3301 Carmen Avenue
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RFP.NO.2026-FIN-TORV-001
TOWN OF RANCHO VIEJO, TEXAS
REQUEST FOR PROPOSALS
INDEPENDENT FINANCIAL AUDIT SERVICES
2026 SOLICITATION

Solicitation Item	Information
Issuing Entity	Town of Rancho Viejo, Texas
Solicitation Type	Request for Proposals – Professional Independent Financial Audit Services
RFP Number	RFP No. 2026-FIN-TORV-001
Proposal Deadline	Monday, November 9, 2026, at 2:00 PM
Proposal Opening/Receipt	Monday, November 9, 2026, immediately following the submission deadline.
Submission Location	Town Hall, 3301 Carmen Avenue Rancho Viejo, Texas 78575
Designated Contact	Patty Flores, Town Administrator
Initial Audit Period	Fiscal Year Ended September 30, 2026
Anticipated Contract Term	FY2026 audit plus up to four optional annual audit periods, subject to annual authorization

1. Solicitation Overview

The Town of Rancho Viejo, Texas (the "Town") invites qualified independent certified public accounting firms ("Firm" or "Auditor") to submit proposals to perform the Town's annual independent financial audit and related professional audit services.

1.1 Purpose

The purpose of this solicitation is to obtain an independent, objective, timely, and high-quality audit of the Town's financial records and financial statements, together with the related communications and reports required by applicable professional standards, Texas law, federal requirements when applicable, and the Town's governing body.

1.2 Professional Services Framework

The Town intends to procure these services as professional accounting services. Selection will be based on demonstrated competence and qualifications to perform the services. The Town will identify the highest ranked qualified firm and negotiate a fair and reasonable fee, with that firm. Fee information will not be used to determine the most qualified firm. The Town will conduct the procurement in accordance with Texas Government Code Chapter 2254 and other applicable law.

1.3 Independence

The selected Auditor shall remain independent of the Town throughout the engagement and shall comply with applicable professional independence requirements. The Firm shall disclose any actual, potential, or perceived conflict of interest and any service that could impair independence.

1.4 Town Rights

- Reject any or all proposals when permitted by law.
- Request clarification or additional information from any proposer.
- Conduct interviews or oral presentations with one or more qualified firms.
- Negotiate scope, fees, schedule, and contract terms with the highest-ranked qualified firm.
- Terminate negotiations with a selected firm if a satisfactory agreement cannot be reached and proceed to the next-ranked qualified firm as permitted by law.
- Cancel, postpone, amend, or reissue the solicitation when necessary.
- Waive a non-material informal defect when legally permissible and in the Town's best interest.

1.5 No Guarantee of Optional Services

The Town does not guarantee the purchase of any optional, special, consulting, grant-compliance, or additional services. Any such work must be separately authorized in writing and performed without impairing the Auditor's independence.

2. Solicitation Schedule

Milestone	Date / Time
Solicitation issued	Monday, October 12, 2026 at 9:00 AM
Deadline for written questions	Monday, October 26, 2026
Town response / addenda	Monday, November 2, 2026
Proposals due	Monday, November 9, 2026, at 2:00 PM
Evaluation / interviews, if applicable	Tuesday, November 10, 2026
Highest-ranked firm identified	TBD
Fee / contract negotiations	TBD
Contract execution	TBD
Audit planning / entrance conference	TBD
FY2026 fieldwork	TBD
Draft financial statements / reports	TBD
Final audit report target	TBD

3. Public Notice – Request for Proposals

NOTICE IS HEREBY GIVEN that the Town of Rancho Viejo, Texas will receive proposals from qualified independent certified public accounting firms to provide professional independent financial audit services.

Proposals must be received by: **Monday, November 9, 2026, at 2:00 PM.**

Submission Address: **Town Hall, 3301 Carmen Avenue, Rancho Viejo, Texas 78575.**

RFP No. 2026-FIN-TORV-001

The Town reserves the right to reject any or all proposals and to waive non-material informalities when legally permissible. Selection shall be made in accordance with applicable Texas law and the Town's procurement requirements.

