LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL (LRGVDC)

Request for Qualifications - Required Form Packet

Financial Audit Services

No: 2026-08

The following forms must be completed and submitted with the submission:

Attachment Number	Attachment Title
Attachment No. 1	Solicitation Acknowledgement Form
Attachment No. 2	Authorization & Responsibility Certification
Attachment No. 3	Bidder / Offer Information Form
Attachment No. 4	Vendor Responsibility Questionnaire
Attachment No. 5	Certification of Incorporation / Authorization to Do Business in Texas
Attachment No. 6	Certification Regarding Suspension and Debarment
Attachment No. 7	DBE/HUB Bidder Identification Form
Attachment No. 8	Certification of No Conflict of Interest
Attachment No. 9	Conflict of Interest Questionnaire
Attachment No. 10	Non-Collusion Affidavit
Attachment No. 11	Client References
Attachment No. 12	Addenda Acknowledgment

SUBMISSION DEADLINE:
November 18th, 2026, by 5pm (CST)

Lower Rio Grande Valley Development Council (LRGVDC)
301 W Railroad St. Weslaco, TX 78596
https://www.lrgvdc.org/procurement.html

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL

Solicitation Acknowledgement Form

Solicitation Number: _____

Solicitation Title: _____

The undersigned hereby proposes and agrees to be bound by the requirements, terms and conditions and any and all amendments issued by the LRGVDC and made a part of this solicitation and as set forth or referenced in this RFP/RFQ. The undersigned further certifies that he/she is legally authorized to make statements and representations in its response to this solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned understands and agrees that when evaluating bids and making an award decision, the LRGVDC relies on the truth and accuracy of the statements and representations presented in the bid response. Accordingly, the LRGVDC has the right to suspend or debar the undersigned from this process and/or terminate any contract award that may have resulted from this solicitation if the LRGVDC determines that any statements or representations made were not true and accurate. If awarded the undersigned agrees to furnish all services as described on the scope of services and any negotiations thereafter.

EXECUTED this ____ day of _____, 20___ .

Signature: _____

Printed Name: _____

Title: _____

Firm: _____

SWORN TO AND SUBSCRIBED before me by _____,

on the _____ day of _____ , 20___ .

_____ _____

Notary Public, State of Texas *Commission Expiration*

This Acknowledgement must be filed with the Lower Rio Grande Valley Development Council and be maintained as part of the permanent procurement record.

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL

Authorization and Responsibility Certification

Solicitation Number: _____

Solicitation Title: _____

The undersigned hereby proposes and agrees, if awarded a contract pursuant to this solicitation, to furnish all services, plans, labor, materials, supplies, equipment, tools, transportation, supervision, and all other facilities and things necessary to perform the work in full compliance with the terms, conditions, specifications, and requirements set forth herein.

The Offeror further acknowledges and certifies that it possesses the qualifications, experience, resources, and financial capability necessary to perform the required services in a timely and satisfactory manner and to fulfill all contractual obligations.

Offeror Information

Legal Business Name: _____

Address: _____

Authorized Representative (Print Name): _____

Title: _____

Signature: _____ Date: _____

SWORN TO AND SUBSCRIBED before me by _____ , on the _____day of _____, 20____.

_____ _____

Notary Public, State of Texas **Commission Expiration**

Attachment 3

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL

Bidder / Offeror Information Form

Solicitation Number: _____

Solicitation Title: _____

This form must be completed and submitted with all bids, proposals, or statements of qualifications. Information provided will be used for vendor identification, responsibility determination, and official procurement records. All fields are required unless otherwise noted.

Section I – General Information

Legal Business Name:	
DBA (if applicable):	
Mailing Address:	
City, State, ZIP:	
Physical Address (if different):	
Phone Number:	
Email Address:	
Website:	
Authorized Representative Name and Title:	
Primary Contact (if different):	

Section II – Business Entity Information

Federal Employer Identification Number (EIN):	
Unique Entity Identifier (UEI / SAM.gov):	
Texas Comptroller Vendor ID (if applicable):	
Type of Business Entity (check one):	
☐ Corporation ☐ LLC ☐ Partnership ☐ Sole Proprietor ☐ Nonprofit ☐ Other:	
State of Incorporation / Formation:	
Date Established:	
Is the business authorized to conduct operations in Texas? ☐ Yes ☐ No	

Section III – Certification and Signature

I hereby certify that the information provided herein is true and correct to the best of my knowledge, and that I am authorized to bind the company or organization named above in contractual matters with the Lower Rio Grande Valley Development Council.

