

SEP 23 2025

REQUEST FOR QUALIFICATIONS (RFQ) #25-03

Quinn F. Josten
COUNTY CLERK, CORYELL CO., TEXAS

**External Financial Audit Services
Coryell County Texas
Date Issued: September 23, 2025**

1. Introduction

Coryell County, a local governmental entity, operating under the laws of the State of Texas, invites qualified and licensed audit firms to submit quotations for the provision of **External Financial Audit Services** for the fiscal year 2025, to include provisions for a single audit to be in compliance with State and Federal Government requirements.

2. Objective of the Audit

The objective of the audit is to obtain an independent and professional opinion on the financial statements of Coryell County in accordance with Generally Accepted Accounting Principles as applicable to Texas county governments, and to ensure compliance with government financial regulations and applicable laws.

3. Scope of Work

The external audit shall include, but not be limited to:

- Examination of financial statements and supporting documentation.
- Assessment of internal controls over financial reporting.
- Review of compliance with applicable laws, regulations, and policies.
- Submission of an independent auditor's report and management letter, including audit findings and recommendations.

Audit Performance Period: From December 1, 2025 to February 28, 2026
Financial Period(s): FY2025, fiscal year end September 30, 2025

4. Deliverables

- Independent Auditor's Report

- Management Letter highlighting key findings and recommendations
 - Final presentation to Coryell County Commissioners Court
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5. Minimum Qualifications

Interested audit firms must meet the following criteria:

- Registered and licensed as a public accounting/auditing firm in Texas
 - Proven experience in auditing government or public sector institutions.
 - At least 5 years of professional experience in financial audits.
 - No conflict of interest or affiliation with Coryell County.
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6. Submission Requirements

Firms must submit the following:

- Technical Proposal including:
 - Firm profile and experience
 - Audit methodology and approach
 - Key personnel (CVs and qualifications)
 - Work plan and timeline
 - Financial Proposal including:
 - Detailed breakdown of audit fees (professional fees, travel, etc.)
 - Total cost
 - Valid copies of:
 - Business registration and audit license
 - Tax compliance certificate
 - References from at least 3 similar assignments
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7. Evaluation Criteria

Quotations will be evaluated based on the following:

- Relevant Experience and Qualifications – 35%
 - Methodology and Work Plan – 20%
 - Team Composition – 10%
 - Cost Effectiveness – 35%
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8. Submission Deadline

All quotations must be submitted **electronically (thumb drive) and physically (5 copies)** to the address below by **October 21, 2025, at 5:00pm CST**

Submission Address:

800 E Main Street, Suite A, Gatesville, Texas 76528

Subject Line: "RFQ #25-03 – External Audit Services – Coryell County"

9. Contact for Inquiries

For any clarification, please contact:

Name: Matthew Wood

Email: county.auditor@coryellcountytx.gov

Phone: 254-865-5911 ext 310

Deadline for inquiries: October 14, 2025

10. Disclaimer

Coryell County reserves the right to accept or reject any or all quotations, to cancel the procurement process, and to award the contract in whole or in part without incurring any liability to the bidders.
