal financial assistance programs, in accordance with standards for risk assessment for major federal financial assistance. Any material weakness noted during the study and evaluation of internal accounting and administrative controls and other kinds of noncompliance and questioned costs will be reported in compliance with the Single Audit Act.

As part of the audit of the financial statements, transactions and records pertaining to federal programs will be tested for material compliance with federal laws, rules, and regulations and all instances of noncompliance will be reported to the school district.

The audit will include the performance of certain audit procedures for the purpose of reviewing the accuracy of fiscal information provided by the district through the Public Education Information Management System (PEIMS/TSDS), as required by the Texas Education Code (TEC), §44.008(b).

The audit will include procedures applicable to compensatory education funds as required by Module 6 of the FASRG, if required.

**B. Other Requirements**

1. The accounting firm should provide an annual audit report in a form acceptable to the TEA and within the time frame stipulated in the TEC, §44.008(d), of 150 days subsequent to the close of the fiscal year for which the audit was made.
2. The Business and Finance Division would expect to meet with the auditor(s) at least annually. The meeting would be called by the Assistant Superintendent for Business & Finance.
3. The district will provide completed financial statements and supporting schedules for auditor review at the close of the fiscal year. Attachment B includes a listing of audit schedules that the district has prepared.
4. The district intends to sell bonds from time to time, which may require the audited financial statements and Auditors opinion to be printed in total or as a part of the section of or addendum to the official statement for bond issues. Also, certification may be required for interest and sinking fund reserve balances as a point in time other than year-end.

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5. It is requested that the interested accounting firm include a detailed description of each step in the audit approach that will be taken in the audit engagement including estimated hours for each.
6. The firm upon being awarded this engagement will be expected to review the detailed audit work plan and schedule with the Director of Financial Reporting prior to commencing the audit assignment each year.
7. Financial statements developed by the Auditor must be in a form that complies with the requirements for the GFOA Certificate of Achievement, the ASBO Certificate of Excellence, and the TEA.
8. All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the district of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to auditors from the TEA, the U.S. Government Accountability Office, or other applicable governmental agencies, they are not otherwise considered to be records open to the general public.

**C. Independent Auditor**

The interested accounting firm must demonstrate the capability to perform the annual audit in accordance with generally accepted government auditing standards and state board of education auditing rules. Public accounting firms that have performed annual audits for similar entities are encouraged to file a proposal.

**D. Term of the Audit Engagement**

The contract for audit services based upon the Board of Trustees approval of the proposal will be for the fiscal year ending August 31, 2023. The district may request to extend this agreement for another five years through fiscal year August 31, 2028, following satisfactory delivery of the services specified in the proposal and engagement letter.

**E. Dispute Resolution**

Disputes concerning the terms of contracted services that cannot be resolved will be brought before an independent mediation center within San Patricio County, Texas, whose decision will be binding upon both parties. If mediation fails to resolve disputes, a final decision will be made in arbitration and binding upon both parties.

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**II. PROPOSAL CONTENT**

**A. Cover Letter**

See conditions for submission of proposal in Section III.

**B. Technical Component**

To describe clearly the public accounting firm's understanding of the work to be done, the interested accounting firm will:

- provide a definition of the term "generally accepted government auditing standards" with clear distinctions between these standards and generally accepted auditing standards for nongovernmental engagements;
- explain the interested accounting firm's approaches to performing an annual audit, including the methodology, nature, timing and extent of audit procedures to be performed;
- describe how the approach to performing the audit would be affected if this were a multiyear contract; and
- make a statement concerning the independence of the interested accounting firm, including direct and indirect financial interest, and the relationship of the proposed audit team to employees of the district and any of the board members.

**C. Management Component**

The interested accounting firm will furnish satisfactory evidence of capability to provide in a professional and timely manner the services stated in the Request for Qualifications. To meet this requirement:

- provide the name of the external quality control review organization of which the interested accounting firm is a member and the interested accounting firm's length of membership; state the review organization's planned frequency of peer reviews;
- state whether the firm has received a peer review and whether in the most recent review an unqualified report was issued;
- state whether the interested accounting firm is a national, regional, or local public accounting firm;
- provide evidence that the interested accounting firm has experience in performing school district/government audits; list current and past audit

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clients along with the names and telephone numbers of contact persons and number of years of audit services were provided; state the average daily attendance of the public schools on the list;

- state whether the interested accounting firm is currently under the terms of a public or private reprimand by the Texas State Board of Public Accountancy and licensing boards of other states;
- describe the proposed audit team, in terms of job positions in the firm;
- list names of staff member(s) who will direct the overall audit throughout the duration of the engagement as well as those staff members who will be responsible for planning, directing, and conducting substantial portions of the fieldwork or reporting on this audit engagement; include the educational background of all staff members named and professional licenses held;
- list staff who will be present during field work at the district as well as their experience in accounting and auditing public school districts;
- describe continuing professional education in governmental accounting and auditing received by the proposed audit team during the last four years;
- provide the names and qualifications of any needed outside specialists and consultants that will assist the interested accounting firm's staff members;
- describe staff rotation plans for audit team members if this is to be a multiyear contract;
- describe the level of assistance that will be expected from district personnel, including internal audit staff; and
- provide evidence of the ability to comply with the requirements in Sections II and VI of the Request for Qualifications.

**D. Task/Activity Plan**

The interested accounting firm will specify budgeted hours, time lines and sequence for audit procedures, and names of staff to be assigned.

**E. Evaluation**

Criteria used to evaluate the interested accounting firm's methodologies, products, and services are shown in Attachment A.

**III. CONDITIONS FOR SUBMISSIONS OF PROPOSAL**

All qualifications in response to this request must meet the following conditions to be considered:

A. Qualifications must include a cover letter clearly stating the name of the firm and the name, address, and telephone number of the interested accounting firm's representative.

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B. Qualifications must address each of the audit requirements as stated in this Request for Qualifications.

C. The district reserves the right to reject any and all qualifications, and to negotiate portions thereof. Qualifications that address only part of the requirements contained in this Request for Qualifications will not be considered.

