



## REQUEST FOR PROPOSAL INDEPENDENT AUDIT SERVICES

The Town of Westlake is requesting proposals from qualified firms of certified public accountants to perform the Town's financial audits for the three fiscal years beginning October 1, 2021 and ending September 30, 2026, with the option of auditing the financial statements for each of the two subsequent fiscal years.

In addition to the Town's audit, the following entities will also need audits for the three fiscal years beginning September 1, 2021 and ending August 31, 2026, with the option of auditing the financial statements for each of the two subsequent fiscal years.

- Westlake Academy – Blended component unit of the Town
- Westlake Academy Foundation – Component unit of Westlake Academy
- Texas Student Housing – Discretely presented component units of the Town
  - Texas Student Housing Authority
  - Texas Student Housing Corporation – College Station Project
  - Texas Student Housing Corporation – Denton Project

These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards, Audits of States and Local Governments*, as well as examination for compliance with procedures established by Ordinance or where applicable, State and Federal laws or regulations. The Finance Department submits its Comprehensive Annual Financial Report to the Government Finance Officers Association of the United States and Canada (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program. The Town; therefore, is searching for a firm that actively participates in technically assisting clients that have previously been awarded the certificate.

**Return your sealed envelopes prominently marked as follows:**  
**"Town of Westlake entities Proposal for Independent Audit Services" to:**  
Director of Finance  
Town of Westlake  
1500 Solana Blvd, Building 7, Ste 7200  
Westlake, TX 76262

**Sealed proposals will be accepted until:**  
**3:00 p.m. on Monday – May 31, 2021**

To be considered your proposal must be signed. Upon delivery to the Town, proposals become binding and may not be withdrawn or canceled by the Respondent without the permission of the Town for a period of ninety (90) days following the date designated for the receipt of the proposal.

The Town of Westlake appreciates your time and effort in preparing your proposal. However, proposals received after the deadline WILL NOT be considered for award. Further, the Town of Westlake reserves the right to accept or reject any and/or all proposals and to waive informalities or defects as the Town shall deem to be in its best interest.

# ANNUAL AUDIT REQUEST FOR PROPOSAL

## I. GENERAL INFORMATION

The Town of Westlake is seeking proposals from qualified and experienced public accounting firms whose principal officers are independent certified public accountants. The purpose of this proposal is to obtain audit services for the following entities with separate proposal amounts:

- Town of Westlake – Fiscal year end September 30<sup>th</sup>
- Westlake Academy – Fiscal year end August 31<sup>st</sup> – (blended component unit of the Town)
- Westlake Academy Foundation – Fiscal year end August 31<sup>st</sup> (component unit of Academy)
- Texas Student Housing – Fiscal year end August 31 (discretely presented component unit of the Town)
  - Texas Student Housing Authority
  - Texas Student Housing Corporation – College Station Project
  - Texas Student Housing Corporation – Denton Project

\*Hereinafter referred to as the “Town Entities”

### **Term of Engagement:**

A **three-year** contract is contemplated, with an option to extend the contract for **two** additional years, subject to the annual review and recommendation of the Council, the satisfactory negotiation of terms (including a price acceptable to both the Town of Westlake and the selected firm), and the annual availability of an appropriation.

Fiscal Year 2019-20 financials can be found at [Westlake Academy FY 2019-2020 Audit](#) for the Westlake Academy audit and at [FY 2019-2020 Comprehensive Annual Financial Report](#) located on the Town’s website.

The Westlake Academy Foundation, a 501(c)3 is a component unit of the Academy’s audit. Information related to the Foundation can be found on its website at [Westlake Academy Audit FY 2019-2020 Audit](#).

Information regarding the Texas Student Housing audits can be obtained from:

Tracy Harrow  
Executive Director  
Texas Student Housing  
P.O. Box 93419  
Southlake, TX 76092  
(817) 946-6997  
[txstudenthousing@gmail.com](mailto:txstudenthousing@gmail.com)

**Inquiries:** Related to Town, Academy and Foundation should be directed to Finance Director @ 817-490-5719 or email at [gawtry@westlake-tx.org](mailto:gawtry@westlake-tx.org).

