

GALVESTON CENTRAL APPRAISAL DISTRICT

REQUEST FOR PROPOSAL FOR AUDITING SERVICES

Galveston Central Appraisal District is now accepting bids for auditing services for the two-year term 2017-2018. Galveston CAD is a local governmental entity which is governed by the State of Texas. The CAD appraises property values for taxing purposes for the properties located in Galveston County.

Pursuant to Section 6.063 of the Code an annual audit of the appraisal district is required. The audit services will be for a term of (2) two years beginning January 1, 2017 and ending December 31, 2018. Bids should be submitted before October 27, 2016, 5:00 PM, at 9850 Emmett F. Lowry Expressway, Suite A, Texas City, TX 77591. All envelopes must be labeled "Bid Enclosed" attn: Bertha Curry.

The following terms and provisions are required:

1. Bidder must provide professional auditing services for a two year term.
2. Bidder must give background information including any governmental audit expertise, along with any memberships or organizational affiliations.
3. Specify any special points that will demonstrate the qualifications of the company and how it would benefit Galveston Central Appraisal District.
4. Bidder must provide a timeline (according to Property Tax Code sec.6.06. Any exceed funds must be refunded to the taxing entities not later than the 150th day after the end of the fiscal year for which the payment was made).
5. Bidder must provide Technical Components of their organization (Generally Accepted Auditing Standards, Methodology, and Sampling). Also any other technical components about the company.
6. Bidder must disclose its Management Component (Biographies of each member that will be involved with the audit process).
7. Bidder must provide references (Government Experience).
8. Bidder must provide the total all-inclusive fee for this engagement and billing procedures for the years 2017 and 2018.
9. For any additional information, call Bertha Curry at (409) 935-1980 or toll free (866) 277-4725, extension 404.
10. The Board of Directors reserves the right to accept or reject any or all bids.