4. Instructions to Proposers

- Submit one signed original and one copy, plus one electronic PDF copy.
- Each physical submission shall be sealed and plainly marked: "RFP – Independent Financial Audit Services – Town of Rancho Viejo, Texas – RFP No. 2026-FIN-TORV-001
- The proposal must be signed by an individual authorized to bind the Firm.
- Late proposals will not be considered except as otherwise permitted by applicable law.
- Questions shall be submitted in writing to the designated Town contact by the deadline.
- Only written addenda issued by the Town shall modify this solicitation. Proposers are responsible for acknowledging all applicable addenda.
- Proposals should remain valid for at least ninety (90) days after the proposal deadline.
- Proposal preparation costs are the sole responsibility of the proposer.
- Proposals and supporting materials may be subject to the Texas Public Information Act. Proposers should identify information they contend is confidential and cite the applicable statutory basis; the Town cannot guarantee withholding.

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5. Proposed Contract Term

The anticipated initial engagement is for the independent audit of the Town's financial statements for the fiscal year ended September 30, 2026. The Town may negotiate up to four additional annual audit periods, subject to governing-body authorization, satisfactory performance, available funding, continued independence, and applicable law.

The Town may elect to issue annual notices to proceed rather than guarantee future years. Fees for each optional year shall be separately stated in the proposal.

6. Applicable Standards and Legal Requirements

- Texas Local Government Code Chapter 103 – Audit of Municipal Finances.
- Texas Government Code Chapter 2254 – Professional and Consulting Services, as applicable to the procurement of accounting services.
- Generally Accepted Auditing Standards (GAAS) and applicable AICPA professional standards.
- Government Auditing Standards (GAGAS / Yellow Book), when applicable to the engagement.
- Governmental Accounting Standards Board (GASB) standards applicable to the Town.
- Single Audit Act and 2 CFR Part 200 Uniform Guidance, if the Town expends federal awards at or above the applicable threshold or otherwise requires a Single Audit.
- Applicable federal, state, grantor, and regulatory requirements governing Town funds and programs.
- Texas State Board of Public Accountancy licensing and professional requirements.

7. Town Financial and Organizational Profile

Profile Item	Current Information
Fiscal year end	September 30, 2026
Population / service area	~2838 (2020 Census)/ 2.31 Square Miles
Number of employees	17 Employees
General Fund	Main operating fund supporting general government, administration, police, and public works
Other governmental funds	Debt Service Fund, Street Reserve / Capital Projects Funds, ARPA Fund, Asset Forfeiture Fund
Enterprise / proprietary funds	N/A
Debt / long-term obligations	Town Hall Debt Account, Streets Debt Account
Federal awards / grants	Operation Stone Garden Grant
Major revenue sources	Property taxes (M&O and I&S), sales taxes, franchise fees, permits, and municipal court fines
Accounting software / financial system	Sage 50 used in FY 25-26, Quick Books FY 26-27
Prior-year audited financial statements	Available upon request / Provided to prospective auditors
Current auditor	Cascos and Associates
Prior audit completion date	July 14, 2026
Current annual audit fee	$11,000

The Town shall provide the selected Auditor reasonable access to accounting records, supporting documentation, prior audit reports, contracts, bank records, grant records, budgets, policies, and personnel necessary to conduct the engagement.

8. Scope of Professional Audit Services

The selected Auditor shall conduct the annual independent financial audit of the Town in accordance with applicable professional standards and shall issue the reports and communications described below.

8.1 Financial Statement Audit

- Plan and perform audit procedures sufficient to obtain reasonable assurance that the financial statements are free from material misstatement.
- Express an opinion on the Town's financial statements in accordance with applicable standards.
- Evaluate significant accounting policies, estimates, disclosures, fund reporting, and financial statement presentation.
- Perform required confirmations, analytical procedures, substantive testing, internal-control procedures, and other audit procedures determined appropriate under professional standards.
- Communicate significant audit matters, proposed adjustments, control deficiencies, and other matters required by professional standards.
- Assist Town personnel in understanding audit findings without assuming management responsibility.

8.2 Governmental Accounting and GASB

The Auditor shall apply current GASB standards applicable to the Town and identify material implementation issues that should be addressed before issuance of the financial statements.

8.3 Internal Control and Compliance

The Auditor shall obtain an understanding of internal controls relevant to the audit and report significant deficiencies and material weaknesses as required by applicable standards. The Auditor shall communicate other significant control observations and practical recommendations when appropriate.