Related to Texas Student Housing should be directed to Executive Director @ 817-946-6997 or email at [txstudenthousing@gmail.com](mailto:txstudenthousing@gmail.com).

**Deadline for Proposals:** **May 31, 2021 at 3:00 P.M.**

**Submit Proposals to:** Ginger R. Awtry  
Director of Finance  
Town of Westlake  
1500 Solana Blvd, Bldg. 7, Ste 7200  
Westlake, TX 76262

**To be considered, two (2) copies** of proposal must be received by the Finance Director bearing the name and address of the Respondent and marked “Town of Westlake entities Proposal for Independent Audit Services.”

**Acceptance** – all proposals must include a statement that they are valid for a minimum period of 90 days subsequent to the RFP closing date.

**Late Proposals** will not be considered. Each Respondent shall be solely responsible for ensuring that the Town Secretary receives the Proposal within the time limit indicates.

**Competitive Selection/Evaluation Factors** – The successful proposer will be selected on a rational basis of **demonstrated competence and qualifications** to perform the services for a **fair and reasonable price**. **The Town’s goal would be to have the same Respondent perform audits for all the entities because each is comingled.** Evaluation factors outlined herein shall be applied to all eligible, responsive proposers in comparing and selecting the successful proposal.

During the evaluation process, the Town of Westlake reserves the right, where it may serve the Town’s best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Town of Westlake, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Town of Westlake reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Westlake and the firm selected.

Award of a contract may be made without discussion with proposer after receipt. Proposals should therefore be submitted on the most favorable terms.

**Non-appropriation** – The Town may cancel the contract should the present or any future “Town entities” Council or Board not appropriate funds in any fiscal year for the payment of this agreement. No penalty shall attach in the event of any such non-appropriation. In the event of non-appropriation, the “Town entities” shall give the successful respondent written notice of cancellation and the “Town entities” shall not be obligated to make any payments beyond the end of the fiscal year (related to a subsequent fiscal year).

There is no expressed or implied obligation for the “Town entities” to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

It is anticipated the **selection of a firm will be completed on or before June 11, 2021.**

## **II.** **SERVICES REQUIRED**

The Town Council shall provide an independent annual audit of all Town accounts. Such independent audit shall be made by a certified public accountant or firm of such accountants who have no personal interest, direct or indirect, in the fiscal affairs of the Town government or any of its officers.

**General:**

The Town of Westlake is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending **September 30, 2021, 2022 and 2023**, with the option to audit the Town of Westlake's financial statements for each of the two (2) subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for proposals.

From time to time, the Town of Westlake may request the auditor to perform other audits and reviews not specifically provided for under this request for proposal. If such a request is made, the auditor shall submit, at the City's request, a separate proposal for completing the engagement, along with a proposed fee schedule. The City reserves the right to contract any additional audits or reviews with whomever they chose.

**B. Scope of Work to be Performed:**

The Town of Westlake desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles (GAAP).

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board (GASB) as mandated by generally accepted auditing standards.

**C. Auditing Standards to be Followed:**

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards set forth for financial audits in the U.S. General Accounting Office's (GAO) *Government Auditing Standards*, the provisions of the U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations*, as well as examination for compliance with procedures established by Charter, Ordinance, and where applicable, State and Federal laws or regulations.

**Reports and Timing**

**The Town of Westlake** plans to submit a Comprehensive Annual Financial Report to the Government Finance Officers Association's Certification Program. The audit firm selected will prepare twelve (12) copies of the required annual financial report and exhibits to be delivered to the Town for its approval and any supporting and subsidiary information which the audit firm deems necessary for proper presentations of the financial statements. A requirement of the certification program is that the independent auditor (or firm) must, in writing, express an opinion regarding the financial schedules.

Due to the submission of the annual financial report to the GFOA Certification program, the audited annual financial report (including the management letter and any other support materials) for each fiscal year is to be presented to the Finance Director no later than the first Wednesday in January of each year, with presentation to the Town Council during the regularly scheduled meeting (fourth Monday) in February of each year.