_____ _____ _____

Authorized Representative Signature *Title* *Date*

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL

Vendor Responsibility Questionnaire

Solicitation Number: _____

Solicitation Title: _____

All prospective vendors, contractors, or consultants must complete this questionnaire as part of the LRGVDC responsibility determination process. The information provided will assist the LRGVDC in evaluating financial capacity, technical ability, and compliance with applicable laws and regulations. All questions must be answered; attach additional sheets if necessary.

Section I – General Business Information

Legal Business Name:	
DBA (if applicable):	
Mailing Address:	
Phone Number:	
Email Address:	
Website:	
Primary Contact Person and Title:	

Section II – Business Profile

Type of Organization (Corporation, LLC, Partnership, etc.):	
State of Incorporation / Formation:	
Number of Years in Business:	
Number of Employees:	
Primary NAICS Code(s):	
Is your firm a certified DBE, MBE, WBE, or HUB? (☐ Yes ☐ No):	
If yes, list certification(s) and agency(ies):	
Is your firm registered in SAM.gov? (☐ Yes ☐ No) UEI #:	

Section III – Financial Responsibility

1. Has your organization or any of its principals ever filed for bankruptcy or been declared insolvent?
   ☐ **Yes** ☐ **No**

2. Does your organization have any outstanding liens, judgments, or pending claims that could impact financial stability? ☐ **Yes** ☐ **No**

Section IV – Legal and Performance History

1. Has your organization or any of its owners or officers been debarred, suspended, or declared ineligible to contract with any public agency? ☐ **Yes** ☐ **No**

2. Has your firm been terminated for cause or default on any contract within the past five (5) years? ☐ **Yes** ☐ **No**

3. Are there any pending civil or criminal actions against your firm or any principal officers? ☐ **Yes** ☐ **No**

4. Has your firm ever failed to complete a contract? ☐ **Yes** ☐ **No**
5. Has your firm been involved in any labor law violations, OSHA citations, or environmental violations in the past five (5) years? ☐ Yes ☐ No

If you answered 'Yes' to any of the above, provide an explanation below and attach supporting documentation.

Section V – Certification

I hereby certify that the information provided herein is complete, accurate, and true to the best of my knowledge. I understand that any misrepresentation or omission may be grounds for disqualification or contract termination. I further authorize the LRGVDC to verify any information contained in this questionnaire.

_____	_____	_____
Authorized Representative Signature	*Title*	*Date*

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL

Certification of Incorporation / Authorization to do Business in Texas

Solicitation Number: _____

Solicitation Title: _____

Contractor must submit certification of incorporation in the State of Texas or must show proof of authorization to do business in the State of Texas.

I, the undersigned, certify that the entity named below is duly incorporated, organized, or otherwise legally authorized to conduct business in the State of Texas.

Legal Business Name: _____

Type: _____

State of Incorporation/Organization: _____

Texas Secretary of State File Number (if applicable): _____

Texas Comptroller Taxpayer Number (if applicable): _____

Address Of Principal Office:

Address:	
City:	
State:	
Zip:	

☐ Attached is a copy of the Certificate of Formation/Certificate of Authority or other documentation issued by the Texas Secretary of State.

I further certify that this business entity is in good standing and authorized to transact business in the State of Texas as of the date of this proposal.

Authorized Representative:

Name: _____ **Signature:** _____

Title: _____ **Date:** _____

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL

Certification Regarding Suspension and Debarment

Solicitation Number: _____

Solicitation Title: _____

This certification is required by federal and state regulations as a condition for contracting with the Lower Rio Grande Valley Development Council (LRGVDC).

