



Request for Qualifications (RFQ)
Bookkeeping and Payroll Services
RFQ Number 2025-10-01

The Southwestern Travis County Groundwater Conservation District (“District”) is soliciting qualifications from firms or individuals to provide professional bookkeeping and payroll services.

Background

The Southwestern Travis County Groundwater Conservation District was created by the Texas Legislature in 2017 and was confirmed by voters in November 2019. The District has a statutory mandate to conserve, preserve, and protect groundwater resources within its boundaries, pursuant to Chapter 36 of the Texas Water Code, the District’s enabling act (H.B. 4345), and other applicable laws of the State of Texas. The District has rule-making authority to implement its policies and procedures consistent with its statutory mandates, established mission, and approved management plan. The District carries out its mission and goals through aquifer studies, establishing rules and policies, outreach efforts, and through the cooperation of local and state agencies. The District issues water well permits, collects hydrogeologic data, and maintains a regulatory framework based on the best available science and collected data.

Scope of Services

The District seeks qualified professionals to perform, at a minimum:

- Bookkeeping, general ledger maintenance, and account reconciliations,
- Payroll processing, reporting, and compliance with state and federal requirements,
- Preparation of monthly financial reports and annual audit support, and
- Attendance at Board meetings, as requested, to provide financial consultation and recommendations.

Optional Services

The District is also interested in proposals that include an option for providing human resource services as, such as:

- Employee onboarding/offboarding support,
- Assistance with identifying, recruiting, and hiring new employees,
- Benefits administration assistance, and
- Personnel policy support.

These optional services are not required for responders to this RFQ. The Optional Services will be considered as a potential addition to the final scope of services.

Preferred Qualifications

The District prefers that responding entities employ a licensed Certified Public Accountant (CPA) with documented experience providing services to governmental entities.

Submission Requirements

Interested firms or individuals should provide:

1. Statement of qualifications and relevant experience, including identification of licensed CPA staff and their governmental experience (including a copy of current licenses or certifications),
2. Detailed description of services offered (required and optional),
3. Identification of the office location and resources available within the Austin metropolitan area,
4. References from at least three current or recent clients, preferably governmental entities,
5. Proposed fee schedule, and
6. Proposed draft contract terms and conditions.

Deadline and Delivery

Submissions must be received via email no later than 5:00 PM CST on Wednesday, October 22, 2025, and sent to:

Lane Cockrell
District General Manager
generalmanager@swtcgcd.org

It is the responder's responsibility to confirm that their submittal has been received by the General Manager prior to this deadline.

Questions regarding this RFQ must be emailed to the General Manager no later than 5:00 PM CST on Friday, October 10, 2025. The District will respond to all questions received by this deadline no later than 5:00 PM CST on Wednesday, October 15, 2025.

Selection

The District will review all submissions and may conduct interviews prior to selection. Selection will be based on qualifications, relevant experience, service offerings, and cost. Selection will be conducted in accordance with Section 36.057(c) of the Texas Water Code and the Professional Services Procurement Act, Subchapter A, Chapter 2254, Texas Government Code.

General Conditions

- The District reserves the right to accept or reject any or all submissions, to waive informalities, and to select the submission(s) deemed in the best interest of the District.
- The District will not be responsible for costs incurred in the preparation of responses.
- All materials submitted in response to this RFQ are subject to the Texas Public Information Act and may be released as public information unless exempted by law.

- The successful respondent will be required to comply with all applicable laws, including Texas Local Government Code requirements.

Conflict of Interest Disclosure

In accordance with Chapter 176 of the Texas Local Government Code, respondents must file a *Conflict of Interest Questionnaire* (Form CIQ) with the District if a conflict exists as described in the statute. Form CIQ can be obtained from the Texas Ethics Commission website. Completed forms must be filed with the District Secretary no later than the seventh business day after the respondent becomes aware of facts requiring the filing.

HB 1295 Disclosure of Interested Parties

In accordance with Section 2252.908 of the Texas Government Code, the successful respondent will be required to file a *Certificate of Interested Parties* (Form 1295) with the District before the District can finalize a contract. Form 1295 is available on the Texas Ethics Commission website. The completed disclosure form should be submitted to the District at the time the respondent submits the signed contract. Not later than the 30th day after the date the District receives the required disclosure, the District will submit a copy of the disclosure to the Texas Ethics Commission as required by law.