

REQUEST FOR PROPOSALS FOR BOOKKEEPING SERVICES

SUMMARY OF REQUEST FOR PROPOSALS

Ector County Emergency Services District No. 1 and 2 (the “District”) is requesting proposals from qualified proposers to provide bookkeeping services. The bookkeeping services would begin on or before **November 1, 2025**

The bookkeeper will introduce and provide instruction on its accounting information system (AIS) and offer access to program(s) used to collect, store, manage, and process recordings, for real-time retrieval of the District financial data. The selected bookkeeper will also provide adaptive internal and external controls for the accounting information system (AIS) to ensure authenticity.

SUMMARY OF DISTRICT OPERATIONS AND SCOPE OF SERVICES

The District operates under Texas Health and Safety Code Chapter 775 (Emergency Services Districts). The District collects ad valorem property taxes to fund maintenance and operations, and to pay pledged debt obligations. The District has a scope of work that is currently managed internally, the outsourcing of which is the subject of this request for proposals. The required scope of work is described in this request for proposals.

SUMMARY OF CURRENT BOOKKEEPING SERVICES

This is a summary of bookkeeping services and how they are currently managed by District representatives.

Scope of Existing Services:

- A. Prepare and maintain all bookkeeping reports for the District.

Scope of Desired Services:

- A. Provide financial investment review services.
- B. Coordinate Bookkeeper report for presentation at monthly Board meeting. The numbered lines below may be part of the monthly report:
 - 1. Account Balance Sheet: EMS Collections, Operations, Payroll, Sales Tax, Special Operations, Investments, and other accounts as necessary.
 - 2. Summary of Investment Funds: Operating, Capital, Debt Service
 - 3. Cash Flow Report
 - 4. Profit/Loss Budget vs Actual
 - 5. Report of Property Taxes Collected/Comparison This Year to Last Year and Variance
 - 6. Monthly Tax Assessor Collector Report
 - 7. Outstanding Property Taxes Balance: This and Prior years/Percentage Collected and detail
 - 8. District Debt Service Payments
 - 9. Prepare or provide the quarterly investment reports
 - 10. Prepare special budget reports as requested

- C. Prepare files for submittal to auditor after fiscal year end and coordinate with District Staff.
- D. Enter all District payables and prepare checks and wires for pay applications, obtain requisite signatures, disburse.
- E. Manage General Ledger: Memos, transactions.
- F. Review, validate, and verify all checks and monthly payables for District.
- G. Verify both verbally and with written instructions the accuracy of any wires. Obtain necessary approvals from District and implement best practices toward Fraud Prevention prior to releasing wire transfers or other electronic fund transfers.
- H. Utilize and coordinate with the District's designated staff personnel regarding accounting and business software systems as needed by District.
- I. Assist with the development of the annual budget.

The successful proposer must be able to provide the following services:

- A. Respond to periodic requests for statements and elements of financial transactions
- B. Prepare special financial reports for funders, the Commissioners and management, when needed
- C. Verify and Record Annual District Operations Budget
- D. Record Capital for Purchases, Contracts, Programs as separate line items for clearer understanding
- E. Perform Budget analysis, when needed
- F. Inform District of any budget variances and financial issues.
- G. Prepare the District for routine and periodic government audits
- H. Maintain accurate charts and recording of all District accounts, including securities and investments
- I. Other related accounting/bookkeeping services duties as requested
- J. The bookkeeper is expected to attend District Board Meetings currently held on the 1st Monday of every month at 6:30 p.m. (meetings are subject to rescheduling).
- K. Asset and Depreciation schedules are to be maintained by the auditor, in coordination with the bookkeeper.

SUBMISSION PROCEDURES

Proposals should clearly explain the bookkeeping consultant's ability to provide the services described above. The District encourages proposer to include sample monthly reports for review. Proposals must include the billing rates for all services, clearly stating hourly rates versus monthly fee rates for any and all personnel expected to provide services to the District.

We require five (5) full copies of your proposal. Proposals must be enclosed in sealed envelopes and mailed to the address shown below for the Return of Proposals. The name and address of Proposer and the Proposal subject shall be placed on the outside of the envelope plus the following statement: "SEALED PROPOSAL. DO NOT OPEN IN MAIL."

SEALED proposals for bookkeeping services should be submitted to:

Ector County Emergency Services District No. 1 and 2
Attn: Commissioner Patti Kappauf
PO Box 125
Gardendale, TX 79758-9998

Proposals will be delivered by mail. Hand delivery or common carrier, facsimile and email proposals will **not** be accepted.