D. The district reserves the right to select any proposal, considering the quoted estimated fee and other factors.

E. The interested accounting firm shall furnish such additional information that the district may reasonably require.

F. The district will not be liable for any cost incurred in the preparation of qualifications.

G. The district may ask interested accounting firms to send a representative for an oral interview prior to board of trustee approval of a proposal. The district will not be liable for the costs incurred by the interested accounting firm in connection with such interview.

H. The district and interested accounting firms may enter into discussions and revisions of proposal, as necessary. Discussions/negotiations may be conducted with interested accounting firms who are deemed to be within the final competitive range. However, G-PISD reserves the right to award a contract without discussions/negotiations. The best and final proposal may be required as early as 24 hours after completion of negotiations/discussions.

I. Qualifications must be signed by an authorized individual to contractually bind their firm when submitting the qualifications. Failure to sign the qualifications will be considered as a “mistake in qualifications,” and the qualifications will be rejected as “non-responsive.”

J. By submitting a proposal, the interested accounting firm affirms that its company, corporation, firm, partnership, or individual has not prepared this proposal in collusion with any other bidder and that the contents of this proposal as to prices, terms, or conditions have not been communicated by the undersigned or by any employee or agent to any other person or firm engaged in this type of business prior to the official opening of this proposal.

K. Upon notification of potential selections for award, the person or entity submitting this proposal must give notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in this conviction of a felony (this requirement does not apply to a publicly held corporation).

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In the event that any one or more of the provisions contained in this Request for Qualifications (or resulting purchase order) shall be held by a court of competent jurisdiction to be invalid, illegal, or unenforceable, such provisions shall not affect any other provision hereof, and this Request for Qualifications (or any resulting purchase order) shall be construed as if the invalid, illegal, or unenforceable provision(s) had never been contained herein.

**IV. PROCEDURES FOR SUBMITTING QUALIFICATIONS**

**A. Delivery**

**Mail Delivery**

Responses to the request for qualifications should be addressed to:

Chris Casarez, Purchasing Coordinator  
Gregory-Portland Independent School District  
1200 Broadway Blvd  
Portland, Texas, 78374  
(361) 777-1091 x-1039

**Qualifications must be received no later than 2:00 p.m., June 1, 2023.** Qualifications received at the G-PISD Purchasing Office after the time and date specified above will not be considered and will be filed unopened. Oral or telegraphic qualifications transmitted via the district's facsimile machine are not acceptable. Qualifications must be submitted to the district in a sealed envelope. **DO NOT FAX YOUR QUALIFICATIONS!**

**B. Number of Copies of Proposal**

Submit five (5) copies of the qualification statements. Qualification statements are to be bound and sealed.

**V. ASSISTANCE TO PROPOSERS**

Any person wishing to obtain additional information about the request for qualifications or about the operations of the Gregory-Portland Independent School District may contact:

Chris Casarez  
Coordinator of Purchasing  
[ccasarez@g-pisd.org](mailto:ccasarez@g-pisd.org)

General questions regarding the selection process will be addressed by the Purchasing Coordinator. Any technical questions regarding the District's financial position,

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information or other technical request will be directed to the Assistant Superintendent for Business & Finance for response. All questions must be submitted to the Purchasing Coordinator by Friday, May 26, 2023. **Prospective respondents are prohibited from contacting any Board member, Superintendent, senior staff member, principal, department head, director, manager, or other District employee who has influence in the evaluation or selection process.** Doing so may be grounds for disqualification of your response.

The district will only respond to questions submitted via email.

The district will send addendums to the RFQ to potential accounting firms via email.

**VI. STATEMENT OF REQUIREMENTS**

A. The independent auditor will provide one (1) camera ready copy of the final comprehensive annual financial report that meets the requirements of the FASRG, the requirements for the GFOA Certificate of Achievement, and the ASBO Certificate of Excellence and a copy in PDF format.

B. The independent auditor will be required to submit 20 copies of the final compensatory education audit, if applicable.

C. A preliminary draft of the audit report(s) will be presented to the district prior to submission of the final draft. Timing of the submission must allow district personnel sufficient time to review the report.

D. Satisfactory delivery of the services specified by the Request for Qualifications and the engagement letter (i.e. Annual Financial Report) shall be completed no later than the January regular scheduled meeting of the Board of Trustees.

E. The independent auditor will be required to present the audit report to the board of trustees at the January regular scheduled meeting of the Board of Trustees.

F. The independent auditor is required to provide a management letter containing comments oriented toward constructive improvements. Copies of selected audit working papers will be provided as requested by the district and as provided for in the engagement letter. If a management letter is issued, the auditor will provide twenty (20) copies to the district.

G. The auditor will prepare and provide one (1) copy of the Data Collection Form for Reporting on Audits of States, Local Governments, and Nonprofit Organizations.

**VII. INSURANCE**

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Listed below are the insurance coverage’s which the respondent(s) must maintain under any Agreement resulting from this RFQ. Each firm(s) will propose insurance which meets or exceeds the needs of the District. No Agreement will be executed by the District until the respondent(s) satisfies the insurance requirements of the District. The selected respondent(s) will provide the District with a valid Certificate of Insurance with the qualifications before providing any goods or services to the District. The District reserves the right to approve any insurance proposed by the selected respondent.

- 1.) Workers Compensation – Selected respondent(s) will maintain workers compensation insurance to provide coverage in accordance with the Texas Workers’ Compensation Act.
- 2.) General Liability Insurance – Selected respondent(s) will maintain commercial general liability insurance providing coverage for bodily injury, property damage, and personal injury liability in an amount not less than \$1,000,000 per occurrence, with an aggregate of \$2,000,000
- 3.) Professional Liability Insurance – Selected respondent(s) will maintain professional liability in an amount of not less than \$1,000,000 per occurrence.

