

Hemisfair Park Area Redevelopment Corporation
San Antonio, Texas
August 11, 2016



Hemisfair External Auditor: Request for Proposal (RFP)

Opportunity for performance of external audits

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Executive Summary

Hemisfair Park Area Redevelopment Corporation (HPARC) presents an opportunity for performance of external annual audit services for FY16, ending September 30, 2016 with a two-year option following 2016. Through this Request for Proposal (RFP) we hope to attract a firm with experience in City, non-profit governance, and real estate.

The audit shall be conducted by a certified public accountant (CPA) that is licensed by the State of Texas regulatory body. The CPA shall meet all of the general standards concerning qualifications, independence, due professional care, and quality control as required by the AICPA’s Statement on Auditing Standards and Government Auditing Standards issued by the Comptroller General of the United States.

HPARC is a not-for-profit local government corporation incorporated in the State of Texas. Our Vision is to be one of the world’s great public places. Our Mission is to provide a vibrant and inviting park district that is authentic to San Antonio. HPARC is a component unit of the City of San Antonio. HPARC receives funds from the City of San Antonio general fund and capital sources, as well as private foundations. HPARC, at this time, receives no Federal or State funds.

HPARC is not required to file a tax return, has an annual budget of \$2.3M, employees a staff of 10 with a gross payroll of \$1.3M and assets are valued at \$1.8M. Bookkeeping services are handled by a third party with daily accounting transactions performed by an Office Manager and overseen by the Office Manager’s Supervisor.

ACTION ITEM	DATE
Request for Proposal (RFP) posted	August 11, 2016
RFP Responses due (electronic only)	September 12, 2016, 4:00 PM
Auditor Selection Process	September 12 - 16, 2016
HPARC notifies firm of next steps	September 19, 2016
Audit Engagement Letter executed	October 14, 2016
Audit performed	October 16 – November 30, 2016
Final Audit Report due	December 1, 2016

Submittal Requirements

What we are looking for

Hemisfair is seeking an audit firm with experience in City, non-profit governance and real estate. The scope of work includes tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions, as applicable. The audit would include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; judgment about the number of transactions to be examined and the areas to be tested. The audit will include obtaining an understanding of the Corporation and its environments, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures.

At a minimum, your proposal should include:

1. Detail of your firm's experience in providing auditing services to governmental entities, as well as, other entities of comparable size to HPARC.
2. Description of the qualification of principal staff to be assigned to the audit, including (a) audit team makeup; (b) overall supervision to be exercised; and (c) prior experience of the individual audit team members, such as education, position in firm, years and type of experience.
3. Description of the services to be provided, including the approaches and methods to be used and audit procedures.
4. Describe if any governmental entity has terminated your agreement in the past three years. This does not include failure to exercise an option year.
5. Discuss the communication process used by the firm to discuss issues with management and the board directors.
6. Provide the names and contact information for other, similarly type and sized clients for reference purposes.
7. Detailed fee schedule for the FY 2016 audit, to include estimated number of hours by staff level, hourly rates by staff level and total cost. Fees to prepare the financial statements and any out-of-pocket expenses should also be indicated. For the option for two subsequent years, only provide a lump-sum fee for each year.

Process & Schedule

The Hemisfair auditor selection team will review all submittals to develop a recommendation. Hemisfair is not responsible for any costs incurred in responding to this requests.

Submittal Instructions

Submit electronically by uploading document (prefer PDF) to the following website:

<http://www.hemisfair.org/request-for-interest/respond/>

All submittals must be received by **4:00PM** on **September 12, 2016**.

Any questions ask Terry Garcia, Office Manager, at (210) 709-4750 or terry.garcia@hemisfair.org.

Additional Information

Information Provided by HPARC

Information included with this RFP is provided solely for the convenience of the proposers. WHILE THIS INFORMATION IS BELIEVED TO BE ACCURATE, NO REPRESENTATION OR WARRANTY OF ANY KIND IS MADE BY HPARC AS TO THE ACCURACY OR COMPLETENESS. Respondents are solely responsible for conducting such independent due diligence investigations as may be necessary for the preparation of responses. HPARC and its employees, consultants, agents, and advisors are not responsible for the completeness or accuracy of any information distributed or made available, orally or in writing, during this procurement process.