

PUBLIC NOTICE

The City of Mercedes, Texas is requesting Statement of Qualifications (SOQ) for auditing services for fiscal year ending September 30, 2018 until 10:00 AM Tuesday, August 7, 2018.

SOQ criteria is available and can be obtained on the City's website at www.cityofmercedes.com or at the Office of the City Secretary, 400 South Ohio, Mercedes, Texas 78570.

POSTED ON THIS THE 5TH DAY OF JULY, 2018.

Arcelia L. Felix, City Secretary
City of Mercedes, Texas

**CITY OF MERCEDES, TEXAS REQUEST FOR STATEMENT OF
QUALIFICATIONS (SOQ) FOR AUDITING SERVICES FOR FISCAL YEAR
ENDING SEPTEMBER 30, 2018**

Background Information

The City of Mercedes is a Home Rule Municipal Government with a City Commission-City Manager form of government. Pursuant to its provisions, and subject only to the limitations imposed by the Constitution, laws and statutes of the State of Texas, and by its City Charter, all powers of the City of Mercedes shall be vested in the elected City Commission which shall enact local legislation, adopt budgets, determine policies, and appoint a City Manager, who in turn will be held responsible to the City Commission for the execution of the laws and the administration of the government of the City.

The City of Mercedes shall have power to, among others, construct and maintain, or require the construction and maintenance, within or without its corporate limits (CCN jurisdictions), streets, flood control and sanitary facilities, water, and/or storm drainage facilities in, over, under or upon all public property or easements granted for that purpose and to levy assessments for the costs of such improvements.

The City of Mercedes has a General Fund Operations Fund, Enterprise Fund, Utility Fund, and some smaller special accounts as indicated in the City Budget for 2017-2018. Currently, the City has a Finance Director with associated staff to run the daily operations of the City's budget. Mercedes' software is hosted by Incode and we would have the flexibility to provide some confidential remote access, as requested and as needed.

The City of Mercedes has issued a request for Statement of Qualifications (SOQ) for auditing services for fiscal year ending September 30, 2018 until 10:00 AM Tuesday, August 7, 2018 at which time they will be opened in the City Manager's office. The work will also include the Development Corporation of Mercedes, Inc. Any Statement of Qualifications received after the time for opening shall be returned unopened. Statement of Qualifications submitted via faxes will not be accepted.

SOQ Questions

Please direct any written questions regarding the City's financial funds and budget process to Finance Director Nereida Perez at (956) 565-3114 ext. 159 or by email at nperez@cityofmercedes.com on or before 5:00 p.m. Friday, August 3, 2018. All other questions shall be directed to Interim City Manager Sergio Zavala at (956) 565-3114 x. 130 or by email at szavala@cityofmercedes.com.

The question(s) and response(s) shall be provided through email to all known prospective applicants.

Selection of Applicant(s)

The contract for auditing services shall be for the City's and EDC's annual audit for the period ending September 30, 2018. Upon selection of the top ranked SOQ applicant by the City Commission, the proposer's contract will be provided to Management and

examined for appropriateness; thereafter, the (potentially modified) contract will be presented to the City Commission for official acceptance. Should it be evident that contractual terms of agreement could not be reached with the first selected applicant, the City may then pursue the same process above with the 2nd and 3rd ranked applicants.

It is further stated by the City of Mercedes that the performance and services to be provided will be paid from current revenues available.

Proposal Content

1. Describe your organization & the type of organization it is (LLC, etc.), date founded, and ownership of your firm as well as any subsidiaries and affiliates.
2. Describe the size of your organization, the location and phone numbers of the office from which the work on this engagement is to be performed.
3. Describe the experience of your organization, and its employees assigned to this engagement in performing financial consulting services.
4. Disclose if any governmental entity dropped your organization in the last 3 years and, if so, disclose the details on why that occurred; provide contact data for the identified entities.
5. Has previous clients and/or employers filed lawsuits against your organization, or the owner personally, in the last 5 years? If so, disclose the details of those cases and if they have been settled or are still pending.
6. Identify the credentials, including any licensing and/or certification, of key personnel that will be involved in this engagement, in particular their experience in accounting with municipal government accounts.
7. Provide a brief summation of the reason you believe your organization should be selected, particularly, the unique capabilities that distinguish it from other applicants.
8. All qualified applicants shall be provided an approximate 5-8 minute presentation to convey the professional merits of their organization to the City Commission.

Evaluation Criteria

The following substantially represents the principal selection criteria that will be considered during the evaluation process:

- The applicant and/or the key personnel have received adequate continuing professional education in their field of expertise within the preceding three years.
- The proposer has no conflict of interest with regard to any other work requested by the City of Mercedes.
- The proposer exhibits expertise based on past experience and performance on comparable government engagements.
- The quality of the professional personnel to be assigned to this engagement, and the quality of the proposer's management support personnel to be assigned to the engagement.

- Any other criteria the City Commission may consider to factor-in during the review process, including the verbal presentation of the applicant's proposal.
- The proposer will have sufficient personnel and dedication to present the (draft) audit to the City Commission on December 4, 2018, with expected "acceptance" no later than December 18, 2018.

Conditions for Submission of Proposal

All Statement of Qualifications in response to this request must meet the following conditions to be considered:

- Proposal must include a cover letter clearly stating the name of the organization and name, address and telephone number of the proposer's representative.
- Proposal must address each of the items listed under 'Proposal Content'.
- List at least three (3) public sector clients that are similar to the engagement described in this Request for Statement of Qualifications. Indicate the scope of work, contract period, engagement partner, and the name and telephone number of the principal client contact.
- **The City of Mercedes reserves the right to postpone, to accept or to reject any and all proposals, to waive any informalities in the proposal process and to negotiate portions thereof. Proposals that address only part of the requirements contained in this Request for Statement of Qualifications will not be considered.**
- The Statements of Qualifications may be held for a period not to exceed thirty (30) days from the date of opening for the purpose of reviewing the proposals and investigation of the statement of qualifications and making recommendation to the City Commission for award.
- The proposer shall furnish such additional information that the City of Mercedes may reasonably require.
- The City of Mercedes will not be liable for any cost incurred in the preparation of proposals.

Procedures for Submitting sealed Proposals

One (1) original and ten (10) copies of the Statement of Qualifications, to include fee schedule must be submitted and shall be addressed to: Interim City Manager Sergio Zavala, P.O. Box 837, Mercedes, TX 78570 or delivered to the City Manager's office at 400 South Ohio, Mercedes, Texas and clearly marked "Sealed Statement of Qualifications for Auditing Services" on the outside of the packet. Deadline: 10:00 A.M. Tuesday, August 7, 2018.

Arcelia Felix
City Secretary
City of Mercedes, Texas

POSTED ON THIS THE 5TH DAY OF JULY, 2018.

Arcelia L. Felix, City Secretary