**VIII. PROPOSED SCHEDULE**

**Qualifications Timing**

Qualifications due to the district	June 1, 2023
Approval of firm by Board of Trustees	June 15, 2023

**Audit Timing (subject to change)**

Start interim field work	July 24, 2023
Start final field work	October 16, 2023
Draft financial statements and management letter due to finance department for review	December 8, 2023
Presentation of issued financial statements to the Board of Trustees	January 22, 2024

**IX. BOARD OF TRUSTEE APPROVAL**

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The board of trustees expects to engage an audit firm for five years. However, the board of trustees expressly reserves the right to reject all bids and to review the relationship on an annual basis and to formally approve each year's extension. Gregory-Portland Independent School District reserves the right to cancel any contract resulting from this Request for Qualifications at any time, for any reason (or for no reason) with a thirty (30) day written notice to the firm. The firm may cancel any resulting contract, at any time for any reason, or for no reason with a sixty (60) day written notice. Any notice required or permitted to be delivered to the firm shall be deemed to be delivered when mailed by registered or certified mail, return receipt requested, postage prepaid, and addressed to the bidder's address appearing on the face of the Request for Qualifications (or as subsequently revised or changed). Any compensation due the firm will be limited to items received and/or services performed and accepted by the district. It is possible that the board could terminate the relationship at any time. However, the board of trustees does not desire or expect that to be the case and assumes that a long and satisfactory relationship will be the experience.

**IX. OTHER INFORMATION**

A. Auditors will be allowed to work on site after 5:00 p.m. and on weekends if necessary and desirable. However, it cannot be guaranteed that Staff will be available to answer questions at those times. Arrangements should be made in advance if these after-hours periods are necessary.

B. The Board of Trustees will pass a resolution accepting the written proposal as the understood agreement for services performed and other commitments.

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**Attachment A**

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
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EVALUATION WORKSHEET

This worksheet is to be used to document the school district's evaluation of the proposers' qualifications. Points within the ranges specified are to be assigned to the below-listed criteria as a means for quantifying the relative strengths and weaknesses of the various proposals.

In the event that oral interviews are necessary to break a tie or for making final clarification in the evaluation process, additional points may be awarded. It should be understood that while the total score is a significant factor, the requester of the services reserves the right to consider other factors in making a final selection.

PROFESSIONAL QUALIFICATIONS

The evaluation of professional qualifications of the proposers will be based on the following criteria:

I. Mandatory Criteria

Qualifications will not be considered for further evaluation unless there is compliance with all of the following criteria. The interested accounting firm:

- must be an independent auditor properly licensed for public practice;
- must meet the independence standards of Government Auditing Standards, U.S. Government Accountability Office (GAO);
- must not have a record of substandard work; and
- must submit a proposal meeting all the requirements of the Request for Qualifications.

II. Technical Criteria (POINTS)

Qualifications which have met each of the criteria in Section I above will be evaluated on the following criteria:

A. Technical experience of the firm:

1. Auditing experience in Texas public schools **(25)**
2. Auditing experience in government entities **(5)**

B. Characteristics of the staff, including consultants to be assigned to the audit:

1. size and structure of the firm, including audit staff positions **(10)**

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2. qualifications of supervisory personnel, consultants, and the field audit team **(25)**
    - Education, including continuing education courses taken during the past two years
    - Years and types of experience
  3. General direction and supervision to be exercised over the audit team by the firm's management personnel **(10)**
- C. Clear understanding of the work to be performed:
1. Comprehensiveness of the audit work plan **(5)**
  2. Realistic time estimates of each major segment of the work plan, and the estimated number of hours for each staff level including consultants assigned **(10)**

Total Technical Points 90

III. Oral Interviews (If Necessary)

Interview Points Awarded **(10)**

Total Points 100

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**Attachment B**

**Audit Schedules that Have Been Prepared by the District**

**GENERAL FUND**

1. Trial Balance: Assets, Liabilities, Fund Equity, Revenues and Expenditures
2. Detail of Actual Expenditures by function and object code (and budget amounts, if applicable)
3. Revenues by Source

**INTERNAL SERVICE FUND**

4. Trial Balance: Assets, Liabilities, Fund Equity, Revenues and Expenditures
5. Statement of Revenues, Expenses and Changes in Retained Earnings
6. Statement of Cash Flows (by fund and in total)
7. TASB Workers' Compensation Report – Actuarial Study (if one has been performed this year)

**AGENCY FUNDS**

8. Trial Balance: Assets, Liabilities, Fund Equity and Statement of Changes in Assets & Liabilities
9. Trial Balance: Escrow

**SPECIAL REVENUE FUNDS**

10. Trial Balance: Assets, Liabilities, Fund Equity and Combining Statement of Revenues, Expenditures and Changes in Fund Balance (both by function and Budget vs. Actual)
11. Schedule of Expenditure of Federal Awards
12. Schedule of Expenditures for Computation of indirect Cost

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CAPITAL PROJECT FUNDS

- 13. Trial Balance: Assets, Liabilities, Fund Equity, Revenues and Expenditures
- 14. Summary of Arbitrage

FIXED ASSETS

- 15. Depreciation Schedule by Fund and Function
- 16. Summary of Changes in General Fixed Assets
- 17. Summary of Changes in Construction in Progress
- 18. Construction in Progress Schedule
- 19. Major Commitments for Construction in Progress

DEBT SERVICE FUND

- 20. Trial Balance: Assets, Liabilities, Fund Equity, Revenues and Expenditures

DEBT

- 21. Bond Payment Amortization Schedules
- 22. Trial Balance: Balance Sheet
- 23. Bond Schedule (Debt Service Requirements through Maturity)
- 24. Schedule of Leases Payable (Current Year through Total Future Payments)
- 25. Schedule of Refunded Debt Outstanding

MISCELLANEOUS

- 26. Summary of Bank Reconciliations
- 27. Summary of Accrued Interest
- 28. Schedule of Delinquent Taxes Receivable

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29. Schedule of Prepaid Insurance
30. Interfund Receivables/Payables (Due To/From)
31. Sick Leave Pay
32. Outstanding Purchase Order Listing
33. TRS Schedule
34. Interest and Income Average Yield
35. Detail of Other Sources (Uses)
36. Combined Balance – All Fund Types and Account Groups
37. Combined Statement of Revenues, Expenditures and Changes in Fund Balances – All Governmental Fund Types
38. Combined Statement of Revenues, Expenditures and Changes in Fund Balances – Budget (GAAP Basis) and Actual – All Governmental Fund Types
39. Budget Amendments