Pursuant to 2 CFR Part 180 (OMB Guidelines on Governmentwide Debarment and Suspension), 2 CFR Part 1200 (U.S. DOT/FTA Non-procurement Suspension and Debarment), 2 CFR Part 3000 (DHS/FEMA Adoption) and the Texas Government Code, Chapter 2155.077, the Offeror (including its principals, subcontractors, and suppliers):

1. ***Certifies*** that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal, state, or local government program or contract;
2. ***Agrees*** that it will not knowingly enter into any contract or subcontract with a person or entity that is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal, state, or local government programs;
3. ***Acknowledges*** that it has a continuing duty to disclose to LRGVDC, in writing, any change in its status or the status of its principals or subcontractors regarding suspension or debarment during the term of any contract awarded under this RFP.

Before an award can be made to your firm, you must certify that your organization and its principals are not suspended or debarred by a Federal or State agency.

I, the undersigned agent for the firm named below, certify that neither this firm nor its principals are suspended or debarred by a federal agency.

Name of Firm: _____

Address: _____

Authorized Official:

Name: _____ **Signature:** _____

Title: _____ **Date:** _____

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL

Disenfranchised Business Enterprise (DBE) / Historically Underutilized Business (HUB) Bidder Identification Form

Solicitation Number: _____

Solicitation Title: _____

The Lower Rio Grande Valley Development Council (LRGVDC) recognizes both Disadvantaged Business Enterprise (DBE) and Historically Underutilized Business (HUB) certifications. Offerors are advised that DBE and HUB are not the same certification and must not be used interchangeably.

- **Disadvantage Business Enterprise (DBE) Certification is issued by the Texas Unified Certification Program (TUCP) under federal regulations.**

- **Historically Underutilized Business (HUB) Certification is issued by the Texas Comptroller of Public Accounts under State of Texas regulations.**

Vendors must correctly identify and provide proof of any and all certifications held to include any subcontractor. Documentation must clearly indicate whether the firm is certified as a DBE, a HUB, or both. Failure to accurately identify certifications may result in the proposal being deemed non-responsive or subject to clarification.

I hereby declare and affirm that i am the _____ *and duly*
(Title – Owner, President, CEO, etc.)
authorized representative of _____ *and I hereby declare and affirm*
(Name of Firm)
that I am a certified DBE and/or HUB.

This firm has current DBE and/or HUB certification from the following agencies and/or state(s):

_____

_____

☐ *A copy of the current certification and/or letter notifying the firm that it has been DBE/HUB certified must be attached to this form.*

☐ Check if Not Applicable. *(must sign below)*

Name: _____ **Signature:** _____

Title: _____ **Date:** _____

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL

Certification of No Conflict of Interest

Solicitation Number: _____

Solicitation Title: _____

This certification is required for all contractors, vendors, consultants, and subrecipients entering into agreements with the Lower Rio Grande Valley Development Council (LRGVDC). Execution of this form constitutes compliance with the conflict-of-interest requirements set forth in Texas Government Code §§ 2261.252 and 2262.004, Texas Local Government Code Chapter 171, and applicable federal and local conflict-of-interest policies.

Section I – Contractor / Organization Information

Legal Business Name:	
Mailing Address:	
City, State, ZIP:	
Authorized Representative Name:	
Title:	
Contact Phone / Email:	

Section II – Certification Statement

By signing this certification, the undersigned certifies that to the best of their knowledge and belief:

1. No officer, employee, or agent of the LRGVDC has any financial interest, direct or indirect, in the contractor, its affiliates, or this contract;
2. No officer, employee, or agent of the LRGVDC has solicited, accepted, or been offered any gift, favor, or consideration, monetary or otherwise, from the contractor, its officers, employees, or agents;
3. The contractor has not offered, given, or agreed to give any person associated with the LRGVDC anything of value to obtain favorable treatment in the award of this contract; and
4. The contractor shall immediately disclose in writing to the LRGVDC any potential or actual conflict of interest discovered during the term of the contract.

The undersigned acknowledges that violation of these provisions may result in termination of the contract, disqualification from future awards, and potential civil or criminal penalties as provided by law.

