

Midland Central Appraisal District

Request for Proposals – October 10, 2025 Independent Financial Audit Services

Section 1 – Introduction

The Midland Central Appraisal District (“Midland CAD” or “the District”) is soliciting proposals from qualified independent certified public accounting firms to provide professional audit services for the fiscal year ending December 31, 2025, with the option to renew annually for up to four (4) additional years, subject to satisfactory performance and Board approval.

The purpose of this Request for Proposals (“RFP”) is to ensure compliance with the Texas Local Government Code, the Texas Property Tax Code, and generally accepted accounting principles (GAAP), as well as to provide the Board of Directors, taxing entities, and the public with an independent, professional opinion regarding the financial position of the District.

Section 2 – Background Information

Midland CAD is a political subdivision of the State of Texas, established pursuant to the Texas Property Tax Code, to appraise all taxable property within its jurisdiction for ad valorem tax purposes. The District:

- Serves approximately nine (9) **taxing units** located in Midland County, Texas.
- Maintains an operating budget of approximately **\$6,765,633** annually.
- Employs **43 full-time staff members**.
- Reports to a nine-member Board of Directors, as provided under Texas law.

The District’s financial statements are prepared in accordance with Governmental Accounting Standards Board (GASB) pronouncements and audited annually by an independent certified public accounting firm.

Section 3 – Scope of Services

The selected independent auditor shall:

1. Conduct an annual audit of Midland CAD’s financial statements in accordance with:
 - Generally Accepted Auditing Standards (GAAS),
 - Government Auditing Standards issued by the Comptroller General of the United States, and
 - All applicable state and local statutory requirements.
2. Issue an opinion on the fairness of the financial statements and provide a management letter identifying any weaknesses in internal controls or other matters of significance.

3. Present audit findings and recommendations to the Board of Directors in an open meeting.
4. Assist District management in the preparation of required filings with the State of Texas and other regulatory authorities.
5. Provide consultation as reasonably requested on accounting, auditing, and internal control matters during the engagement period.

Section 4 – Proposal Requirements

Firms responding to this RFP must submit the following information:

- **Firm Profile:** General background, office locations, number of staff, and areas of practice.
- **Qualifications:** Demonstrated experience in governmental or appraisal district audits.
- **Audit Team:** Résumés of partners, managers, and staff assigned to the engagement.
- **Engagement History:** List of recent and relevant governmental audit clients, particularly Texas appraisal districts, school districts, cities, or counties.
- **Proposed Approach:** Description of audit methodology, use of technology, communication process, and proposed timeline for completing the audit.
- **Fee Schedule:** All-inclusive fee proposal, including travel, hourly rates (if applicable), and any additional services.
- **References:** Contact information for at least three (3) comparable clients.

Section 5 – Evaluation Criteria

Proposals will be evaluated based on the following factors:

- Technical qualifications and governmental experience of the firm.
- Qualifications and experience of assigned engagement team members.
- Understanding of appraisal district operations and applicable compliance requirements.
- Responsiveness, clarity, and quality of the proposed audit approach.
- Fee structure and overall cost of services.
- References and demonstrated record of reliability and integrity.

Section 6 – Submission Instructions

All proposals must be submitted in a sealed envelope or electronically (PDF format) and clearly marked “**Proposal for Financial Audit Services.**”

- **Deadline for Submission:** November 14, 2025
- **Delivery Address:**
Midland Central Appraisal District
Attention: Michelle L Berdeaux, Chief Appraiser
4631 Andrews Hwy
Midland, Texas 79703

- **Email Address for Submissions (if accepted):** mberdeaux@midcad.org

Proposals received after the deadline will not be considered.

Section 7 – Anticipated Timeline

- **RFP Issued:** October 10, 2025
- **Deadline for Questions:** November 10, 2025
- **Proposals Due:** November 14, 2025
- **Evaluation/Interviews (if required):** December 2, 2025
- **Board Approval and Award:** December 9, 2025
- **Audit Commencement:** February 15, 2026
- **Completion & Delivery of Audit Report:** May 12, 2026

Section 8 – Terms & Conditions

- Midland CAD reserves the right to reject any or all proposals and to waive any informality in the RFP process.
- The District is not responsible for any costs incurred in preparing or submitting a proposal.
- The successful firm will be required to enter into a written contract approved by the Board of Directors.
- Renewal of the engagement will be contingent upon satisfactory performance and Board approval each year.

Issued by:

Michelle Berdeaux
Chief Executive Officer
Midland Central Appraisal District