STATISTICAL SECTION (ITEMS #44-55)

40. Property Tax Levies and Collections
41. Ratio of Net General Bonded Debt to Assessed Value
42. Computation of Legal Debt Margin
43. Ratio of Annual Debt Service for General Bonded Debts to Total General Expend
44. Demographic Statistics
45. Construction and Property Value
46. Principal Taxpayers
47. Miscellaneous Statistics
48. General Governmental Expenditures by Function

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- 49. General Governmental Revenues by Source
- 50. Assessed Taxable Value by Type of Property
- 51. Property Tax Rates – Direct and All Overlapping Governments
- 52. Computation of Direct and All Overlapping Debt
- 53. Property Value, Construction and Bank Deposits
- 54. Schedule of Test of Property Tax Allocation
- 55. Optimum Fund Balance Calculation Schedule (optional)
- 56. PEIMS/TSDS report
- 57. Final Financial Report – All Funds – Revenues & Expenditures

MISCELLANEOUS

- 58. Board minutes – through the date of the report issuance



**PURCHASING DEPARTMENT  
FORMS CHECKLIST – GENERAL PROCUREMENT**

**The following pages must be completed and submitted to be considered for award.**

BID NO.: RFQ# 2223-06	BID TITLE: ANNUAL FINANCIAL AUDIT SERVICES	
Check If Included	FORM TITLE:	ACTION REQUIRED
_____	GREGORY-PORTLAND ISD FORMS CHECKLIST – GENERAL PROCUREMENT	COMPLETE
_____	PROCUREMENT RESPONSE COVER SHEET	COMPLETE
_____	BID/PROPOSAL OFFER FORM	COMPLETE
_____	PROCUREMENT PROPOSAL/BID RESPONSE FORM/PRICING MATRIX	COMPLETE
_____	AFFIDAVIT OF AUTHORITY AND NON-COLLUSION (Notary Required)	COMPLETE
_____	RESIDENT BIDDER’S CERTIFICATION	COMPLETE
_____	DEBARMENT OR SUSPENSION CERTIFICATE	COMPLETE
_____	FELONY CONVICTION AND CRIMINAL HISTORY NOTICE	COMPLETE
_____	GREGORY-PORTLAND ISD CONTRACTOR CERTIFICATION	COMPLETE
_____	STATEMENT OF COMPLIANCE/DEVIATION FORM	COMPLETE
_____	PROPOSAL QUESTIONNAIRE	COMPLETE
_____	COMMITMENT TO PROVIDE INSURANCE FORM (Notary Required)	COMPLETE
_____	CERTIFICATE OF INTERESTED PARTIES (Form 1295)	COMPLETE
_____	CONFLICT OF INTEREST DISCLOSURE STATEMENTS	COMPLETE
_____	IRS FORM - W-9	COMPLETE
_____	ELECTRONIC COPY OF RESPONSE ON USB DRIVE LABELED AS INSTRUCTED	ENCLOSE



# Purchasing Department

## Cover Sheet

For

### EXTERNAL FINANCIAL AUDIT SERVICES

**BID NUMBER: RFQ # 2223-06**

**BID TITLE: ANNUAL FINANCIAL AUDIT SERVICES**

**SUBMITTAL DUE DATE: June 1, 2023**

**SUBMITTAL DUE TIME: 2:00 PM**

**SUBMITTAL ADDRESS: Gregory-Portland Independent School District  
Chris Casarez, Purchasing Coordinator  
1200 Broadway Blvd  
Portland, Texas 78374**

**PLEASE COMPLETE THE FOLLOWING REQUIRED INFORMATION AND MAKE THIS THE COVER TO YOUR RESPONSE:**

**COMPANY NAME:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

ADDRESS 1

ADDRESS 2

CITY

STATE

ZIP CODE

**TELEPHONE NO.:** ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

**FAX NO.:** ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_ @ \_\_\_\_\_ .

**SUBMITTED BY:** \_\_\_\_\_  
(PLEASE PRINT) TITLE

**SIGNATURE:** \_\_\_\_\_  
SIGNATURE

**THIS PAGE MUST BE COMPLETED AND RETURNED IN YOUR RESPONSE AS YOUR PROPOSAL COVER SHEET**

**FORM NO.:**

**PROCUREMENT RESPONSE COVER SHEET**

*Last Revised: May 2023*



**OFFER FORM**

**BID NO.:** RFQ# 2223-06      **BID TITLE:** ANNUAL FINANCIAL AUDIT SERVICES

TO: Gregory-Portland ISD

I, or we, the duly authorized undersigned, having carefully read the Instructions to Offerors, General Conditions, Notice to Offerors, Contract Specifications, Responsibilities of Offerors, and Offer Forms, do hereby agree to enter into a contract with CFBISD by tendering this offer to perform the work required and/or provide the product(s) specified in this solicitation. I, or we, will deliver the product(s) per specifications found in this RFP document for the prices indicated.

I, or we, also certify to the accuracy of the certifications required (including, but not limited to, Felony Conviction Notice) which accompany this offer.

The prices in this offer have been determined independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter related to such prices, with any other Offeror or with any competitor. I, or we, are authorized to submit this offer and have not been a party to any collusion among offer/Offerors in restraint of freedom of competition by agreement to offer at a fixed price or to refrain from offering; or with any G-PISD employee, Board Trustee, or consultant as to quantity, quality, or price in the prospective contract, or in any terms of the prospective contract except in any authorized discussion(s) with G-PISD's Purchasing personnel; or in any discussions or actions between offer/Offerors and any G-PISD employee, Board Trustee, or consultant concerning exchange of money or other things of value for special consideration in the award of this contract.

