

Appendix G: Sample Request for Audit Proposal (RFP)

XYZ UTILITY DISTRICT
Any City, Texas

Date

CPA and Company
Certified Public Accountants
Any City, Texas

Gentlemen:

The Board of Directors of XYZ Utility District invites your firm to submit its proposal to serve as our district's auditor. Under the Professional Services Procurement Act (Government Code, Chapter 2254, Subchapter A) we will be selecting an auditor on the basis of demonstrated competence and qualifications in water district auditing at a reasonable and fair fee.

We are prohibited from requesting, and you are prohibited from submitting, a competitive bid for this engagement; however we are requesting that you include in your proposal a fee estimate as follows:

1. A statement to the effect that, the amount quoted is an estimate and your firm will not be bound to provide the services for the estimated amount.
2. The estimated number of people (by classification) to be involved in performing the audit work and the range of education and experience in each classification.
3. The estimated time to be required for the engagement by personnel classification.
4. An estimated time schedule for the performance of the work.
5. The estimated audit fee based on the above work.

The fiscal year of XYZ Utility District ends June 30th of each year. You may contact (name and phone number) to obtain information about the District's current status.

*Your Board should **insert a closing statement** giving instructions for the number of copies of the proposals it needs, a response deadline, and the Board's meeting dates.*

Very truly yours,

XYZ Utility District
_____, President

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