**Westlake Academy's** "draft" audit for each year is to be presented to the Finance Director no later than the last Monday in November with presentation to the Westlake Academy Board during the regularly scheduled meeting (2nd Monday) in January. Fieldwork for the **Westlake Academy Foundation's** audit is typically performed at the same time as the Academy's with presentation to their Board in January at the regularly scheduled meeting (3rd Monday).

**Texas Student Housing** "draft" audits for each year is to be presented to the Executive Director no later than the last Monday in November with presentation to the Texas Student Housing Board during the regularly scheduled meeting (3<sup>rd</sup> Tuesday) in January.

With the above referenced dates in mind, a proposed "Schedule of Activities" should be included as part of the proposal. Staff can work with all of these schedules if work needs to be moved up but cannot be any later than described above.

At the conclusion of each year's audit, the auditors shall provide the following:

- **Town** - A hard copy and electronic copy, of the Comprehensive Annual Financial Report including all introductory material, the general-purpose financial statement with auditor's opinion and notes thereto, all combining and individual statements as required, component unit statements as required, and statistical information. The auditor will be responsible for printing and binding of the annual financial report. Twelve (12) copies will be required.
- **Academy** - A hard copy and electronic copy, of the Annual Financial Report including all introductory material, the general-purpose financial statement with auditor's opinion and notes thereto, all combining and individual statements as required, and component unit statements as required. The auditor will be responsible for printing and binding of the Annual Financial Report. Twelve (12) copies will be required.
- **Foundation** - A hard copy and electronic copy, of the Annual Financial Report including all introductory material, the general-purpose financial statement with auditor's opinion and notes thereto, all combining and individual statements as required, and component unit statements as required. The auditor will be responsible for printing and binding of the Annual Financial Report. Fifteen (15) copies will be required. In addition to the annual audit, the preparation of IRS form 990 will also be needed.
- **Texas Student Housing** - A hard copy and electronic copy, of the Annual Financial Reports including all introductory material, the general-purpose financial statement with auditor's opinion and notes thereto. The auditor will be responsible for printing and binding of the Annual Financial Reports. Twelve (12) copies of each will be required.
- A report as to the adequacy of the entity's system of internal accounting controls as observed during the audit. This report shall be reviewed in draft form by the Finance Director before it is prepared in final form. Same number of copies required for the audit will be needed.
- Any audit working papers requested by the Town whether prepared by the auditors or Finance Department.
- All Adjusting Journal entries to ensure the consistency of each entity's financial records with the audited financial statement.

## **Audit Standards and Procedures**

The examination shall be made in accordance with Generally Accepted Auditing Standards (GAAS) as prescribed by the American Institute of Certified Public Accountants (AICPA), the Governmental Accounting Standards Board (GASB), and in accordance with the General Accounting Standards Office (GAO), and Statements of Auditing Standards (SAS) shall be adhered to and performed accordingly by the selected audit firm solely by the firm's staff and its personnel inclusive within the scope of the audit time. The selected audit firm shall review its written audit program with the Finance Director of the Town for the Town, Academy and Foundation audits identifying the plan for testing records and procedures, using statistical sampling and computer auditing where appropriate, the method for evaluating internal control and the audit procedure to be taken prior to performing detailed audit work.

## **Software Information**

The Town of Westlake and Westlake Academy Foundation use Stw Inc. This company is local to Grapevine and offers utility billing and financial management software. Packages included in the system are (1) General Ledger (2) Accounts Receivable (3) Accounts Payable (4) Payroll and (5) Utility Billing. The Court utilizes Utility Data Systems (UDS). During the fiscal year 2012-2013 LaserFiche was purchased and implemented; therefore, most A/P, etc. will be electronically viewable versus pulling invoices, etc.

Texas Student Housing uses QuickBooks and Westlake Academy utilizes Region 11 Educational Service Center for a major portion of their payroll and accounting system; therefore, TexIS is the primary software used.