\_\_\_\_\_ An individual proprietorship      \_\_\_\_\_ A partnership  
\_\_\_\_\_ A corporation chartered under the laws of the State of \_\_\_\_\_, acting by its officers pursuant to  
its by-laws or a resolution of its Board of Directors

Company Officer:

Date: \_\_\_\_\_ Name of Firm: \_\_\_\_\_

Signature: \_\_\_\_\_ Firm's Address: \_\_\_\_\_  
Street Address

Name: \_\_\_\_\_  
Please Print      City      State      Zip

Title: \_\_\_\_\_ Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
Please Print

E-Mail: \_\_\_\_\_ Fax #: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

SS or \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Federal ID #: \_\_\_\_\_ - \_\_\_\_\_

**ENVELOPES SHOULD BE PLAINLY MARKED:**

**" BID NO.: RFQ ANNUAL FINANCIAL AUDIT SERVICES**  
**DUE DATE: June 1, 2023 TIME DUE: 2:00 PM "**

**THIS PAGE MUST BE COMPLETED AND RETURNED IN YOUR RESPONSE**

**Purchasing Department**  
**(361) 777-1091 - Phone**  
**(361) 777-1092 - Fax**



**Educate.**  
*Inspire.*  
**EMPOWER!**

**1200 Broadway Blvd**  
**Gregory-Portland, Texas 78374**

---

## Procurement Proposal/Bid Response Form/Pricing Matrix

**BID NO.:** RFQ# 2223-06

**BID TITLE:** ANNUAL FINANCIAL AUDIT SERVICES

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**THIS PAGE MUST BE COMPLETED AND RETURNED IN YOUR RESPONSE**

**FORM NO.:**

**Procurement Proposal/Bid Response Form/Pricing Matrix**

***Last Revised: May 2023***



**AFFIDAVIT OF AUTHORITY AND NON-COLLUSION**

**BID NO.:** RFQ# 2223-06      **BID TITLE:** ANNUAL FINANCIAL AUDIT SERVICES

**STATE OF:** \_\_\_\_\_ )

**COUNTY OF:** \_\_\_\_\_ )

\_\_\_\_\_, of lawful age, being first duly sworn, on oath says, that (s) he is the agent authorized by the Proposal to submit the attached Proposal. Affiant further states that the proposer has not been a party to any collusion among Proposals/proposers in restraint of freedom of competition by agreement to Proposal at a fixed price or to refrain from proposing; or with any state official, District employee, Board Member, or benefit consultant as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract, or in any discussion or actions between Proposals/proposers and any state official, District employee, Board Member, or benefit consultant concerning exchange of money or other things of value for special consideration in the letting of this contract.

**CONTRACTOR'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
City State Zip

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

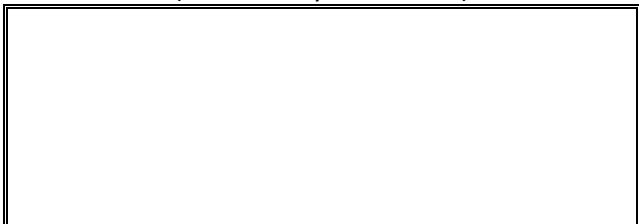
E-Mail: \_\_\_\_\_ @ \_\_\_\_\_

**AUTHORIZED COMPANY OFFICIAL'S NAME** (Printed or typed)      **TITLE OF AUTHORIZED OFFICIAL**

**SIGNATURE OF AUTHORIZED OFFICIAL:** \_\_\_\_\_

The claim contained within this affidavit is subscribed and sworn before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

(Affix Notary Seal Below)



\_\_\_\_\_  
Notary Public Signature

Print Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND RETURNED IN YOUR RESPONSE**



**RESIDENT BIDDER'S CERTIFICATION**

**BID NO.:** RFQ# 2223-06      **BID TITLE:** ANNUAL FINANCIAL AUDIT SERVICES

Texas Government Code Chapter 2252.001A (3) and (4) defines "nonresident bidder" and "resident bidder" as follows:

Chapter 2252.001A (3) "Nonresident bidder" refers to a person who is not a resident.

Chapter 2252.001A (4) "Resident bidder" refers to a person whose principal place of business is in this state (Texas), including a contractor whose ultimate parent company or majority owner has its principal place of business in the state of Texas.

Chapter 2252.002 states "A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located."

I certify that \_\_\_\_\_ is a resident bidder of  
(Company Name)

Texas as defined in Texas Government Code 2252.001A (4).

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

I certify that \_\_\_\_\_ is a nonresident bidder of  
(Company Name)

Texas as defined in Texas Government Code 2252.001A (4).

City and State: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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## DEBARMENT OR SUSPENSION CERTIFICATION FORM

BID NO.: RFQ# 2223-06      BID TITLE: ANNUAL FINANCIAL AUDIT SERVICES

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement of goods or services equal to or in excess of \$100,000. Contractors receiving individual awards of \$100,000 or more and all sub-recipients must certify that the organizations and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this Firm:

- (1) Certifies that no suspension or debarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, common rule.

FIRM'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ + \_\_\_\_\_

PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

FAX: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

E-MAIL: \_\_\_\_\_ @ \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED COMPANY OFFICIAL'S NAME (Printed or typed)

\_\_\_\_\_  
TITLE OF AUTHORIZED OFFICIAL

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED OFFICIAL:

\_\_\_\_\_  
DATE:

THIS PAGE MUST BE COMPLETED AND RETURNED IN YOUR RESPONSE

FORM NO.:

DEBARMENT OR SUSPENSION CERTIFICATION FORM

*Last Revised: May 2023*



**FELONY CONVICTION AND  
CRIMINAL HISTORY NOTICE**

**BID NO.:** RFQ# 2223-06      **BID TITLE:** ANNUAL FINANCIAL AUDIT SERVICES

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code, Section 44.034. Following is an example of a felony conviction notice:

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a public entity must give advance notice to the public entity if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

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

**THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION**

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

VENDOR'S NAME: \_\_\_\_\_

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED): \_\_\_\_\_

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

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

B. My firm is not owned nor operated by anyone who has been convicted of a felony:

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

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

Name of Felon(s): \_\_\_\_\_

Detail of Conviction: \_\_\_\_\_

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

**THIS PAGE MUST BE COMPLETED AND RETURNED IN YOUR RESPONSE**



## GREGORY-PORTLAND ISD CONTRACTOR CERTIFICATION

BID NO.: RFQ# 2223-06 BID TITLE: ANNUAL FINANCIAL AUDIT SERVICES

Texas Education Code Chapter 22 requires service contractors to obtain criminal history record information regarding covered employees and to certify to the District that they have done so. Covered employees with disqualifying convictions are prohibited from serving at a school district.

