




HOCKLEY COUNTY Jennifer Palermo Hockley County Clerk 802 Houston St. Suite 213 Levelland, TX 79336 Phone: 806-894-3185	DOCUMENT #: CM-2020-0073 RECORDED DATE: 12/01/2020 09:59:37 AM 	
OFFICIAL RECORDING COVER PAGE		Page 1 of 43
Document Type: COMMISSIONER COURTS MINUTES Transaction Reference: Document Reference:	Transaction #: 759456 - 1 Doc(s) Document Page Count: 42 Operator Id: JPalermo	
RETURN TO: () HOCKLEY COUNTY COMMISSIONERS COURT 802 HOUSTON STREET LEVELLAND, TX 79336	SUBMITTED BY: HOCKLEY COUNTY COMMISSIONERS COURT 802 HOUSTON STREET LEVELLAND, TX 79336	
DOCUMENT # : CM-2020-0073 RECORDED DATE: 12/01/2020 09:59:37 AM		
I hereby certify that this document was filed on the date and time stamped hereon by me and was duly recorded in the Official Public Records of Hockley County.		
	 Jennifer Palermo Hockley County Clerk	

PLEASE DO NOT DETACH

THIS PAGE IS NOW PART OF THIS LEGAL DOCUMENT

NOTE: If document data differs from cover sheet, document data always controls.
***COVER PAGE DOES NOT INCLUDE ALL DATA, PLEASE SEE INDEX AND DOCUMENT AFTER RECORDING FOR ADDITIONAL INFORMATION.**

**NOTICE OF MEETING OF THE COMMISSIONERS' COURT OF
HOCKLEY COUNTY, TEXAS**

Notice is hereby given that a Regular Meeting of the above named Commissioners' Court will be held on the 14th day of September, 2020 at 9:00 a.m. in the Commissioners' Courtroom, Hockley County Courthouse, Levelland, Texas, at which time the following subjects will be discussed to-wit:

1. Read for approval the minutes of the Regular Meeting held on August 31, 2020 at 9:00 a.m.
2. Read for approval all monthly bills and claims submitted to the Court and dated through September 14, 2020.
3. Hear the monthly Public Assistance Report.
4. Consider and take necessary action to approve the 2021 Hockley County holidays.
5. Consider and take necessary action to approve the 2021 Renewal for Retiree Medical and Prescription Drug Plan.
6. Consider and take necessary action to approve Ad Valorem tax refunds.
7. Consider and take necessary action to retract and cancel Hockley County, Texas Request for Qualifications No. 2020-001.
8. Consider and take necessary action to approve and adopt the issuance of Hockley County, Texas Request for Qualifications No. 2020-002 for a Certified Public Accountant, Certified Fraud Examiner or auditing firm to prepare a forensic audit.

FILED FOR RECORD
AT _____ O'CLOCK ____ M.

COMMISSIONERS' COURT OF HOCKLEY COUNTY, TEXAS.

SEP 10 2020

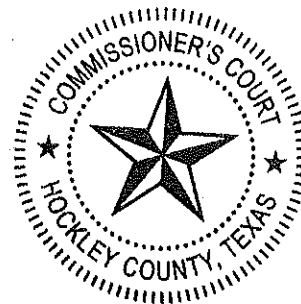
BY: Sharla Baldrige
Sharla Baldrige, Hockley County Judge

Jennifer Palermo
County Clerk, Hockley County, Texas

I, the undersigned County Clerk, do hereby certify that the above Notice of Meeting of the above named Commissioners' Court, is a true and correct copy of said Notice on the bulletin board at the Courthouse, and at the east door of the Courthouse of Hockley County, Texas, as place readily accessible to the general public at all times on the 10th day of September, 2020, and said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this 10th day of September, 2020.

Jennifer Palermo
Jennifer Palermo, County Clerk, and Ex-Officio
Clerk of Commissioners' Court, Hockley County, Texas



THE STATE OF TEXAS
COUNTY OF HOCKLEY

IN THE COMMISSIONER'S COURT
OF HOCKEY COUNTY, TEXAS

REGULAR MEETING
SEPTEMBER 14, 2020

Be it remembered that on this the 14th day of September A.D. 2020, there came on to be held a Regular Meeting of the Commissioners Court, and the court having convened in Regular session at the usual meeting place thereof at the Courthouse in Levelland, Texas, with the following members present to-wit:

Sharla Baldridge		County Judge
Curtis D. Thrash	ABSENT	Commissioner Precinct No. 1
Larry Carter		Commissioner Precinct No. 2
J.L. "Whitey" Barnett		Commissioner Precinct No. 3
Thomas R "Tommy" Clevenger		Commissioner Precinct No. 4

Jennifer Palermo, County Clerk, and Ex-Officio Clerk of Commissioners Court when the following proceedings were had to-wit:

Motion by Commissioner Barnett, second by Commissioner Clevenger, 4 Votes Yes, 0 Votes No, that the Minutes of a Regular meeting of the Commissioner's Court, held on August 31, 2020, A.D. be approved and stand as read.