Proposals must be received by Wednesday, October 1, 2025 by 3:00 p.m. Late proposals will not be accepted under any circumstance. Proposals will be opened and reviewed at **6:30 p.m., on Wednesday, October 1, 2025** at 2261 W. Sycamore Dr., Odessa, Texas 79763.

The District may conduct interviews with proposers and will contact you in such an event. Please provide contact information for the person in your office who will be able to schedule such an interview.

The District Board of Commissioners may act on the proposals during a monthly meeting on **Monday, October 6, 2025 at 6:30 p.m.**

The District will evaluate the proposals and proposers based upon the following scoring criteria:

- 30% Estimated annual cost to the District
- 30% Proposer's experience in government bookkeeping/accounting
- 20% Bookkeeping education and experience of staff who will be assigned to the District
- 20% References and presentation of response to the Request for Proposals

QUESTIONS REGARDING RFP should be sent to Commissioner Patti Kappauf via email at patti.kappauf@ectoresd.com.

PROPOSERS MUST SUBMIT THE FOLLOWING TEXAS ETHICS COMMISSION FORMS:

1. Form CIQ – Conflict of Interest Questionnaire
<https://www.ethics.state.tx.us/forms/conflict/>
2. Form 1295 – Certificate of Interested Parties
<https://www.ethics.state.tx.us/filinginfo/1295>

CLARIFICATION OR OBJECTION TO PROPOSAL

If any person contemplating submitting a PROPOSAL is in doubt as to the meaning of any term or provision herein, they shall submit to **Commissioner Patti Kappauf** via email at patti.kappauf@ectoresd.com on or before five (5) days prior to the deadline for submission of

Proposals, any request for clarification. All such requests for clarification or information shall be in writing and the person submitting the request will be responsible for its prompt delivery.

AWARD

The District reserves the right to award this Contract to the LOWEST, MOST RESPONSIBLE PROPOSAL, in accordance with any applicable laws or District rules, to waive any informality or irregularity in the Proposals, to accept any Proposal deemed advantageous to the District, and to reject any or all Proposals and/or require new Proposals.

The successful Proposer is authorized to officially begin work or perform services **ONLY UPON** the completion of a Contract, signed by all proper parties. The District accepts no liability of any kind for services furnished and/or delivered without proper authorization as stated in the Contract to be issued by the District.

ASSIGNMENT; TERMINATION

A successful Proposer may not assign, sell or otherwise transfer its Proposal or any Contract awarded without the written consent of the District. The Contract shall provide that either party may terminate the Contract upon ninety (90) days' notice to the other party.

CONTRACT OBLIGATION

The President of the District Board of Commissioners or their assignee as approved by the District Board of Commissioners, must sign all contracts and agreements before they become binding on the District. However, all agreements involving or affecting the District are subject to approval by the District's legal counsel and the District Board of Commissioners prior to being signed by the President of the District Board of Commissioners or their duly authorized assignee.

Proposal terms and agreements shall remain in effect until all services covered by this Request for Proposals have been satisfactorily delivered and accepted.

DEFINITIONS

1. **Contract Documents.** The Contract, Proposer's Proposal, together with all amendments thereto.
2. **Form of Proposal and Signature.** The Proposal shall be enclosed in a Proposal envelope, sealed and addressed as required by the Proposal Cover Sheet. The Board requires a total of 5 copies, one for each of the Commissioners. The Proposer shall state in words and in figures the hourly or monthly fees for services, or the specific lump sums (collectively herein "Contract Sum"), as the case may be, for which they propose to furnish the bookkeeping services.
3. **Delivery of Proposal.** Each set of Proposals shall be placed in a sealed Proposal envelope and so marked as to indicate its contents without being opened. When the Proposal is mailed, this envelope shall be placed in another, which will be sealed, and mailed to the District as provided in

the Proposal Cover Sheet. Proposals will be received to the hour, at the designated place, time and date and must be received by that time. Mailing of Proposals shall be solely at the Proposer's risk and no Proposal received, regardless of postmark, after the date and time specified will be considered.

4. **Responsible Proposer.** Criteria utilized by the Board of Commissioners for determining the lowest, most responsible and advantageous Proposal includes, but is not limited to, the Proposer's experience, ability, business judgment, financial capacity, integrity, previous performance, reputation, promptness and any other factors which could reasonably be relevant to successfully providing the bookkeeping services by the Proposer. The District reserves the right to reject any or all Proposals and to waive any informalities or irregularities in Proposals and the Request for Proposals.