8.4 Federal Awards / Single Audit

If required by federal law or Uniform Guidance based on the Town's federal award activity, the Auditor shall perform the required Single Audit and prepare the applicable Schedule of Expenditures of Federal Awards and reports. If a Single Audit is not required, the proposal shall clearly state that it is excluded from the base fee.

8.5 Other Compliance

The Auditor shall identify material noncompliance with applicable laws, regulations, grant requirements, contracts, and other requirements when such matters are identified through the audit. The Auditor is not expected to provide legal opinions.

9. Required Deliverables

Deliverable	Requirement / Target
Audit planning memorandum / schedule	Prior to fieldwork; include information request list and timeline.
Entrance conference	Meeting with Town management and designated officials.
Interim / preliminary findings	Communicate significant matters as they arise.
Draft financial statements	Provided sufficiently in advance of final presentation for Town review.
Management letter	Required; include significant findings, recommendations, and management responses when applicable.
Required auditor communications	As required by professional standards, including communications with those charged with governance.
Single Audit reports	If applicable based on federal award activity.
Final audited financial statements	Target date: February 28, 2027
Governing body presentation	Formal presentation at a meeting designated by the Town. Shall present audit results, management letter findings, internal control recommendations, and required communications.
Electronic final package	Searchable PDF and any required supporting schedules/files.
Prior-year comparison / transition notes	Identify significant changes, restatements, or audit issues affecting comparability.

9.1 Statutory Filing Deadline

Texas Local Government Code §103.003 currently provides that the annual financial statement, including the auditor's opinion, must be filed in the office of the municipal secretary or clerk within 180 days after the last day of the municipality's fiscal year. For a September 30 fiscal year-end, the statutory deadline is March 29 of the following year in a non-leap year, subject to confirmation for the applicable year and any change in law. The Town will establish an earlier internal target so that review, governing-body presentation, corrections, and filing can be completed before the statutory deadline.

9.2 Management Letter

The management letter should address material or significant observations concerning internal control, accounting procedures, financial reporting, compliance, operational practices encountered during the audit, and practical recommendations, while distinguishing matters that are required to be reported under professional standards from advisory recommendations.

Prior to the issuance of draft reports, auditor shall conduct an exit conference with management to discuss findings, recommendations, audit adjustments, and report content.

10. Minimum Qualifications

- Firm is legally authorized to provide accounting/auditing services in Texas.
- Engagement partner and key audit personnel hold current licenses/certifications required for the services.
- Firm demonstrates substantial experience auditing Texas municipalities or comparable governmental entities.
- Firm demonstrates current knowledge of GASB standards and governmental financial reporting.
- Firm can perform the engagement in accordance with applicable GAGAS requirements when applicable.
- Firm maintains an appropriate system of quality management/control and can provide the most recent external peer review information upon request.
- Firm has sufficient personnel and technical resources to meet the Town's required schedule.
- Firm and assigned personnel are independent of the Town and will remain independent throughout the engagement.
- Firm discloses material litigation, regulatory actions, professional disciplinary matters, or other circumstances that could affect its ability to perform the engagement.

11. Proposal Response Requirements

To promote consistent evaluation, proposals should be organized in the following order. Firms may include additional information in appendices.

Section	Required Content
A. Cover / Title Page	Firm name, address, contact person, phone, email, RFP number, and submission date.
B. Letter of Transmittal	Understanding of assignment, commitment to schedule, authorized representative, and proposal validity.
C. Firm Profile	Ownership/organization, Texas office, years in operation, governmental audit practice.
D. Municipal Audit Experience	Comparable municipal clients, scope, fiscal size, and years of service.
E. Assigned Team	Engagement partner, manager, senior staff; resumes and relevant credentials.
F. Audit Approach	Detailed methodology, risk assessment, internal controls, fieldwork, review, reporting, and communication.
G. Technology / Data Approach	Audit software, secure file exchange, data analytics, cybersecurity practices, and electronic workpapers.
H. Independence / Conflicts	Independence statement, conflicts, non-audit services, and safeguards.
I. Quality Management / Peer Review	Most recent peer review report and response, if applicable.
J. References	At least three governmental references, preferably Texas municipalities.
K. Schedule	Proposed audit calendar and staffing commitment.
L. Fee Proposal	Annual fees, optional services, reimbursable expenses, and assumptions. Fee proposals shall be submitted in a separately sealed envelope, or in a separate PDF, marked "Fee Proposal". The Town will not review fee proposals until after the qualifications evaluation process is completed and the highest ranked qualified firm has been selected.
M. Exceptions	Identify any requested exceptions to the RFP or proposed contract.