Motion by Commissioner Carter, second by Commissioner Barnett, 4 Votes Yes, 0 Votes No, that all monthly claims and bills submitted to the court and dated through September 14th, 2020, A.D. be approved and stand as read.

Hear update from Rebecca Currington regarding approval and denials for August 2020.

Upon recommendation by Rebecca Currington, Public Assistance Administrator, the following list of applicants' requests for public assistance, have been approved or denied for the month of August 2020.

APPROVED APPLICANTS

<u>APPLICANT</u>	<u>PHYSICAL ADDRESS</u>	<u>TOWN</u>	<u>REQUEST</u>	<u>AMOUNT</u>
Bobbie Smith	1214 Ave. M	Levelland	Shelter	\$150.00
Ruthie Standmire	1101 - 11 th St.	Levelland	Electric	\$ 75.00

DENIED APPLICANTS

The below listed applicants have been denied their public assistance request for one/more of the following reasons:

- Income of applicant(s) exceeds that of an indigent person, according to the guidelines of the Commissioners' Court of Hockley County, Texas.
- Applicant is in an all adult household in which no one is receiving Social Security due to age or disability.
- Not all money received by household, either income, available funds or contribution, was reported by household.
- Conflict of information regarding either household members or income received.
- No emergency situation exists as loss of job income was not due to illness or layoff.
- Other reason -

<u>APPLICANT</u>	<u>PHYSICAL ADDRESS</u>	<u>TOWN</u>
No Denials		

PAUPER CREMATION APPROVALS

<u>APPLICANT / DECEASED</u>	<u>PHYSICAL ADDRESS</u>	<u>CITY</u>	<u>AMOUNT</u>
None			

Motion by Commissioner Clevenger, second by Commissioner Carter, 4 votes yes, 0 votes No, that Commissioners Court approved the 2021 Hockley County Holidays. As per Holidays recorded below.

2021 Hockley County Holidays

January 1, 2021	Friday	New Year's Day
February 15, 2021	Monday	Presidents' Day
April 2, 2021	Friday	Good Friday
May 31, 2021	Monday	Memorial Day
July 5, 2021	Monday	Independence Day(obs)
September 6, 2021	Monday	Labor Day
October 11, 2021	Monday	Columbus Day
November 11, 2021	Thursday	Veterans Day
November 25&26, 2021	Thursday & Friday	Thanksgiving
December 24, 2021	Friday	Christmas (obs)
December 31, 2021	Friday	New Year's Day (obs)

2021

January							February							March							April											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
					1	2																										
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10					
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17					
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24					
24	25	26	27	28	29	30	28							28	29	30	31				18	19	20	21	22	23	24					
																					25	26	27	28	29	30						

May							June							July							August											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
						1																										
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7					
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	8	9	10	11	12	13	14					
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21					
23	24	25	26	27	28	29	27	28	29	30				18	19	20	21	22	23	24	22	23	24	25	26	27	28					
30	31													25	26	27	28	29	30	31	22	23	24	25	26	27	28					

September							October							November							December											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
			1	2	3	4	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11					
5	6	7	8	9	10	11	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18					
12	13	14	15	16	17	18	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25					
19	20	21	22	23	24	25	24	25	26	27	28	29	30	21	22	23	24	25	26	27	19	20	21	22	23	24	25					
26	27	28	29	30			31							28	29	30					26	27	28	29	30	31						

Motion by Commissioner Clevenger, second by Commissioner Carter, 4 Votes Yes, 0 Votes No, that Commissioners Court approved the 2021 Renewal for Retiree Medical and Prescription Drug Plan. As per United Healthcare Medicare Supplement 2021 Renewal Notice and benefit Confirmation Hockley County recorded below.



UnitedHealthcare Medicare Supplement
2021 Renewal Notice and Benefit Confirmation
Hockley County

Medical Group # 24365
Rx Group # 24323

Anniversary Date: 1/1/2021
Return to TAC by: 9/25/2020

Please complete and initial each section. Signature on the following page is required to confirm your renewal. Renewal rate is effective from 1/1/2021 – 12/31/2021.

MEDICAL PLAN

Current Plan: Plan F Current Monthly Rate: \$ 265.61

- Renew and keep current plan. Rate effective 1/1/2021: \$ 275.83
- Renew and change to plan _____ Rate effective 1/1/2021: \$ _____
- Medicare Supplement \$ _____ Medicare Advantage \$ _____

SB Initial here to accept 2021 Retiree Medical plan and rate

PRESCRIPTION DRUG PLAN

Current Plan: Option 1 Current Monthly Rate: \$265.56

- Renew and keep current Rx option. Rate effective 1/1/2021: \$276.18
- Renew and change to Option ____ or Package _____
- Rate effective 1/1/2021: Medicare Supplement: \$ _____
- Medicare Advantage: N/A (included in Medical Plan rate)

SB Initial here to accept 2021 Retiree Prescription Drug Plan and rate

BILLING METHOD

List Bill: A monthly invoice will be sent to the designated Billing Contact. Payment must be submitted directly to UnitedHealthcare. Hockley County will be responsible for collecting premiums from retirees/spouses.