5. **The Contract.** The prescribed form of Contract is available to the Proposer and it is presumed that the Proposer is familiar therewith. The Proposer to whom an Award is made shall, within ten (10) business days from the date of the Award, execute and deliver to the District the written Contract in triplicate in the prescribed form.

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RELATED PERSON CERTIFICATION

TO THE BEST OF MY KNOWLEDGE, I DO() DO NOT() KNOW OF A MEMBER OF MY FIRM OR MY FAMILY WHO IS A MEMBER OF OR RELATED TO A MEMBER OF ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. ____

TO THE BEST OF MY KNOWLEDGE, I DO() DO NOT() KNOW OF A BUSINESS RELATIONSHIP EXISTING WITH ANY MEMBER OF ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. ____.

IF A RELATIONSHIP EXISTS IN ANY CASE INDICATED ABOVE, THE RELATED PERSON AND RELATIONSHIP IS:

RELATED PERSON: _____

RELATIONSHIP: _____

PROPOSER'S SIGNATURE: _____

PRINT NAME: _____

GENERAL NOTICE TO PROPOSERS

LETTER OF EVIDENCE

Proposer shall complete the enclosed “Letter of Evidence” in accordance with the following:

Proposer shall fill in all spaces provided for the appropriate legal entity.

A Sole Proprietorship (if doing business in the Owner’s name) - The “Proposal to the District Board of Commissioners” sheet shall be signed only by the Owner.

A General Partnership (if not using the name of the owner or owners) - a copy of an Assumed Name Certificate and the statement listing the full name and address of the principal who is authorized to sign all documents pertaining to this Contract must be submitted with the Proposal. The “Proposal to District Board of Commissioners” sheet shall be signed in accordance with same.

A Limited Partnership - A copy of a Certificate of Limited Partnership from the Secretary of State and the statement indicating the principal who is authorized to sign all documents pertaining to this Contract, must be furnished with the Proposal. The “Proposal to the District Board of Commissioners” sheet shall be signed in accordance with same.

A Corporation or a Limited Liability Company - A copy of the Certificate of Formation and current Certificate of Good Standing must be furnished with the Proposal. The “Proposal to the District Board of Commissioners” sheet shall be signed by a person authorized to sign for the Corporation, and shall set out the names and addresses of the President and Secretary of the Corporation or Company **AND OTHERS** who may be authorized to sign all documents pertaining to this Contract and complete the statement.

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LETTER OF EVIDENCE

PROPOSER MUST COMPLETE THIS FORM

**FOR: BOOKKEEPING SERVICES FOR ECTOR COUNTY EMERGENCY SERVICES
DISTRICT NO. 1 AND 2.**

COMPLETE THIS FORM AND PLEASE MARK AS APPLICABLE

_____ **SOLE PROPRIETORSHIP**

Company Name _____

_____ **GENERAL PARTNERSHIP** - (Attach a Copy of Assumed Name Certificate)

Company Name _____

Principal's Name _____

_____ **LIMITED PARTNERSHIP** - (Attach a copy of the Certificate of Formation)

Company _____

Principal's Name _____

_____ **CORPORATION OR LIMITED LIABILITY COMPANY** (Attach a copy of the
Certificate of Formation)

Business Name _____

President/Manager Name _____

Address _____

All of the above information is true and correct to the best of my knowledge.

Signature

Title

Printed Name

Date

ORIGINAL SIGNATURES REQUIRED

**STATEMENT ACCOMPANYING PROPOSAL TO
ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1 AND 2
(a Political Subdivision of the State of Texas)**

FOR: BOOKKEEPING SERVICES FOR THE District.

The undersigned, as Proposer, declares that the only person or parties interested in this Proposal as principals are those named herein; that this Proposal is made without collusion with any other person, firm, or corporation; that he has carefully examined the form of Contract, proposal instructions, and has carefully examined the services required under the Proposal, and agrees that he will perform the services and furnish all the materials, supplies, and equipment, and incidentals necessary to complete the Contract, if awarded, in accordance with such Contract, this Proposal and with the special provisions, if any, incorporated therein.

COMPANY NAME _____
AUTHORIZED SIGNATURE _____
TITLE _____
BUSINESS ADDRESS _____
MAILING ADDRESS _____
PHONE _____

ORIGINAL SIGNATURES MUST APPEAR ON THIS FORM

NOTE: Signatures to comply with the Proposer's Letter of Evidence.