12. Firm Qualifications and Experience

12.1 Governmental Experience

Describe at least five recent governmental audit engagements, if available, with emphasis on municipalities similar in size, structure, fiscal complexity, and grant activity to Rancho Viejo.

Client	Entity Type / Size	Audit Years	Services	Reference Contact
[CLIENT]	[MUNICIPALITY]	[YEARS]	[SERVICES]	[CONTACT]
[CLIENT]	[MUNICIPALITY]	[YEARS]	[SERVICES]	[CONTACT]
[CLIENT]	[MUNICIPALITY]	[YEARS]	[SERVICES]	[CONTACT]

12.2 Assigned Personnel

Identify the engagement partner, manager, and other key personnel. State the anticipated percentage of each person's time and identify where each person is located.

12.3 Continuity

Describe the Firm's policy for maintaining continuity of key audit personnel. The Town expects advance notice of material personnel changes and may request approval of substitutions for key personnel.

13. Independence, Ethics, and Conflicts

- Provide a written statement confirming independence under applicable professional standards.
- Identify all current or prior services provided to the Town or related entities during the preceding three years.
- Disclose any financial, personal, professional, business, or organizational relationship that could reasonably be perceived to impair independence.
- Disclose any pending disciplinary action, license restriction, material litigation, or regulatory matter relevant to the engagement.
- Describe safeguards the Firm will use to maintain independence if any permitted non-audit services are requested.

14. Audit Approach and Work Plan

The proposed work plan shall describe planning, risk assessment, internal-control evaluation, substantive testing, analytical procedures, confirmation procedures, grant/compliance work when applicable, financial statement preparation/review responsibilities, quality-control review, draft report procedures, final reporting, and governing-body presentation.

The Firm shall identify expected Town staff responsibilities and provide a detailed information-request schedule to minimize disruption to Town operations.

15. Fee Proposal

Because these are professional services, the Town will not award the engagement solely on the basis of lowest price. The Town will evaluate and rank firms based solely upon demonstrated competence and qualifications. Fee proposals will not be reviewed or considered during the qualifications ranking process. After identifying the highest ranked qualified firm, the Town will review fee information and negotiate a fair and reasonable fee. If the Town and the highest ranked firm cannot agree upon a fair and reasonable fee, negotiations will be terminated and commenced with the next highest ranked qualified firm.

Audit Period / Service	All-Inclusive Professional Fee	Assumptions / Exclusions
FY2026 – year ended 9/30/2026		
Optional FY2027		
Optional FY2028		
Optional FY2029		
Optional FY2030		
Single Audit, if required		State threshold/assumptions.
Additional major program audit		Per major program, if applicable.
Special compliance audit		Hourly or fixed fee.
Other requested services		Describe.

15.1 Fee Conditions

- State whether travel, lodging, meals, copying, technology, administrative charges, or other expenses are included.
- Identify all assumptions used to establish the fee.
- Identify hourly rates by staff classification for work outside the base scope.
- Identify proposed annual fee adjustments for optional years.
- Identify whether fees include preparation of the financial statements, schedules, and notes or only audit/review of Town-prepared statements.
- Identify any services or deliverables that are expressly excluded.

16. Evaluation and Selection

The Town will evaluate and rank firms based solely on demonstrated competence and qualifications. Cost information, if submitted, will not be used to determine the most qualified firm and will not be reviewed until the qualifications ranking process has been completed. Following identification of the highest ranked qualified firm, the Town will negotiate a contract and fair and reasonable compensation. If negotiations are unsuccessful, the Town will formally terminate negotiations and proceed to the next highest ranked qualified firm in accordance with applicable law.

Evaluation Area	Maximum Points
Firm qualifications and governmental audit experience	25
Experience with Texas municipalities / comparable entities	20
Audit approach, methodology, and understanding of Town needs	20
Qualifications and availability of assigned engagement team	15
Independence, quality management, and professional standing	10
Communication, technology, schedule, and transition plan	10
Total qualification score	100

The Town may invite selected firms to provide oral presentations or participate in interviews. The governing body may approve the final selection and contract as required by law.