Please indicate monthly contribution levels for Employer and Retirees:

Medical Premium	Rx Premium
\$ <u>200.83</u> paid by Employer	\$ <u>201.18</u> paid by Employer
\$ <u>75.00</u> paid by Retiree	\$ <u>75.00</u> paid by Retiree

SB Initial here to accept Billing Method

**CountyChoice Silver
UnitedHealthcare
Member Contact Designations**

CCS Contracting Authority: As specified in the Interlocal Participation Agreement, each Member hereby designates and appoints a Contracting Authority of department head rank or above and agrees that TAC HEBP shall not be required to contact or provide notices to any other person. Further, any notice to, or agreement by, a Member's Contracting Authority, with respect to service or claims hereunder, shall be binding on the Member. Each Member reserves the right to change its Contracting Authority from time to time by giving written notice to TAC HEBP. Please complete each section below:

Name: Hon. Sharla Baldridge
Title: Hockley County Judge
Address: 802 Houston Street, Suite #101 Levelland, TX 79336
Phone: (806) 894-6856
Fax: (806) 894-6820
Email: sbaldridge@hockleycounty.org

CCS Primary Contact- Main contact for daily matters regarding retiree health benefits:

Name: Shirley Penner
Title: Auditor
Address: 802 Houston Street, Suite #103 Levelland, TX 79336
Phone: (806) 894-6070
Fax: (806) 894-6917
Email: spenner@hockeycounty.org

CCS Billing Contact- Responsible for receiving invoices for retiree health benefits:

Name: Shirley Penner
Title: Auditor
Address: 802 Houston Street, Suite #103 Levelland, TX 79336
Phone: (806) 894-6070
Fax: (806) 894-6917
Email: spenner@hockleycounty.org

HIPAA Secured FAX number: _____

Sharla Baldridge
Signature of County Judge or Contracting Authority

9-14-2020
Date

Hon. Sharla Baldridge, Hockley County Judge
Please PRINT Name and Title

Rates Effective 1/1/2021 - 12/31/2021

Retiree Senior Supplement Medical Plans

Plan	Monthly Rate Plan Year 2021	Additional Deductible per Individual	Out-of-Pocket Maximum per Individual	Cost Sharing Information
Plan F	\$275.83	None	N/A	Plan pays 100% of Medicare-eligible expenses including Part A and B deductibles.
Plan D (F-1)	\$256.16	None	N/A	Plan pays 100% of Medicare-eligible expenses including Part A deductible and 50% of Part B deductible.
Plan K	\$161.90	N/A	\$4,620	Plan pays 50% of Medicare-eligible expenses including Part A and B deductibles until member reaches maximum OOP, then plan pays 100%.

Senior Supplement Prescription Drug Plans (Medicare Part D)

Plan	Monthly Rate Plan Year 2021	Retail Copays	Mail Order Copays	Coverage in Gap
Rx Option 1	\$276.18	\$5/25/60/33%	\$10/50/120/33%	All Tiers
Rx Option 1-A	\$260.43	\$10/30/65/33%	\$20/60/130/33%	All Tiers
Rx Option 2	\$104.41	\$5/25/60/33%	\$10/50/120/33%	Tier 1 Generics Only

Rx Copay Tiers:
 Tier 1: Preferred Generic
 Tier 2: Preferred Brand Name*
 Tier 3: Non-preferred Brand Name*
 Tier 4: Specialty Drugs
 * plus some non-preferred Generics

Package Plans:

County offers 1 Package, Retiree selects either Senior Supplement or Medicare Advantage plan

Package 1		Package 2		Package 3	
Medicare Advantage Plan 1	\$450.35	Medicare Advantage Plan 2	\$226.88	Medicare Advantage Plan 2	\$226.88
or		or		or	
Senior Supplement Plan F	\$275.83	Senior Supplement Plan K	\$161.90	Senior Supplement Plan F-1	\$256.16
Rx Drug Plan Option 1	\$276.18	Rx Drug Plan Option 2	\$104.42	Rx Drug Plan Option 1-A	\$260.43
	<u>\$552.01</u>		<u>\$266.32</u>		<u>\$516.59</u>



TEXAS ASSOCIATION of COUNTIES
HEALTH AND EMPLOYEE BENEFITS POOL

P.O. Box 2131 • Austin, Texas 78768-2131 • (512) 478-8753 • (800) 456-5974 • (512) 481-8481 Fax • www.county.org

Group Health Coverage • Retiree Medical • Dental Benefits • Pharmacy Benefits • Life Insurance • Disability Coverage

