

**GULF COAST COMMUNITY PROTECTION AND RECOVERY DISTRICT, INC.
REQUEST FOR PROPOSAL
FOR AN AUDITOR TO CONDUCT A PROGRAM-SPECIFIC AUDIT**

BACKGROUND AND INTRODUCTION

The **GULF COAST COMMUNITY PROTECTION AND RECOVERY DISTRICT, INC.** (“GCCPRD”) is a local government corporation of Brazoria, Chambers, Galveston, Harris, Jefferson, and Orange Counties (the “Sponsors”). The GCCPRD is organized to aid, assist, and act on behalf of the Sponsors on matters such as planning storm surge, flood, wind, and disaster mitigation, hazard warning, and other projects or programs to assist and protect persons who reside in each of the Sponsors, including their businesses and properties; reporting back to the Sponsors the results of studies; making recommendations regarding the feasibility of the methods studied; and determining what next steps might be needed to implement any recommendations the Sponsors might deem to be appropriate.

In 2013, the GCCPRD received a U.S. Department of Housing and Urban Development Community Development Block Grant through the Texas General Land Office (GLO) for the purpose of conducting a Storm Surge Suppression Study to determine how to better protect the upper Texas coast from future storm events. The GCCPRD’s agreement with the GLO requires the GCCPRD to comply with Office of Management and Budget Circular A -133 and the Texas Single Audit Circular that stipulate that non-federal entities expending \$500,000 or more annually in federal or state awards shall have a single audit or program-specific audit conducted.

SCOPE OF SERVICES

The **GULF COAST COMMUNITY PROTECTION AND RECOVERY DISTRICT, INC.** is seeking an independent auditor to conduct a program-specific audit for its fiscal year running from March 1, 2014 through February 28, 2015. A program-specific audit is an audit of the entity’s financial statements and its compliance with laws, regulations, and grant agreements related to its federal or state award. Auditor is defined as a public accountant or a federal, state or local government audit organization that meets the general standards specified in generally accepted government auditing standards (GAGAS). The term auditor does not include internal auditors of non-profit organizations. The auditor performing the program-specific audit must possess a current CPA license issued by the Texas State Board of Public Accountancy. In addition, the CPA must also meet all of the general standards concerning qualifications, independence, professional judgment, competence,

and quality control and assurance as required by the Government Auditing Standards, December 2011 Revision.

SCHEDULED TIME FRAME

Announcement of the selection of the preferred auditing firm shall occur in March 2015.

The closing date for the GCCPRD to receive responses to this Request for Proposal (RFP) is March 10, 2015, at 3:00 P.M. Central Standard Time.

SUBMITTAL REQUIREMENTS

To be considered for selection of this contract, interested firms must submit ten (10) copies of their response to this RFP.

Responses to this RFP shall be typed and shall not exceed ten (10) pages of written, photographic or graphic material, excluding resumes. Respondents are to develop their own proposal statement format to demonstrate their ability to organize and present information and otherwise effectively communicate with the GCCPRD. Responses to the RFP must be specific in outlining and providing information on capabilities to perform a program-specific audit under the conditions outlined in the Scope of Services. Responses shall include proposed fees and compensation amounts.

Ten (10) copies of each response shall be packaged in one (1) envelope or other container marked **GULF COAST COMMUNITY PROTECTION AND RECOVERY DISTRICT REQUEST FOR PROPOSAL FOR AN AUDITOR TO CONDUCT A PROGRAM SPECIFIC AUDIT**. Responses must be bound or stapled, and signed.

Delivery

All responses to this RFP **must be received by March 10, 2015, at 3:00 P.M. Central Standard Time. Proposals submitted after this deadline will not be considered.**

Given the timing of the announcement and the deadline for responses, companies should deliver responses via hand delivery or overnight courier. **Electronic submittals will not be considered.**

Proposals may be delivered by hand or overnight courier to 3100 West Alabama Street, Houston, Texas 77098, Monday through Friday, 8 A.M. to 4 P.M., until the closing date and time for this RFP.

RFP TERMS AND CONDITIONS

Gulf Coast Community Protection and Recovery District, Inc. reserves the right to:

- contact respondents for clarification of information submitted;
- request presentations and interviews with short-listed firms;
- contact references to obtain information regarding past performance, reliability and integrity;
- reject any or all responses; and,
- withdraw or amend this RFP at any time.