### Definitions:

**Covered employees:** All employees of a contractor who have or will have continuing duties related to the service to be performed in the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students.

**Disqualifying conviction:** One of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.

Company/Contractor agrees to check the criminal history of personnel being provided to G-PISD under the agreement pursuant to Chapter 22, Subchapter C, Section 22.0834 of the Texas Education Code and hereby certifies that company/contractor has received all criminal history record information on said personnel. **Furthermore, company/contractor agrees to provide only those personnel with an appropriate background pursuant to Chapter 22, Subchapter C, Section 22.085 of the Texas Education Code.**

On behalf of \_\_\_\_\_ ("Contractor"), I certify that [check one]:

None of the Contractor's employees are **covered employees**, as defined above.

**Or**

Some or all of the Contractor's employees are **covered employees**. If this box is selected, I further certify that:

- (1) Contractor has obtained all required criminal history record information, through the Texas Department of Public Safety, regarding its covered employees. None of the covered employees has a disqualifying conviction. Contractor has taken reasonable steps to ensure that its employees who are not covered employees do not have continuing duties related to the contract services or direct contact with students.
- (2) If Contractor receives information that a covered employee has a disqualifying conviction, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days.
- (3) Upon request, Contractor will make available for the District's inspection the criminal history record information of any covered employee. If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at the District.

Noncompliance by Contractor with this certification may be grounds for contract termination.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**THIS PAGE MUST BE COMPLETED AND RETURNED IN YOUR RESPONSE**

FORM NO.:

GREGORY-PORTLAND ISD CONTRACTOR CERTIFICATION FORM

*Last Revised: May 2023*





**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
QUESTIONNAIRE  
FOR**

**BID NO.:** RFQ# 2223-06      **BID TITLE:** ANNUAL FINANCIAL AUDIT SERVICES

Respondents are to include the information requested in this questionnaire in the sequence and format prescribed. Each selection criteria is associated with certain questions and will be evaluated based on this format. Failure to respond in this sequence and format will result in reduction of points or disqualification. Supplemental materials providing additional information may be attached if limited to three (3) pages.

**1.0 ORGANIZATION**

1.1 Name of Firm: \_\_\_\_\_

Address of Principal Office: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ .

Form of Business Organization (indicate by checking on below):

Corporation: \_\_\_ Partnership: \_\_\_ Individual: \_\_\_ Joint Venture: \_\_\_ Other: \_\_\_\_\_

Year Founded: \_\_\_\_\_

Primary Individual to Contact: \_\_\_\_\_

1.2 How many years has your organization been in business in its current capacity? \_\_\_\_\_

1.3 How many years has your organization been in business under its present name? \_\_\_\_\_

Under what other or former names has your organization operated? \_\_\_\_\_

1.4 If your organization is a corporation, answer the following:

Date of incorporation: \_\_\_\_\_

State of incorporation: \_\_\_\_\_

President's name: \_\_\_\_\_

Vice president's name(s): \_\_\_\_\_

Secretary's name: \_\_\_\_\_

Treasurer's name: \_\_\_\_\_

1.5 If your organization is a partnership, answer the following:

Date of organization: \_\_\_\_\_

Type of partnership (if applicable): \_\_\_\_\_

Name(s) of General Partner(s): \_\_\_\_\_

\_\_\_\_\_

<b>THIS PAGE MUST BE COMPLETED AND RETURNED IN YOUR RESPONSE</b>		
<b>FORM NO.:</b>	<b>PROPOSAL QUESTIONNAIRE</b>	<b>Last Revised: May 2023</b>



1.6 If your organization is individually owned, answer the following:

Date of organization: \_\_\_\_\_

Name of owner: \_\_\_\_\_

1.7 If the form of your organization is other than those listed above, describe it and name the principals: \_\_\_\_\_

\_\_\_\_\_

1.8 Describe the principal type of work completed by your company in the DFW area in the past five years: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1.9 What is the dollar value of work completed within a 50-mile radius of the District, for the three-year period of 2017-2019? \_\_\_\_\_.

What percentage of your total work does this represent? \_\_\_\_\_.

1.10 List jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1.12 List jurisdictions in which your organization's partnership or trade name is filed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**THIS PAGE MUST BE COMPLETED AND RETURNED IN YOUR RESPONSE**

**FORM NO.:**

**PROPOSAL QUESTIONNAIRE**

***Last Revised: May 2023***



**2.0 EXPERIENCE AS AN EXTERNAL AUDITOR:**

2.1 provide evidence that your firm has experience in performing school district/government audits; list current and past audit clients along with the names and telephone numbers of contact persons and number of years of audit services were provided; state the average daily attendance of the public schools in the space below:

Reference No. 1:	
District Name: _____	Average Daily Attendance: _____
Contact Person: _____	Title: _____
Address: _____	City: _____
State: _____ Zip Code: _____	E-Mail: _____
Phone: _____	Fax Number: _____

Reference No. 2:	
District Name: _____	Average Daily Attendance: _____
Contact Person: _____	Title: _____
Address: _____	City: _____
State: _____ Zip Code: _____	E-Mail: _____
Phone: _____	Fax Number: _____

Reference No. 3:	
District Name: _____	Average Daily Attendance: _____
Contact Person: _____	Title: _____
Address: _____	City: _____
State: _____ Zip Code: _____	E-Mail: _____
Phone: _____	Fax Number: _____

Reference No. 4:	
District Name: _____	Average Daily Attendance: _____
Contact Person: _____	Title: _____
Address: _____	City: _____
State: _____ Zip Code: _____	E-Mail: _____
Phone: _____	Fax Number: _____

Reference No. 5:	
District Name: _____	Average Daily Attendance: _____
Contact Person: _____	Title: _____
Address: _____	City: _____
State: _____ Zip Code: _____	E-Mail: _____
Phone: _____	Fax Number: _____

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2.2 What percentage of your work in the last five years has been public school audit? \_\_\_\_\_ %

2.3 What percent of work for past 10 years has been for repeat clients? Please break down between commercial and educational clients.