Rev.
8/2020

2021 Plan Year Benefits, Services and Programs

Benefit	Package 1			Package 2			Package 3			
	PDP	MAPD	Senior Supp Plan F	PDP	MAPD	Senior Supp Plan K	PDP	MAPD	Senior Supp Plan D	
Annual Medical Deductible	N/A	\$0	None	N/A	None	None	N/A	None	None	
Annual Medical Out-of-Pocket Maximum	N/A	\$0	Unlimited	N/A	\$2,400	\$4,620	N/A	\$2,400	Unlimited	
Doctor Visits										
Primary Care Physician Office Visit	N/A	\$0	\$0	N/A	\$10	50%	N/A	\$10	\$0	
Specialist Office Visit	N/A	\$0	\$0	N/A	\$20	50%	N/A	\$20	\$0	
Routine Annual Physical	N/A	\$0	\$0	N/A	\$0	\$0	N/A	\$0	\$0	
Virtual Office Visit	N/A	\$0	\$0	N/A	\$0	\$0	N/A	\$0	\$0	
Outpatient Services										
Outpatient Surgery	N/A	\$0	\$0	N/A	\$250	50%	N/A	\$250	\$0	
Lab & X-ray Services										
Lab Services	N/A	\$0	\$0	N/A	\$10	50%	N/A	\$10	\$0	
Outpatient X-ray Services	N/A	\$0	\$0	N/A	\$10	50%	N/A	\$10	\$0	
Diagnostic (MRIs, CT Scans)	N/A	\$0	\$0	N/A	10%	50%	N/A	10%	\$0	
Inpatient Services										
Inpatient Hospital Stay (Including Mental Health)	N/A	\$0 Per Admit	\$0	N/A	\$500 Per Admit	\$0	N/A	\$500 Per Admit	\$0	
Ambulance/Emergency Room/Urgent Care										
Emergency Room (Includes Worldwide Coverage)	N/A	\$0	\$0	N/A	\$90	50%	N/A	\$90	\$0	
Urgently Needed Care (Includes Worldwide Coverage)	N/A	\$0	\$0	N/A	\$35	50%	N/A	\$35	\$0	
Additional Benefits and Programs Not Covered Under Medicare										
Hearing Services										
Hearing Aids	N/A	\$500 allowance every 3 years	Not Included	N/A	\$500 allowance every 3 years	Not Included	N/A	\$500 allowance every 3 years	Not Included	
Other Services										
Fitness Program	N/A	Renew Active®	Renew Active®	N/A	Renew Active®	Renew Active®	N/A	Renew Active®	Renew Active®	
HouseCalls	N/A	Included	Not Included	N/A	Included	Not Included	N/A	Included	Not Included	
NurseLine	N/A	Included	Included	N/A	Included	Included	N/A	Included	Included	
Part D Prescription Drugs										
Prescription Drug Deductible	None	None	N/A	None	None	N/A	None	None	N/A	
Coverage In the Gap	Full Gap Coverage	Full Gap Coverage	N/A	Tier 1 Only Gap Coverage	Tier 1 Only Gap Coverage	N/A	Full Gap Coverage	Tier 1 Only Gap Coverage	N/A	
Tier 1: Generic	\$5	\$5	N/A	\$5	\$5	N/A	\$10	\$5	N/A	
Tier 2: Preferred Brand	\$25	\$25	N/A	\$25	\$25	N/A	\$30	\$25	N/A	
Tier 3: Non-Preferred Brand	\$60	\$60	N/A	\$60	\$60	N/A	\$65	\$60	N/A	
Tier 4: Specialty Tier	33%	33%	N/A	33%	33%	N/A	33%	33%	N/A	

Important Note: This is only a brief summary of benefits. Please refer to the plan's Evidence of Coverage or Certificate of Coverage for a list of benefits and exclusions specific to the the plan sponsor's retiree plan. UnitedHealthcare will send you an Evidence of Coverage or Certificate of Coverage with complete information on the benefits, limitations and exclusions once your enrollment form is processed.



Plans are insured through UnitedHealthcare Insurance Company or one of its affiliated companies, a Medicare Advantage organization with a Medicare contract and a Medicare-approved Part D sponsor. Enrollment in the plan depends on the plan's contract renewal with Medicare.

\$0 copay may be restricted to particular tiers, preferred medications, or home delivery prescriptions during the initial coverage phase and may not apply during the coverage gap or catastrophic stage.

Availability of the SilverSneakers program varies by plan/market. Refer to your Evidence of Coverage for more details. Consult a health care professional before beginning any exercise program.

SilverSneakers is a registered trademark of Tivity Health, Inc. © 2020 Tivity Health, Inc. All rights reserved.

HouseCalls may not be available in all areas.