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**FORM OF CONTRACT WITH
ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1 AND 2**

To be supplied by the proposer and reviewed by the District. Contract must be for at least one (1) year and terminable by either party on ninety (90) days notice. If proposer does not have a contract form the District can create one as necessary.

EXHIBIT “A” TO ANY CONTRACT

(General Listing of Services)

**MAY BE EXPANDED OR LIMITED BY PROPOSER
PLEASE IDENTIFY ANY SERVICES NOT PROVIDED**

ACCOUNTING SERVICES – INITIAL

- 1) Evaluate the current condition of the District’s financial records and accounting system.
- 2) Develop an understanding of the expectations of District’s governing Board and the operations staff.
- 3) Review the existing chart of accounts of the Districts.
- 4) Modify, as necessary, the chart of accounts to ensure it meets the financial reporting goals of the District and staff.
- 5) Review, develop and modify accounting policies/procedures to ensure proper separation of duties and responsibilities of the district’s employees for internal control purposes.
- 6) Review the District’s most recent independent auditor’s report.
- 7) Review the District’s current budget.
- 8) Develop a monthly accounting and reporting system that will provide accurate information to allow both the governing board and the operations staff to make informed current and future financial decisions.

BOOKKEEPING SERVICES – GENERAL MONTHLY

- 1) Receive (either directly or via wire transfer from the Ector County Tax Assessor-Collector) all deposits of tax receipts and monitor all deposits of tax receipts, loan proceeds and all other, fees, revenues and other sums receivable and/or designated by the District.
- 2) Prepare a monthly Balance Sheet and Income Statement (including General Ledger Report), including a comparison to budget analysis and summary of checks written during the month (to and including the date of the District monthly meeting.)
- 3) Reconcile all bank account balances each month. Monitor and handle, in accordance with the instructions from the District, all District investments, certificates of deposit and other time accounts.
- 4) Prepare quarterly investment compliance certifications and continually monitor and make recommendations regarding the District investment policy.
- 5) Be available for consultation with the Board or Command Staff as requested or needed and attend each monthly Board meeting for such portion thereof as deemed necessary by the District.

- 6) Consult with the county tax assessor and the District auditor, as may be required or necessary.
- 7) Cooperate with and assist the District auditor and other consultants of the District.

BOOKKEEPING SERVICES – DETAILED MONTHLY

- 1) Reconcile all investment accounts.
- 2) Record all accounts payable invoices, ensuring proper coding.
- 3) Write and present for approval and signature by the authorized members of the District, all accounts payable checks.
- 4) Record property and sales tax revenues.
- 5) Record revenues from other sources.
- 6) Create the entries to record capital expenditures and related debt, if applicable, in a manner prescribed by Governmental Accounting Standards Board rules for fund accounting
- 7) Reconcile property tax receivables received from Ector County.
- 9) Prepare a balance sheet for the District that compares the current date to a similar date a year earlier.
- 10) Prepare a cash flow statement comparing actual revenues/expenditures to budgeted amounts.
- 11) Prepare a report that provides a list of all transactions for each bank or investment account.
- 12) Prepare a general ledger of activity for the period on which the report is being prepared (monthly or quarterly).
- 13) Prepare a written narrative identifying major anomalies in the financial report and identifying other information of significance.
- 14) Prepare a debt report, if applicable identifying all outstanding loan/lease obligations with applicable terms, payment dates and interest rates.
- 15) Prepare an invested funds report identifying the holder of the District's funds, applicable maturities, and interest rates.
- 16) Attend the District's monthly meeting.
- 17) Be available for consultation regarding District financial matters.
- 18) Monitor budget categories and make recommendations for necessary budget amendments.

ACCOUNTING SERVICES – ANNUAL

- 1) Review the accounting records and prepare various schedules requested by the auditor and other analysis for assistance with the annual audit of the District's records by the District's audit firm.
- 2) Assist with the development of the budget.

OTHER SERVICES – AS MAY BE REQUESTED

- 1) Preparation of Special Reports as requested by the District Commissioners.
- 2) Preparation of financial data for loan packaging.
- 3) Preparation of long-term cash flow projections.
- 4) Assist with the development of a strategic plan.
- 5) Assist with the development of a long-term capital improvement program.

EXHIBIT “B” TO ANY CONTRACT
TERMS OF COMPENSATION

PROPOSED FEES:

Initial Setup Fees: \$ _____

Alternative Two: \$ _____ per Month, as a fixed rate.

Alternative One: \$ _____ per Hour;

Guaranteed Maximum Hours per month: _____ Hours.

Alternative Three: _____

Please attach additional documentation if necessary.