Education Client %: \_\_\_\_\_ Commercial Client %: \_\_\_\_\_

2.4 Claims and suits (If the answer to any of the questions below is yes, please attach details).

2.4.1 Has your firm ever failed to complete any work awarded? Yes \_\_\_ No \_\_\_ If yes, please explain: \_\_\_\_\_

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2.4.2 Are there any judgments, claims, arbitration proceedings or suits, pending or outstanding against your organization or its officers? Yes \_\_\_ No \_\_\_ If yes, please explain: \_\_\_\_\_

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2.4.3 Has your firm filed any lawsuits or requested arbitration with regard to construction contracts within the last five years? Yes \_\_\_ No \_\_\_ If yes, please explain: \_\_\_\_\_

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**FORM NO.:**

**PROPOSAL QUESTIONNAIRE**

***Last Revised: May 2023***



2.5 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete an audit? Yes\_\_\_No\_\_\_

If the answer is yes, please attach details:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3.0 PROPOSED PERSONNEL AND MANAGEMENT TEAM**

**Completion of Section 3.0 satisfies the requirements outlined in Paragraph C, labeled Management Component.**

3.1 Provide the name of the external quality control review organization of which your firm is a member and the interested accounting firm's length of membership; state the review organization's planned frequency of peer reviews. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3.2 State whether your firm has received a peer review and whether in the most recent review an unqualified report was issued. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3.3 State whether your firm is a national, regional, or local public accounting firm. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**FORM NO.:**

**PROPOSAL QUESTIONNAIRE**

***Last Revised: May 2023***







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3.8 Describe continuing professional education in governmental accounting and auditing received by the proposed audit team during the last four years.

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3.9 Provide the names and qualifications of any needed outside specialists and consultants that will assist the interested accounting firm's staff members.

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3.10 Describe staff rotation plans for audit team members if this is to be a multiyear contract.

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**FORM NO.:**

**PROPOSAL QUESTIONNAIRE**

***Last Revised: May 2023***





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**4.0 FINANCIAL STRENGTH**

4.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

- \* Current assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory, and prepaid expenses).
- \* Noncurrent assets (e.g., net fixed assets, other assets).
- \* Current liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes).
- \* Noncurrent liabilities (e.g., notes payable).
- \* Capital accounts and retained earnings (e.g., capital, capital stock, authorized and outstanding shares par value, earned surplus, and retained earnings).

4.2 Name and address of firm preparing attached financial statement and date thereof.

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4.3 Is the attached financial statement for the identical organization named under item 1 above? Yes \_\_\_ No \_\_\_.

If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary):

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4.4 Will the organization whose financial statement is attached act as guarantor of the contract for construction?

Yes \_\_\_ No \_\_\_ If not, indicate who will act as guarantor of the construction contract:

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4.5 Provide name, address, telephone number and individual to contact of your financial institution.

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4.6 Gregory-Portland ISD is required to be named as an additional insured and certificate holder of the successful.

Provide name and address of Insurance Agent: \_\_\_\_\_

4.7 Provide Dun & Bradstreet number (if available): \_\_\_\_\_

4.8 Provide a Financial rating of your company and any documentation (Dunn & Bradstreet analysis) which indicates the financial stability of your company: \_\_\_\_\_

4.9 Will your Firm accept District P.O.'s as a means of doing business?  Yes  No

4.10 Will your Firm accept ACH Accounts Payable payments?  Yes  No

**APPLICATION SIGNATURE:**

Until a contract resulting from this process is executed, no employee, agent or representative of any professional services provider shall make available or discuss its Proposal with the media in any form, electronic or printed, and elected or appointed official or officer of the District, or any employee, agent or another representative of the District, unless specifically allowed to do so by the Purchasing Department.

The information contained herein is true and accurate to the best of my knowledge. By signing below, the firm agrees to allow G-PISD to check references given and that the information regarding the size and scope of each project is accurate. Further, the signature below certifies that this Proposal has been completed with no consultation, collaboration or conversation with other firms competing on the same project.

\_\_\_\_\_  
NAME (Please print or type)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE of FIRM'S CONTACT PERSON

**THIS PAGE MUST BE COMPLETED AND RETURNED IN YOUR RESPONSE**

**FORM NO.:**

**PROPOSAL QUESTIONNAIRE**

***Last Revised: May 2023***



**PURCHASING DEPARTMENT  
COMMITMENT TO PROVIDE INSURANCE AFFIDAVIT**

**BID NO.:** RFQ# 2223-06

**BID TITLE:** ANNUAL FINANCIAL AUDIT SERVICES

If the Bidder shown below is awarded this contract by Gregory-Portland ISD, the bidder will be able to, within ten (10) days of notification of such award, furnish a valid insurance certificate to the Gregory-Portland ISD Purchasing Department, meeting all of the insurance requirements in this bid. Types and amount of required coverage shall be in the amount shown on the sample Insurance Certificate provided on the following page.

Worker's Contractor shall provide all necessary Workman's Compensation Insurance as may be Compensation: required by local, state and federal law.

**Agent's Name:** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_ - \_\_\_\_\_

**Telephone No:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ **Fax No:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**Bidder's Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

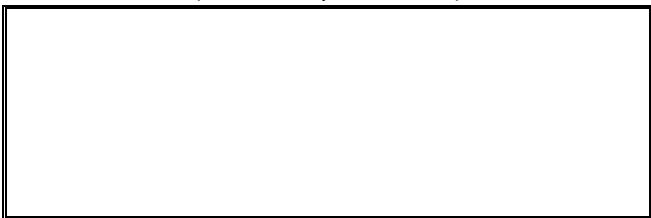
**Project/Bid No. and Title:** \_\_\_\_\_

**Insurance Agent/Broker Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By submitting a bid and signing below I affirm the following: I am aware of all costs to provide the required insurance, will do so pending contract award, and will provide a valid insurance certificate meeting all requirements within ten days of notification of award. If the above ten-day requirement is not met, the Gregory-Portland ISD Purchasing Department has the right to reject this bid and award the contract to the next lowest bidder meeting specifications.