The NurseLine service should not be used for emergency or urgent care needs. In an emergency, call 911 or go to the nearest emergency room. The information provided through this service is for informational purposes only. The nurses cannot diagnose problems or recommend treatment and are not a substitute for your doctor's care. Your health information is kept confidential in accordance with the law. Access to this service is subject to terms of use.

UnitedHealthcare® Senior Supplement group retiree plans are underwritten by UnitedHealthcare Insurance Company, a private insurance company not connected with or endorsed by the U.S. Government or the Federal Medicare program. UnitedHealthcare is part of the UnitedHealth Group family of companies. UnitedHealthcare Senior Supplement plans are not Medicare Supplement plans. They are employer group retiree plans and may provide coverage that is different from a Medicare Supplement plan. In New York, the plans are called UnitedHealthcare Retiree Benefit Plans and are underwritten by UnitedHealthcare Insurance Company of New York. Senior Supplement plans may not be available in all states.

This information is not a complete description of benefits. Call 1-877-714-0178, TTY 711 for more information. Limitations, copayments and restrictions may apply. Benefits, premium and/or copayments/coinsurance may change each plan year.

The formulary, pharmacy network, and/or provider network may change at any time. You will receive notice when necessary.

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SPRJ56132

**Learn more about the
UnitedHealthcare® plans
available to your retirees**

Motion by Commissioner Carter, second by Commissioner Thrash, 4 Votes Yes, 0 Votes No, that Commissioners Court approved Ad valorem tax refund in the amount of Five Hundred twenty seven dollars and forty five cents (\$527.45) to Arturo & Crystal Estrada

Approved Ad valorem tax refund in the amount of Five hundred nine dollars and sixteen cents (\$509.16) to Arturo & Crystal Estrada

Approved Ad valorem tax refund in the amount of Six hundred eighty one dollars and fifty eight cents (\$681.58) to Kimberley Boulding

Approved Ad valorem tax refund in the amount of Six hundred forty one dollars and thirty one cents (\$641.31) to Clayton & Janie Fryar

Approved Ad valorem tax refund in the amount of Six hundred twenty three dollars and twelve cents (\$623.12) to Clayton & Janie Fryar

Approved Ad valorem tax refund in the amount of Five hundred fifty four dollars and twenty one cents (\$554.21) to Marcus N Zapata

Approved Ad valorem tax refund in the amount of Nine hundred nineteen dollars and ninety seven cents (\$919.97) to Robert & Maria Espinoza

Approved Ad valorem tax refund in the amount of Eight hundred eighty eight dollars and seventy four cents (\$888.74) to Robert & Maria Espinoza

Approved Ad valorem tax refund in the amount of Six hundred forty three dollars and Fifty seven cents (\$643.57) to Tiffany Amaranda Johnson

Approved Ad valorem tax refund in the amount of Six hundred twenty five dollars and twenty nine cents (\$625.29) to Tiffany Amaranda Johnson

Approved Ad valorem tax refund in the amount of Five hundred sixty six dollars and fifty one cents (\$566.51) to Tony & Sylvia Valdez

As per Debbie Bramlett Tax Assessor Collector recorded below.