17. Contract Administration and Performance Expectations

- Maintain independence and professional objectivity throughout the engagement.
- Meet agreed milestones and promptly communicate risks to the schedule.
- Provide a single engagement partner responsible for overall performance.
- Respond promptly to Town questions and requests for clarification.
- Maintain secure handling of Town records and confidential information.
- Provide the Town with electronic access to final deliverables and requested supporting documentation subject to applicable professional standards and retention requirements.
- Provide timely notification of significant audit findings, suspected fraud, illegal acts, material control deficiencies, or other matters requiring communication under professional standards.
- Provide reasonable assistance to Town management in understanding audit findings and required corrective actions without assuming management responsibilities.
- Present final audit results to the governing body.

18. Town Responsibilities

- Maintain adequate accounting records and internal controls.
- Prepare or cause to be prepared the financial statements and schedules as agreed with the Auditor.
- Provide reasonable access to personnel, records, contracts, bank statements, invoices, payroll information, grant records, budgets, policies, minutes, and other supporting documentation.
- Provide requested schedules and reconciliations within agreed deadlines.
- Make management and appropriate governing-body representatives available for interviews and required communications.
- Review draft financial statements and respond to audit findings in a timely manner.
- Designate a primary audit coordinator.

19. Records, Confidentiality, and Public Information

The Auditor shall protect Town information using commercially reasonable administrative, technical, and physical safeguards. Nothing in the engagement shall be construed to require the Town to withhold records that are public under Texas law. The Firm shall cooperate with the Town regarding public-information requests to the extent required by law.

20. Audit Workpapers and Retention

Audit workpapers shall be maintained in accordance with applicable professional standards and legal requirements. Upon reasonable request and as permitted by professional standards, the Auditor shall make workpapers available to the Town, its authorized representatives, governmental oversight bodies, or successor auditor.

21. Required Exhibits and Attachments

- Signed Letter of Transmittal.
- Firm profile and organizational information.
- Municipal/governmental audit experience schedule.
- Resumes of engagement partner, manager, and key personnel.
- Detailed audit approach and work plan.
- Proposed audit calendar.
- Three to five governmental client references.
- Independence and conflict-of-interest statement.
- Most recent peer review / quality-control information, if applicable.
- Texas CPA licensing information for the engagement partner and Firm.
- Fee proposal for FY2026 and optional annual periods.
- Hourly rates for out-of-scope services.
- Disclosure of litigation, regulatory, disciplinary, or licensing matters.
- Exceptions to the RFP or proposed agreement.
- Addendum acknowledgment.
- Signed proposal certification.

22. Proposal Certification

Certification Item	Proposer Response
Legal Name of Firm	
Address	
Primary Contact	
Telephone	
Email	
Authorized Representative	
Title	
Proposal Valid Through	

The undersigned certifies that the information contained in this proposal is true and complete to the best of the proposer's knowledge; the signer is authorized to bind the Firm; the Firm is legally authorized to provide the proposed services in Texas; the Firm has disclosed material conflicts and independence matters; and the Firm agrees to comply with applicable law and the final agreement.

Authorized Signature: _____ Date: _____

Printed Name / Title: _____

23. Minimum Contract Requirements

- Defined audit periods and optional renewals.
- Scope of services and applicable professional standards.
- Named engagement partner and key personnel.
- Fees, reimbursable expenses, and payment terms.
- Audit schedule and deliverables.
- Independence and conflict requirements.
- Confidentiality, cybersecurity, and records requirements.
- Access to audit workpapers as permitted by professional standards.
- Commercial General Liability Insurance: $1,000,000 per occurrence and $2,000,000 aggregate.
- Professional Liability (Errors and Omissions) Insurance: $1,000,000 per claim.
- Termination provisions and transition assistance.
- Ownership/use of final financial statements and deliverables. The Town shall have a perpetual right to use, reproduce, and rely upon all final reports, financial statements, management letters, schedules, and deliverables prepared under the engagement for governmental purposes.
- Compliance with applicable Texas law.
- Dispute-resolution and venue provisions approved by the Town Attorney.
- Requirements for federal awards / Single Audit services when applicable.
- Prohibition on unauthorized subcontracting of key audit functions.
- Procedures for changes in key personnel.
- Any additional terms approved by the governing body and Town Attorney.

24. Addendum Acknowledgment

Addendum No.	Date Received	Proposer Initials
[ ]	[ ]	[ ]
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END OF SOLICITATION