



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Audit Services for Pre-K 4 SA

Solicitation Number: RFP 16-090, 6100007802

Applicable Product Categories: 94631, 91804, 94611, 94620

Description: The City of San Antonio Early Childhood Education Municipal Development Corporation ("The Corporation/Pre-K 4 SA") is seeking proposals from qualified Certified Public Accounting firms for independent financial auditing services. The Corporation shall require the Respondent to provide financial auditing services and recommendations including but not limited to the following: 1. Audit all financial statements and streams of revenue throughout the Corporation including City sales tax, grants, and tuition payments; 2. Audit all the Corporation's financial contractual obligations ensuring contract compliance; 3. Audit the Corporation's tuition price for all tuition families through an audit of The Corporation's tuition calculator; and 4. Provide the Corporation with a final report and analysis to indicating best financial practices and recommendations.

Date Issued: Friday, July 22, 2016

Due Date & Time: Monday, August 22, 2016, 11:00 a.m. Local Time

Pre-Submittal Conference: City of San Antonio, Finance Department – Purchasing Division, 11th Floor Large Conference Room, 111 Soledad, San Antonio, Texas 78205 at 10:00 a.m., Central Time, on Wednesday, August 3, 2016.

Staff Contact Person: Laura Sambrano, Procurement Specialist III, laura.sambrano@sanantonio.gov.

Evaluation Committee Voting Members:

Victoria Roeder, Controller, Finance Department

Alfredo Martinez, Department Fiscal Administrator, Pre-K 4 SA/Finance Department

Elizabeth Drouillard, Financial Reporting Manager, Finance Department

Cindy L. Lumbreras, Sr. Accountant, Pre-K 4 SA

Pursuant to Section 011 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials or the Corporation board, and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a Corporation Board agenda item; and 2) City and Corporation Board employees from the time the RFP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until 2:00 p.m., Local Time, on Monday, August 8, 2016. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Laura Sambrano, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

laura.sambrano@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

To view this solicitation, go to <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response.

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: vendors@sanantonio.gov

Note: After you have successfully registered, you will need to send an email to the staff contact person requesting to be added to the solicitation vendor distribution list.