AIMBANK

18720

01872000-2108/1113

CHECK AMOUNT

HOCKLEY COUNTY
TAX ASSESSOR COLLECTOR
624 AVENUE H SUITE 101
LEVELLAND, TX 79336
(806)-894-4938

09/08/2020

\$ 527.45

PAY TO THE
ORDER OF

\$

*****527

45

DOLLARS

ARTURO & CRYSTAL ESTRADA
106 EAGLE

LEVELLAND, TX 79336

MEMO

AUTHORIZED SIGNATURE

⑈018720⑈ ⑆111321063⑆ ⑈ 559746⑈

Photo Safe Deposit
Details on Back

HOCKLEY COUNTY
REFUND POSTING CLERK-DB

018720 18720

ARTURO & CRYSTAL ESTRADA

09/08/2020

\$527.45

01 REF R18114

27

102.87

30 REF R18114

27

347.00

50 REF R18114

27

76.29

60 REF R18114

27

1.29

PRIOR YEAR REFUND

2018060758

REFUND DUE TO AN ASSESSMENT CORRECTION

HOCKLEY COUNTY

18720

AIRBANK

18722

018722 88-2106/1113

CHECK ARMOR

HOCKLEY COUNTY
TAX ASSESSOR COLLECTOR
624 AVENUE H SUITE 101
LEVELLAND, TX 79336
(806)-894-4938

09/08/2020

\$509.16

PAY TO THE
ORDER OF

\$

*****509 16

DOLLARS

ARTURO & CRYSTAL ESTRADA
106 EAGLE AVE
LEVELLAND, TX 79336

MEMO

AUTHORIZED SIGNATURE

⑈018722⑈ ⑆111321063⑆ ⑆659746⑆

Photo Safe Deposit
Details on Back

HOCKLEY COUNTY
REFUND POSTING CLERK-DB

018722 18722

ARTURO & CRYSTAL ESTRADA
01 REF R18114
30 REF R18114
50 REF R18114
60 REF R18114

17
17
17
17

09/08/2020

\$509.16
104.95
325.00
77.96
1.25

ADD H/S 2019015156
REFUND DUE TO AN ASSESSMENT CORRECTION

HOCKLEY COUNTY

18722

AIMBANK

18721

018721 00-2106/1113

CHECK ARMOR

HOCKLEY COUNTY
TAX ASSESSOR COLLECTOR
624 AVENUE H SUITE 101
LEVELLAND, TX 79336
(806)-894-4938

09/08/2020

\$ 681.58

PAY TO THE
ORDER OF

*****681 58

DOLLARS

KIMBERLEY BOULDING
105 HARTFORD AVE
LEVELLAND, TX 79336

MEMO

AUTHORIZED SIGNATURE

⑈018721⑈ ⑆111321063⑆ ⑆659746⑈

Photo Safe Deposit
Details on Back

HOCKLEY COUNTY
REFUND POSTING CLERK-DB

018721 18721

KIMBERLEY BOULDING

09/08/2020

\$681.58

01	REF R71611	17	203.21
30	REF R71611	17	325.00
50	REF R71611	17	150.95
60	REF R71611	17	2.42
ADD H/S		2019004756	
REFUND DUE TO AN ASSESSMENT CORRECTION			

HOCKLEY COUNTY

18721

AIMBANK

18703

01870300-2108/1113

CHECK AMOUNT

HOCKLEY COUNTY
TAX ASSESSOR COLLECTOR
624 AVENUE H SUITE 101
LEVELLAND, TX 79336
(800)-894-4938

08/28/2020

\$641.31

PAY TO THE
ORDER OF

\$

*****641

31

DOLLARS

CLAYTON & JANIE FRYAR
2012 TECH DR
LEVELLAND, TX 79336

MEMO

AUTHORIZED SIGNATURE

⑆018703⑆ ⑆111321063⑆ ⑆

659746⑆

Photo Safe Deposit
Details on Back

HOCKLEY COUNTY
REFUND POSTING CLERK-LH

018703 18703

CLAYTON & JANIE FRYAR
01 REF R14479
30 REF R14479
50 REF R14479
60 REF R14479

08/28/2020

\$641.31
167.78
347.00
124.43
2.10

PRIOR YEAR REFUND 2018060752
REFUND DUE TO AN ASSESSMENT CORRECTION

*Need
Approval*

*For
These
Thank
you.
TC*

HOCKLEY COUNTY

18703

AIMBANK

18710

01871080-2106/1113

HOCKLEY COUNTY
TAX ASSESSOR COLLECTOR
624 AVENUE H SUITE 101
LEVELLAND, TX 79336
(806)-894-4938

CHECK ARMOR
LAUDERDALE, FL

PAY TO THE
ORDER OF

08/28/2020

\$ 623.12

*****623 12

DOLLARS

CLAYTON & JANIE FRYAR
2012 TECH DRIVE
LEVELLAND, TX 79336

MEMO

AUTHORIZED SIGNATURE

⑈018710⑈ ⑆111321063⑆ ⑆659746⑆

Photo Safe Deposit®
Details on Back

HOCKLEY COUNTY
REFUND POSTING CLERK-LH

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CLAYTON & JANIE FRYAR
01 REF R14479
30 REF R14479
50 REF R14479
60 REF R14479

08/28/2020

\$623.12
169.90
325.00
126.20
2.02

ADDED H/S 2019016875
REFUND DUE TO AN ASSESSMENT CORRECTION

HOCKLEY COUNTY

18710

AIMBANK

18717

01871708-2108/1113

CHECK AMOUNT

HOCKLEY COUNTY
TAX ASSESSOR COLLECTOR
624 AVENUE H SUITE 101
LEVELLAND, TX 79336
(806)-894-4938

08/28/2020

\$554.21

PAY TO THE
ORDER OF

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*****554

21

DOLLARS

MARCUS N ZAPATA
308 E ELLIS STREET
LEVELLAND, TX 79336-2104

MEMO

AUTHORIZED SIGNATURE

⑈018717⑈ ⑆111321063⑆ ⑆55421⑈

Photo Safe Deposit
Details on Back

HOCKLEY COUNTY
REFUND POSTING CLERK-LH

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MARCUS N ZAPATA
01 REF R16489
30 REF R16489
50 REF R16489
60 REF R16489

HCAD
HCAD
HCAD
HCAD

08/28/2020

\$554.21
130.63
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ADDED H/S 2019053761
REFUND DUE TO AN ASSESSMENT CORRECTION

