

City of Leon Valley  
Request for Qualifications (RFQ)  
Professional Auditing Services  
Fiscal Years Ending  
September 30, 2026 to September 30, 2028

Carol Goering  
Finance Director  
City Council Meeting  
December 03, 2024

# Summary

- To Consider Approval of the Audit Committee's Recommendation to Award Armstrong, Vaughan & Associates for the Services of External Auditing for Fiscal Years 2026, 2027 & 2028.
- Options
  - Approve
  - Deny
  - Other

# Background

- Request for Qualifications (RFQ) were solicited from qualified certified public accounting firms to audit the City's financial statements for the fiscal year ending September 30, 2026 to September 30, 2028.
- Section 103.001 (a) of the Local Government Code states that a municipality shall have its records and accounts audited annually and shall have an annual financial statement prepared based on the audit.

# Background

## Mandatory Elements:

- The firm must be a qualified and experienced public accounting firm whose principal officers are independent Certified Public Accountants.
- The firm must have no conflict of interest with the City of Leon Valley.

# Background

## Mandatory Elements (Continued):

- The firm must submit a copy of its last external quality control review report.
- The audit firm's professional personnel must have received adequate continuing education within the preceding two (2) years to meet the Government Audit Standards.
- The firm must have performed five or more audits of Texas municipalities in the past two years.

# Background

## Mandatory Elements (Continued):

- The firm must have prepared more than five (5) Annual Comprehensive Financial Reports (ACFR) which have received the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting within the past five years.
- The audit firm is independent and licensed to practice in State of Texas.

# Audit Selection Committee

- The Audit Selection Committee (ASC) that consisted of Mayor Riley, Councilman Campos, and City Manager Dr. Caldera who scored the proposals submitted.
- Based on the scoring criteria included in the RFQ the top two are as follows:
  1. Armstrong, Vaughan & Associates (Universal City, Texas)
  2. ABIP (San Antonio, Texas)

# Scoring Matrix

RFQ Professional Auditing Services	Armstrong & Vaughan	ABIP
<b>Past experience relating to similar engagements (40%)</b>		
Experience with audits of similar governmental entities including experience with the GFOA Certificate of Excellence and GASB 34 Reporting Model.	40	30
<b>Quality of the firm's professional personnel (35%)</b>		
Quality and qualifications of personnel assigned to the engagements and hours devoted by high level personnel.	32	28
<b>Mandatory Elements (25%)</b>		
Firm is Independent and Licensed to practice in the State of Texas with no conflicts of interest and has submitted requested documentation	25	25
<b>TOTALS</b>	97	83

# Audit Selection Committee Recommendation (ASC)

- The ASC recommends the City Manager to be authorized to negotiate and execute a Professional Service Agreement with Armstrong Vaughan for the following Fiscal Years:
  1. Fiscal Year 2026 - \$38,170 (W/Single Audit price included)
  2. Fiscal Year 2027 - \$40,190 (W/Single Audit price included)
  3. Fiscal Year 2028 - TBD

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