Section III – Acknowledgment and Signature

By signing below, the authorized representative certifies that they have read and understood this certification and that the information provided herein is true, accurate, and complete to the best of their knowledge and belief.

_____ _____ _____

Authorized Representative Signature *Title* *Date*

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

_____

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director or holds an ownership interest of one percent or more.**

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

_____ _____

Signature of vendor doing business with the governmental entity Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;

(B) a transaction conducted at a price and subject to terms available to the public; or

(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

***

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL

Non-Collusion Affidavit

Solicitation Number: _____

Solicitation Title: _____

STATE OF TEXAS §
§
COUNTY OFHIDALGO §

The Offeror hereby certifies that this proposal has been independently prepared and submitted without collusion, consultation, communication, or agreement for the purpose of restricting competition, in violation of applicable law, including but not limited to Texas Government Code §2155.003, the Texas Free Enterprise and Antitrust Act of 1983 (Texas Business & Commerce Code, Title 2, Chapter 15, §15.01 et seq.), the Sherman Antitrust Act (15 U.S.C. §§1–7), and the Clayton Antitrust Act (15 U.S.C. §§12–27). The Offeror further certifies that this proposal has not been knowingly disclosed to any other Offeror or competitor prior to the official opening of proposals, and that no attempt has been made or will be made to induce any other person, firm, or entity to submit or not submit a proposal for the purpose of limiting competition. The Offeror affirms that it has not, in any manner, sought by collusion, conspiracy, or anti-competitive practice to secure an unfair advantage over any other Offeror or the Lower Rio Grande Valley Development Council (LRGVDC). This certification is made in compliance with 2 CFR Part 180 (OMB Guidelines for Governmentwide Debarment and Suspension), 2 CFR Part 1200 (DOT/FTA adoption), and 2 CFR Part 3000 (DHS/FEMA adoption), and is affirmed under penalty of perjury under the laws of the United States and the State of Texas.

EXECUTED this _____ day of _____, 20_____.

Printed Name: _____ Signature: _____

Company: _____ Title: _____

SWORN TO AND SUBSCRIBED before me by _____ , on the _____day of _____, 20____.

_____ _____
Notary Public, State of Texas **Commission Expiration**

This Affidavit must be filed with the Lower Rio Grande Valley Development Council and be maintained as part of the permanent procurement record.

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL

Client References

Solicitation Number: _____

Solicitation Title: _____

Please provide three (3) references from entities other than LRGVDC, but similar, who can verify performance of similar or like services rendered specific in nature to this RFP.

***NOTE**: Inaccurate, obsolete, or negative responses may result in rejection of proposals.*

Name of Firm: _____

Reference One:

Company Name: _____

Address: _____

Contact Person/Title: _____

Phone: Email: _____

Scope of Work Performed: _____

Contract Period: _____

Reference Two:

Company Name: _____

Address: _____

Contact Person/Title: _____

Phone: Email: _____

Scope of Work Performed: _____

Contract Period: _____

Reference Three:

Company Name: _____

Address: _____

Contact Person/Title: _____

Phone: Email: _____

Scope of Work Performed: _____

Contract Period: _____

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL

Addenda Acknowledgment

Solicitation Number: _____

Solicitation Title: _____

The Offerer hereby acknowledges receipt of all addenda issued by the Lower Rio Grande Valley Development Council (LRGVDC) in connection with this Request for Qualifications (RFQ). The Offerer further acknowledges that it has reviewed, understands, and agrees to be bound by the terms and conditions set forth in all such addenda, and that the addenda are hereby made a part of the Offeror's proposal submission. Failure to acknowledge receipt of addenda may result in the proposal being deemed non-responsive.

Addenda Status

☐ No addenda were issued in connection with this RFQ.

☐ Addenda were issued as follows:

	Date Received:	Initial
#1	_____	_____
#2	_____	_____
#3	_____	_____
#4	_____	_____
#5	_____	_____
#6	_____	_____
#7	_____	_____
#8	_____	_____
#9	_____	_____
#10	_____	_____

Name: _____ **Signature:** _____

Title: _____ **Date:** _____