HOCKLEY COUNTY

18717

AIMBANK

18707

018707 88-2106/1113

CHECK ARMOR

HOCKLEY COUNTY
TAX ASSESSOR COLLECTOR
624 AVENUE H SUITE 101
LEVELLAND, TX 79336
(806) 894-4938

08/28/2020

\$919.97

PAY TO THE
ORDER OF

\$

*****919

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DOLLARS

ROBERT & MARIA ESPINOZA
304 PECAN ST
LEVELLAND, TX 79336

MEMO

AUTHORIZED SIGNATURE

⑈018707⑈ ⑆111321063⑆ ⑆659746⑆

Photo Safe Deposit
Details on Back

HOCKLEY COUNTY
REFUND POSTING CLERK-DB

018707 18707

ROBERT & MARIA ESPINOZA
01 REF R19080
30 REF R19080
50 REF R19080
60 REF R19080
PRIOR YEAR REFUND
REFUND DUE TO AN ASSESSMENT CORRECTION

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08/28/2020

\$919.97
247.51
485.80
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3.11

2018060757

HOCKLEY COUNTY

18707

AIMBANK

18709

01870908-2106/1113

CHECK ARMOR

HOCKLEY COUNTY
TAX ASSESSOR COLLECTOR
624 AVENUE H SUITE 101
LEVELLAND, TX 79336
(806)-894-4938

08/28/2020

\$888.74

PAY TO THE
ORDER OF

\$

*****888

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DOLLARS

ROBERT & MARIA ESPINOZA
304 PECAN
LEVELLAND, TX 79336

MEMO

AUTHORIZED SIGNATURE

⑈018709⑈ ⑆111321063⑆ ⑆559746⑈

Photo Safe Deposit
Details on Back

HOCKLEY COUNTY
REFUND POSTING CLERK-DB

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ROBERT & MARIA ESPINOZA
01 REF R19080
30 REF R19080
50 REF R19080
60 REF R19080

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08/28/2020

\$888.74
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ADD H/S 0/65 2019015139
REFUND DUE TO AN ASSESSMENT CORRECTION

HOCKLEY COUNTY

18709

AIMBANK

18704

01870400-2108/1113

CHECK ARMOR

HOCKLEY COUNTY
TAX ASSESSOR COLLECTOR
624 AVENUE H SUITE 101
LEVELLAND, TX 79336
(806)-894-4938

08/28/2020

\$643.57

PAY TO THE
ORDER OF

\$

*****643

57

DOLLARS

TIFFANY AMARANDA JOHNSON
2027 TECH DR
LEVELLAND, TX 79336

MEMO

AUTHORIZED SIGNATURE

⑈018704⑈ ⑆111321083⑆ ⑆659746⑈

Photo Safe Deposit
Details on Back

HOCKLEY COUNTY
REFUND POSTING CLERK-LH

01870418704

TIFFANY AMARANDA JOHNSON

08/28/2020

\$643.57
169.06
347.00
125.39
2.12

01 REF R05003 HCAD
30 REF R05003 HCAD
50 REF R05003 HCAD
60 REF R05003 HCAD
PRIOR YEAR REFUND 2018060753
REFUND DUE TO AN ASSESSMENT CORRECTION

HOCKLEY COUNTY

18704

AIMBANK

18711

01871100-2106/1113

HOCKLEY COUNTY
TAX ASSESSOR COLLECTOR
624 AVENUE H SUITE 101
LEVELLAND, TX 79336
(806)-894-4938

CHECK ARMOR

08/28/2020

\$625.29

PAY TO THE
ORDER OF

\$

*****625 29

DOLLARS

TIFFANY AMARANDA JOHNSON
2027 TECH DRIVE
LEVELLAND, TX 79336

MEMO

AUTHORIZED SIGNATURE

⑈018711⑈ ⑆111321063⑆ ⑆659746⑆

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HOCKLEY COUNTY
REFUND POSTING CLERK-LH

01871118711

TIFFANY AMARANDA JOHNSON
01 REF R05003
30 REF R05003
50 REF R05003
60 REF R05003

HCAD
HCAD
HCAD
HCAD

08/28/2020

\$625.29
171.13
325.00
127.12
2.04

ADDED H/S 2019024041
REFUND DUE TO AN ASSESSMENT CORRECTION

HOCKLEY COUNTY

18711

AIMBANK

18716

01871688-2108/1113

CHECK ARMOR

HOCKLEY COUNTY
TAX ASSESSOR COLLECTOR
624 AVENUE H SUITE 101
LEVELLAND, TX 79336
(806)-894-4938

08/28/2020

\$566.51

PAY TO THE
ORDER OF

\$

*****566

51

DOLLARS

TONY & SYLVIA VALDEZ
112 14TH
LEVELLAND, TX 79336

MEMO

AUTHORIZED SIGNATURE

⑈018716⑈ ⑆111321063⑆ ⑆659746⑆

Photo Safe Deposit
Details on Back

HOCKLEY COUNTY
REFUND POSTING CLERK-DB

0187168716

TONY & SYLVIA VALDEZ	08/28/2020	\$566.51
01 REF R12316	319	63.55
30 REF R12316	319	455.00
50 REF R12316	319	47.20
60 REF R12316	319	.76
ADD H/S DIS	2019049300	
REFUND DUE TO AN ASSESSMENT CORRECTION		

HOCKLEY COUNTY

18716

Motion by Commissioner Carter, second by Commissioner Clevenger, 4 Votes Yes, 0 Votes No, that Commissioners Court took action to retract and cancel Hockley County, Texas request for Qualifications No. 2020-001.