**Bidder's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Certified this: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_  
(Affix Notary Seal Below) Notary Public



My Commission Expires on \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND RETURNED IN YOUR RESPONSE**



PURCHASING DEPARTMENT  
 COMMITMENT TO PROVIDE INSURANCE AFFIDAVIT

BID NO.: RFQ# 2223-06

BID TITLE: CM AT-RISK – SECURITY VESTIBULE UPGRADES - ONE-STEP METHOD

SAMPLE Insurance Certificate



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
 Date of Issue

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  Agent Name Agent Address	CONTACT NAME: Agent Name	FAX (A/C.No.):
	PHONE (A/C.No. Ext): Agent Phone	FAX (A/C.No.):
	E-MAIL ADDRESS: Agent E-Mail	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED  Bidder's Name Bidder's Address	INSURER A:	Insurance Company Name
	INSURER B:	Insurance Company Name
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	Policy Number  (A Designated Construction Project General Aggregate Limit shall be provided)	Current Policy Dates		EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000.00 ea person GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMP/OP AGG \$ 1,000,000.00 \$
X	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	Policy Number	Current Policy Dates		COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000.00 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ 1,000,000.00 \$ 1,000,000.00
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED. RETENTION \$						EACH OCCURRENCE \$ 5,000,000.00 AGGREGATE \$ 5,000,000.00 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	X	Policy Number	Current Policy Dates	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	PROPERTY DAMAGE INDEPENDENT CONTRACTORS CONTRACTUAL LIABILITY			Policy Number	Current Policy Dates		EA OCCURRENCE \$ 1,000,000.00 AGGREGATE \$ 2,000,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Carrollton-Farmers Branch ISD is named Additional Insured on the General Liability and Auto Policies. Waiver of Subrogation applies in favor of Carrollton-Farmers Branch ISD on the General Liability, Auto Liability and Workers Compensation policies.

CERTIFICATE HOLDER  Carrollton-Farmers Branch ISD 1445 North Perry Road Carrollton, Texas 75006	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE SIGNATURE
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**Implementation of House Bill 1295  
Certificate of Interested Parties (Form 1295):**

In 2015, the Texas Legislature adopted [House Bill 1295](#), which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret [House Bill 1295](#).

**Filing Process:**

By January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site by January 1, 2016.

A sample Form 1295 is included in this procurement document to make prospective vendors aware of this requirement. Vendors are NOT required to complete the enclosed form and include it in their response. Complete instructions and important information can be located at the following link:

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

**Additional Information:**

[HB 1295](#)

Certificate of Interested Parties ([Form 1295](#))

New Chapter 46, Ethics Commission Rules:

[46.1. Application](#)

[46.3. Definitions](#)

[46.5. Disclosure of Interested Parties Form](#)

**THIS PAGE MUST BE COMPLETED AND RETURNED IN YOUR RESPONSE**

**FORM NO.:**

**CERTIFICATION OF INTERESTED PARTIES**

*Last Revised: May 2023*

**CERTIFICATE OF INTERESTED PARTIES**

**FORM 1295**

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY**

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary
SAMPLE ONLY – AWARDED CONTRACTS TO BE FILED ONLINE			

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
 Signature of authorized agent of contracting business entity  
 (Declarant)

**ADD ADDITIONAL PAGES AS NECESSARY**

**Notice to Vendors**  
**Conflict of Interest Disclosure Statements**  
**Texas Local Government Code, Chapter 176**

Vendors are required to file a Conflict of Interest Questionnaire with the District if a relationship exists between the vendor's company and an officer of the District. Vendors are encouraged to review and become familiar with all disclosure requirements of Texas Local Government Code, Chapter 176.

Conflicts of interest exist if:

- 1) The person has employment or other business relationship with the local government officer or a family member resulting in the officer or family member receiving taxable income; or
- 2) The person has given the local government officer or family member one or more gifts (excluding food, lodging, transportation, and entertainment) that have an aggregate value of more than \$250 in the twelve-month period preceding the date the officer becomes aware of an executed contract or consideration of the person for a contract to do business with the District.

Disclosure is required from vendors regarding each affiliation or business relationship between the vendor and:

- 1) An officer of the District;
- 2) An officer of the District that results in the *officer or family member* receiving taxable income;
- 3) An officer of the District that results in the *vendor* receiving taxable income that does not come from the District;
- 4) A corporation or other business entity in which an officer of the District serves as an officer or director, or holds an ownership interest of 10% or more;
- 5) An employee or contractor of the District who makes recommendations to an officer of the District regarding the expenditure of money;
- 6) An officer of the District who appoints or employs an officer of the District that is the subject of the questionnaire; and
- 7) Any person or entity that might cause a conflict of interest with the District.

Forms must be filed:

- 1) No later than the seventh business day after the date that the person begins contract discussions or negotiations with the government entity, or submits to the entity an application, response to a request for proposal or bid, correspondence, or other writing related to a potential agreement with the entity.
- 2) The Vendor also shall file an updated questionnaire:
  - a) Not later than September 1 of each year in which a covered transaction is pending, and
  - b) The seventh business day after the date of an event that would make a statement in the questionnaire incomplete or inaccurate.
- 3) A vendor is not required to file an updated questionnaire if the person had filed an updated statement on or after June 1, but before September 1 of the year.

Officers of the Gregory-Portland Independent School District are:

Tim Flinn - President  
Carrie Gregory - Vice President  
Melissa Gonzales - Secretary  
Nicole Nolan - Member  
Zach Simmons - Member  
Mark Roach - Member  
Lora DeLuna - Member

Dr. Michelle Cavazos, Ed. D, Superintendent of Schools

Individuals completing this form in conjunction with a response to bid or proposal are to complete it and include it in their response. Individuals required to file for any reason other than participation in a procurement process are to send the completed form to:

Gregory-Portland Independent School District, Purchasing Department  
1200 Broadway Blvd  
Portland, Texas 78374