## **Description of the Town of Westlake and Westlake Academy**

The Town of Westlake's 2020-21 budget provides for \$32.8 million for operating expenditures/expenses (including transfers) with seventeen (17) separate funds in the general ledger. The Municipal side of the Town has 41 employees with approximately 101 employees at the Academy (which the Town considers its largest department). The Academy's 2020-2021 budget provides \$9.4 million for operating expenditures within three funds: Transportation, Athletics, and General Fund. The combination of all three funds are reported as the General Operating Fund for auditing purposes. All capital assets and improvements are owned by the Town; therefore, the Academy does not report assets or Debt Service. In addition, the Academy does not receive federal funding for free and reduced meals. Meals are provided by a contracted vendor who manages all revenue and expenses related to meal preparation and distribution. The Academy has several Special Revenue Funds, including IDEA-Part B Formula Funds and the State's Instructional Material Allotment. The remaining special revenue funds are from local sources.

## **Preparation of Working Papers, Schedules & Financial Statements**

It is intended that the Town's Finance Department will be actively involved in the preparation of audit working papers and schedules related to the Town, Academy and Foundation audits. As part of the engagement, the auditor shall be required to reach an agreement as to which working papers shall be the responsibility of the Finance Department. It shall be the auditors' responsibility to complete all other working papers and schedules.

The preparation of the Comprehensive Annual Financial Report shall be prepared in accordance with all applicable guidelines of the Governmental Accounting Standards Board and shall be in the format necessary

to receive the Certificate of Achievement of Excellence in Financial Reporting Award, issued by the Governmental Finance Officer's Association. All financial statements and notes to the financial statements shall be prepared by the auditors with the assistance of the Finance Director. Numbers in the Introductory and Statistical sections of the report, tied directly to the financial statements, shall be inserted by the auditors. The auditor shall provide all reasonable assistance and advice to the Town to ensure that the certificate is received annually during the term of the engagement. The auditor shall include as part of this proposal, a statement as to prior experience in receiving the Certificate of Achievement, both on the part of the firm and the individuals assigned to the audit.

### **Assistance to be provided to the Auditor and report preparation**

#### **A. Finance Department and Clerical Assistance**

The Finance Department staff, and responsible management personnel, will be available during the audit to assist the firm by providing information, documentation, and explanations. The preparation of confirmations will be the responsibility of the Town.

#### **B. Statements and Schedules to be Prepared by the Staff**

The Town anticipates preparing the necessary trial balances, supporting schedules, analytical review schedules, etc. as agreed to with the auditor. The accounting staff will prepare necessary "prepared by client" (PBC) working papers normally required for the annual audit. All working papers to be prepared by the Town should be submitted by written list to the Town on or before July 31<sup>st</sup> for the Academy and Foundation and August 31<sup>st</sup> for the Town, together with adequate explanatory details as to the purpose of the working papers as well as method of preparing the working papers.

#### **C. Work Area**

The Town will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided with internet access.

## **III. SUGGESTED FORMAT**

Below is a suggested format for the proposal. If not used, it is suggested that the proposal include the criteria listed.

- 1. Cover Letter** – The cover letter should contain the responding firm's name, office address and a contact person authorized to answer technical, price, and/or contract questions. An individual authorized to bind the company must sign the cover letter.
- 2. Executive Summary** – An executive summary should be provided which provides a summation of your proposal. Identify the points that make your firm uniquely qualified for this engagement.
- 3. Table of Contents** – The table should include an index of the proposal contents and attachments.
- 4. License to Practice in Texas** – An affirmative statement should be include indicating that the firm and all assigned key professional staff are property registered/licensed to practice in the state of Texas.

5. **Qualifications and Experience of the Firm** – The proposal should state both the size of the firm and the firm's governmental audit staff. Note the location of the office from which the work on this engagement will be performed. Include the number and nature of the professional staff to be employed in this engagement on both a full-time and part-time basis.

Submit a copy of the report on firm's most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

Provide information on the results of any federal or state desk review or field reviews of firm's audits during the past three years. Provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three years with state regulatory bodies or professional organizations.

