

Bexar County Emergency Services District No. 4

26217 Ralph Fair Road

Boerne, TX 78015

www.bcesd4fr.org



REQUEST FOR QUALIFICATIONS (RFQ)

Certified Public Accounting (CPA) Services

Bexar County Emergency Services District No. 4

I. INTRODUCTION

Bexar County Emergency Services District No. 4 (“District”) is requesting Statements of Qualifications (SOQs) from qualified Certified Public Accounting (CPA) firms to provide ongoing financial accounting, reconciliation, and audit preparation services.

The selected firm will support the District in maintaining accurate financial records, ensuring compliance with applicable laws and standards, and preparing for the District’s annual independent audit.

II. SCOPE OF SERVICES

The selected CPA firm will provide, at a minimum, the following services:

1. General Ledger (GL) Management & Setup

- Review and establish proper General Ledger structure aligned with the District’s adopted budget
- Ensure accurate classification of revenues and expenditures
- Recommend improvements to chart of accounts and financial reporting structure

2. Monthly Accounting & Reconciliation

- Perform **monthly reconciliation of all District bank accounts and financial records**
- Review and reconcile all balance sheet accounts
- Identify discrepancies and provide corrective recommendations
- Ensure all entries are accurate, complete, and properly documented

3. QuickBooks Oversight

- Provide **ongoing oversight of the District’s QuickBooks system**
- Perform review and reconciliation **at least monthly (weekly preferred)**
- Ensure transactions are properly recorded and coded
- Provide guidance and corrections as needed to maintain system integrity

4. Financial Reporting

- Prepare and deliver **monthly financial reports** including:
 - Balance Sheet

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- Profit & Loss (Budget vs. Actual)
- Cash Flow Summary
- Reports shall be **completed and delivered no later than the 5th of each month**

5. Audit Preparation & Support

- Prepare financial records and schedules for the District's annual independent audit
- Assist with auditor requests and documentation
- Ensure financial statements are audit-ready and compliant with applicable standards

6. Advisory & Compliance Support

- Provide guidance on:
 - Governmental accounting best practices
 - Internal controls
 - Compliance with applicable state and federal requirements
- Recommend process improvements for financial operations

III. MINIMUM QUALIFICATIONS

Firms must meet the following minimum qualifications:

- Licensed Certified Public Accountant (CPA) in the State of Texas
- Demonstrated experience with **governmental accounting**, preferably with:
 - Emergency Services Districts
 - Municipal or special district entities
- Experience with **QuickBooks (government or nonprofit environment preferred)**
- Experience supporting or preparing for **annual audits**

IV. SUBMISSION REQUIREMENTS

Interested firms shall submit the following:

1. Firm overview and qualifications
2. Description of relevant experience with governmental entities
3. Proposed approach to providing the requested services
4. Identification of key personnel assigned to the District
5. References from similar clients
6. Proposed fee structure (hourly or fixed)

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7. Any additional information demonstrating the firm's ability to perform the services

V. EVALUATION CRITERIA

Submissions will be evaluated based on:

- Experience with governmental accounting and ESDs
- Understanding of the scope of services
- Qualifications of assigned personnel
- Ability to meet reporting timelines
- Cost and value of services
- References and past performance

VI. TERM OF SERVICES

The District anticipates entering into an agreement for an initial term of one (1) year, with the option to renew annually upon mutual agreement.

VII. SUBMISSION DEADLINE

Submissions must be received by:

COB May 27, 2026

Submit electronically to:

lstandley@bcesd4fr.org

VIII. GENERAL CONDITIONS

- The District reserves the right to reject any or all submissions
- The District may request additional information or interviews
- This RFQ does not obligate the District to award a contract

IX. CONTACT INFORMATION

For questions regarding this RFQ, please contact:

Lee Standley, MS, CPM

Fire Administrator

Bexar County Emergency Services District No. 4

(210) 698-1593

lstandley@bcesd4fr.org