



# GUADALUPE APPRAISAL DISTRICT

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Posted: September 18, 2023

## **Request for Proposal Auditing Services**

The Board of Directors of the Guadalupe Appraisal District (GAD) is requesting proposals from auditing firms for the audit of the 2023 fiscal year. The Board believes that a change in outside auditors should be explored approximately every five (5) years. This RFP is being issued to ascertain the availability and interest of prospective auditors.

GAD reserves the right to consider proposals or modifications received at any time before the award is made. GAD also reserves the right to reject any and all bids received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the District.

For information, please contact:

Peter Snaddon, Chief Appraiser  
3000 North Austin Street  
Seguin, TX 78155  
(830) 303-3313 ext. 307

Sealed written proposals clearly marked "PROPOSAL – GAD AUDITING SERVICES – DO NOT OPEN" must be submitted in two (2) copies, not later than 2:00 p.m., Tuesday, October 31, 2023, to:

Guadalupe Appraisal District  
Attn: Peter Snaddon, Chief Appraiser  
3000 North Austin Street  
Seguin, TX 78155

The Board of Directors will review and consider proposals during its meeting scheduled for Wednesday, November 8, 2023, at 5:30pm. GAD reserves the right to request additional information or clarification from the vendor to allow for corrections of errors and omissions.

It is the responsibility of the vendor to ensure that the proposal is received by the date and time specified above. Late proposals will not be considered. GAD reserves the right to reject any and all proposals received in response to the Request for Proposal.



# GUADALUPE APPRAISAL DISTRICT

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## REQUEST for PROPOSAL (BIDS) GOVERNMENTAL AUDITING SERVICES

The Guadalupe Appraisal District (GAD) is seeking auditing services. This Request for Proposal (RFP) is being issued to ascertain the availability and interest of prospective auditors. Annual audits of Texas appraisal districts by an independent CPA or CPA firm are required pursuant to Texas Property Tax Code §6.063.

GAD is located in Seguin, Texas at the address stated below. GAD will select an auditing firm based on the qualifications presented with proposal submissions. The audit would be for calendar year 2023; would include all financial statements and other documents, practices, and internal procedures deemed reviewable; and would be conducted in accordance with generally accepted accounting principles as required by applicable law. Fees will be negotiated pursuant to Government Code §2254.003. The scope of the audit is left to the discretion of the auditor, again subject to compliance with all applicable law.

GAD is a statutorily authorized political subdivision of the State of Texas. GAD currently consists of 41 employees and is governed by a five-member board of directors. The District's adopted budget for 2023 is \$4,341,460.56; GAD does not collect taxes.

In selecting an auditor for GAD, the Board of Directors will review the responses to the RFQ for demonstrated competence and qualifications; in that regard, responders should disclose other Texas appraisal districts, taxing units, or other political subdivisions of the State of Texas for which they have provided governmental auditing services. Evaluation factors to be considered by the Board of Directors in awarding the contract include those set forth in Texas Local Government Code §252.043.

### Term of Audit Engagement:

The contract for audit services will commence approximately on February 01, 2024, to perform the required audit services for GAD for the 2023 fiscal year (January 1, 2023 through December 31, 2023). GAD may request to extend this agreement for an additional two years, through fiscal year 2025, following satisfactory delivery of the services specified in the proposal and engagement letter.

Additional information may be requested from Peter Snaddon, Chief Appraiser who is the chief administrator of GAD. Contact information is provided below. Sealed proposals should be clearly marked

**“PROPOSAL – GAD AUDITING SERVICES – DO NOT OPEN”**. Submissions should include two (2) complete copies and be received by 2:00pm on Tuesday, October 31, 2023. Timely submissions will be reviewed and considered by the Board of Directors during its Wednesday; November 8<sup>th</sup> (2023) scheduled meeting. The Board of Directors meeting will begin at 5:30pm.

The Board may select a firm with which to begin contract negotiations at the November 8<sup>th</sup> Board meeting. Proposers are welcome to attend these meetings but should inquire beforehand in order to ensure that the meeting date and time remain firm. The Board of Directors reserve the right to reject any or all proposals and accept any proposal deemed in the best interest of the District at such meeting.

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Sealed proposals should be delivered to GAD’s main office:

Guadalupe Appraisal District  
Attn: Peter Snaddon, Chief Appraiser  
3000 North Austin Street  
Seguin, TX 78155

Please indicate on outside of envelope:

**PROPOSAL – GAD AUDITING SERVICES – DO NOT OPEN**

This RFP for auditing services notice is also available for viewing and download from the GAD website at [www.guadalupead.org](http://www.guadalupead.org)