6. **Qualifications and Experience of Partner and Auditing Staff** – The firm should identify the principal supervisory and management staff, including engagement partners, managers, and other supervisors and specialists, who will be assigned to the engagements and indicate whether each such person is licensed to practice as a certified public accountant in Texas. Provide information on the governmental auditing experience of each person, including information on relevant continuing professional education for the past three years and membership in professional organizations relevant to the performance of these audits.

Provide information regarding the number, qualifications, experience and training (including relevant continuing professional education) of the staff to be assigned specifically to each engagement. Indicate how it intends to ensure the quality of staff over the term of the agreement.

Engagement partners, manager, other supervisory staff, and specialists assigned to the Town's account in a proposal may be removed from the Town's account if those persons leave the firm, are promoted, or are assigned to another office. These persons may also be changed for other reasons but only with the express prior written permission of the Town either case, the Town retains the right to approve or reject replacements. Other audit personnel may be changed at the discretion of the Respondent, provided that replacements have substantially the same or better qualification or experience.

7. **Similar Engagements with Other Government Entities** – For the office that will be assigned responsibility for the audits, list the five (5) most significant engagements completed in the last three years that are similar to the engagements described in this RFP. These engagements should be ranked on the basis of relevancy to the current proposal. Indicate the scope for work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. Also indicate whether a Comprehensive Annual Financial Report was issued in connection with the audit and if the Comprehensive Annual Financial Report received GFOA's Certificate of Achievement award.

8. **Scope and Audit Approach** – The proposal should set for a work plan, including an explanation of the audit methodology to be followed, to perform the services required. Respondents shall provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
- b. Level of staff and hours to be assigned to each proposed segment
- c. Sample sizes and extent to which statistical sampling is to be used
- d. Type and extent of analytical procedures to be used

- e. Approach to be used to document and understand the internal control structure
- f. Approach to be utilized in determining laws and regulations
- g. Approach to be taken in drawing audit samples for purposes of testing compliance

Identify any anticipated potential audit problems, the firm's approach to resolve these problems and any special assistance that will be requested from the Town. The work plan submitted should include separate time estimates for the financial audits of each entity listed.

A separate statement of the Respondent's approach to and understanding of the position of technical assistance and advice concerning accounting and auditing issues that may arise during the course of the audit should be included. Respondent's evaluation of the level and amount of Town staff support necessary to complete the work as outlined in the proposal should be included.

9. **Proposed Schedule** – Comment on the firm's ability to meet the timelines indicated in the RFP for each entity and present a detailed schedule of when information to be provided by the Town/entity should be available. The Respondent should provide any recommended changes to the schedule that might be required to enhance the timeliness and quality of the engagement.
10. **Other Information and Concluding Remarks** – Provide any additional information considered essential to the proposal. Include description of the office's capabilities to audit computerized systems. Also discuss previous experience with the Certificate of Achievement Program of the Government Financial Officers Association (GFOA). Add any remarks Respondent believes important for a clear understanding of the proposed services and/or Respondent's capabilities.
11. **Cost of Services Schedule** – Schedule to be included and the proposed fee for each engagement, for three years plus two additional years along with proposed billing schedule for each engagement. The Town of Westlake will not be responsible for expenses included in preparing and submitting the technical proposal or the sealed cost proposal. Cost of Services Schedule for each year should include the following:
  - a) Total estimated hours and all-inclusive, not-to-exceed cost estimate for the financial audit; breakdown total estimated hours by staff level (e.g., partner, manager, senior, etc.) and showing billing rates for each level.
  - b) Schedule of proposed billing for each engagement

#### **IV.** **SELECTION CRITERIA**

Final selection of an auditing firm for these engagements will be made by the Town Council/Westlake Academy Board of Trustees upon recommendation by staff. The Town will evaluate all eligible responsive proposals. Proposals should be submitted on the most favorable terms as award of a contract may be made without discussion with Respondents after proposals are received. The award will not necessarily be made to the firm that provides the lowest cost proposal but rather to the firm that demonstrates the competence and qualifications necessary to perform the required services for a fair and reasonable price.

