



MEMORANDUM

TO: Susan R. Wilson, Chief Financial Officer
FROM: Cheryl L. Ryan, Director of Finance
Mickie Dietrich, Director of Purchasing
DATE: December 15, 2015
RE: Auditor Selection & Engagement

In the best interest of the District, an Audit Request for Qualifications was sent out in November, 2015. Five responses were received, with all but one qualifying to audit districts of the same size or larger.

As stated in the State Purchasing Law 44.031(f) and Texas School Law Sec. 2254.002-003, a district is not required to select a provider of professional services through the competitive bid process but shall make their selections based upon demonstrated competence, qualifications and reasonable pricing which may not exceed the maximum professional fees for the prescribed service as provided by law.

Although not required by either state or federal law, the competitive bid process used for this year's selection was the Request for Qualifications. The last time this process was used was prior to 1998 when Null Lairson, P.C was selected, now known as Whitley Penn.

A committee was formed, Adam Flores, Robin Bennett and Cheryl Ryan, to evaluate the qualifications as well as the references received. Based on qualifications, experience, references and a new "set of eyes," it was determined that Hereford, Lynch, Sellars & Kirkham was the vendor of choice meeting the terms and conditions of the RFQ.

Attached you will find an engagement letter from Herford, Lynch, Sellars & Kirkham. I am submitting this letter for your approval of auditing services, on behalf of the committee, to be provided by Hereford, Lynch, Sellars & Kirkham for the fiscal year ending 2016 for which interim work will begin in February.

This is considered a multi-year Professional Service Contract with a three year term renewal each year should both parties agree to the existing terms and conditions.

We are requesting approval of Hereford, Lynch, Sellars & Kirkham as our Auditing Firm under a Professional Service Contract and approval of the Engagement Letter attached.