Proposals submitted in response to the RFP will be reviewed initially by the Finance Director and Town Manager. Although not intended to be all-inclusive, the following is a list of criteria that will be considered in making the selection:

- Extent and quality of the governmental auditing experience of the firm, based on information provided by the firm as well as references from former and present clients;
- Experience and qualifications of persons who will be assigned to perform the actual work;
- Existing and future time commitments of persons assigned to the engagement;
- Proven ability of the firm to meet work schedules and communicate and work effectively with government officials;
- Completeness of the project approach as outlined in the proposal;
- Auditors' demonstrated understanding of the Town's requirements and the auditor's plan for meeting them;
- Degree of assurance by the auditor that audit procedures will minimize disruption of the Town's normal activities and ensure timely completion of the audit;
- Degree of assurance by the auditor that technical assistance and advice will be available to the Town when requested throughout the engagement period subject to limitations mutually agreed to;
- Proposed costs for a three-year engagement period plus two additional years; and
- General responsiveness to the Town's request for proposal.

The Town and each entity reserves the right to require additional technical and pricing information during the evaluation period. Each proposal must designate the person(s) who will be responsible for answering technical and contractual questions. The Town reserves the right to negotiate all elements of a proposal to ensure that the best possible consideration be afforded to all concerned.

#### **Acceptance/Rejection of Proposals**

The Town reserves the right to accept the proposal considered to be the most advantageous to the Town and to reject any and all proposals and re advertise.

Upon approval by the "Entities", the successful audit firm will be required to enter into a contract with the "Town entities".

This contract shall remain in effect until contract expires, completion and acceptance of services or default. The Town of Westlake reserves the right to terminate the contract immediately in the event the successful firm fails to:

- Meet delivery or completion schedules, or
- Otherwise perform in accordance with the accepted proposal

Breach of contract or default authorizes the Town to award to another firm, purchase elsewhere and charge the full increase cost to the defaulting firm.

**Opening Bids:** Take place at 3:00 PM, May 31, 2021 – Town of Westlake Finance Director Room 223.

**V.**  
**OTHER INFORMATION**

**House Bill 89 Form**

Prohibition on Contracts with Companies Boycotting Israel -

The 85<sup>th</sup> Texas Legislature approved new legislation, effective Sept. 1, 2017, which amends Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

1. does not boycott Israel; and
2. will not boycott Israel during the term of the

Contract Pursuant to Section 2270.001, Texas Government Code:

1. “Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. “Company” means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, (authorized official) , do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

- 1) does not boycott Israel currently; and
- 2) will not boycott Israel during the term of the contract; and
- 3) is not currently listed on the State of Texas Comptroller’s Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>

Company Name

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Signature of Authorized Official

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Title of Authorized Official Date

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## **House Bill 1295 Form**

## CERTIFICATE OF INTERESTED PARTIES

## FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY**

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

**4 Name of Interested Party**

**City, State, Country  
(place of business)**

**Nature of Interest (check applicable)**

## Controlling

## Intermediary

5 Check only if there is NO Interested Party.

1

## 6 UNSWORN DECLARATION

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_

My address \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_ (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed In \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(month) (year)

Signature of authorized agent of contracting business entity  
(Declarant)

**ADD ADDITIONAL PAGES AS NECESSARY**

**PUBLIC NOTICE**

**TOWN OF WESTLAKE, TEXAS**

**REQUEST FOR PROPOSALS**

The Town of Westlake and entities, Westlake Academy, Westlake Academy Foundation and Texas Student Housing Authority, are accepting proposals for independent Auditing Services for the fiscal years ending September 30, 2021 and August 31, 2021, respectively. Deadline for submitting proposals is May 31, 2021 at 3:00 pm. Those interested may pick up a copy of the proposal requirements in the office of the Finance Director, 1500 Solana Blvd, Bldg. 7, Suite 7200, Westlake, TX 76262 or download from the website at <http://www.westlake-tx.org/bids.aspx>. The Town of Westlake reserves the right to reject any and all RFP responses and act in the best interest of the Town of Westlake.

Publish:      Fort Worth Star-Telegram  
                  May 9, 2021 and May 16, 2021