Motion by Commissioner Clevenger, second by Commissioner Barnett, 4 Votes Yes, 0 Votes No, that Commissioners Court approved the to adopt the issuance of Hockley County, Texas request for Qualifications No 2020-002 for a Certified Public Accountant, Certified Fraud Examiner or auditing firm to prepare a forensic audit. As per Hockley County, Texas request for qualifications No 2020-002: for the engagement of a qualified forensic auditor to conduct a forensic audit of the Hockley County Financial records, including the records of the Hockley County Treasurer, for the period beginning January 1, 2017 through and including June 1. 2020 recorded below.

HOCKLEY COUNTY, TEXAS REQUEST FOR QUALIFICATIONS NO. 2020-002:

**FOR THE ENGAGEMENT OF A QUALIFIED FORENSIC AUDITOR TO CONDUCT A
FORENSIC AUDIT OF THE HOCKLEY COUNTY FINANCIAL RECORDS,
INCLUDING THE RECORDS OF THE HOCKLEY COUNTY TREASURER,
FOR THE PERIOD BEGINNING JANUARY 1, 2017
THROUGH AND INCLUDING JUNE 1, 2020**

General Information and Requirements

1. Request for Qualifications (“RFQ”)

Hockley County, Texas (“County”), acting by and through its governing body, the Hockley County Commissioners Court (“Commissioners Court”), hereby issues and shall implement this **Hockley County, Texas Request for Qualifications No. 2020-002** (“RFQ”) in order to best serve the public interest: (a) to timely obtain an independent forensic audit (“Audit”) of the County’s financial records, specifically including the records of the office of the Hockley County Treasurer, for the search period beginning January 1, 2017 through and including June 1, 2020 (“Search Period”); and (b) for the Audit to be conducted by a qualified certified public accountant, certified fraud examiner and/or forensic auditing firm (collectively “Qualified Forensic Auditor”) to be engaged by the County in the manner provided by law and pursuant to this RFQ.

Unless otherwise designated: (a) “Parties” shall mean the County and the Respondent/Qualified Forensic Auditor; (b) “Response” shall mean an RFQ response (or Qualifications Statement) submitted by a Qualified Forensic Auditor regarding this RFQ; (c) “Respondent” shall mean a Qualified Forensic Auditor submitting a Response to the County regarding this RFQ; and (d) unless otherwise designated, the past, present, or future tense shall each include the other, the masculine, feminine, or neuter gender shall each include the other, and the singular and plural number shall each include the other where necessary for a correct meaning. The County shall give public notice of this RFQ as required by law.

2. Scope of Services

The County desires to engage the professional services of a Qualified Forensic Auditor to conduct an independent forensic audit of the County’s financial records, specifically including the records of the office of the Hockley County Treasurer (“County Treasurer’s Office”), for the Search Period beginning January 1, 2017 through and including June 1, 2020.

The Qualified Forensic Auditor shall review and analyze for the Search Period the County’s financial and business records (including reports, correspondence, and other communication records), financial instruments, cash or non-cash public funds, and public fund accounts, specifically including said records, instruments, funds, and accounts received, obtained, delivered, submitted, deposited, withdrawn, possessed, processed, maintained, kept, or used by the County Treasurer’s Office during the Search Period in performing the duties and responsibilities required by law for said public office, including in those duties and responsibilities for the timely performance and reporting of all legal obligations relating to the deposit, withdrawal, distribution,

and safe keeping of all cash or noncash public funds and financial instruments of the County which came into the possession of, or were managed, handled, used, reported, or processed by, the County Treasurer's office during the Search Period.

During the Audit, at minimum, the Qualified Forensic Auditor will review, examine, and analyze the aforesaid County records, instruments, funds, and accounts to determine whether a reasonable belief (or probable cause) exists that one or more of the following events occurred during the Search Period:

- (a) that a financial loss of public funds occurred -- and if so, a description and explanation shall be provided in the Audit, if known, of the (i) nature, amount, and method of said loss event, (ii) party that sustained the financial loss from said event, and (iii) party responsible for causing said loss event;
- (b) that noncompliance occurred with the requirements of federal or state law regarding the timely and lawful deposit, withdrawal, management, reporting, and/or safe keeping of the cash or non-cash public funds, public fund accounts, and financial instruments of the County which came into the possession of, or were managed, handled, used, reported, or processed by, the County Treasurer's Office -- and if so, a description and explanation shall be provided in the Audit, if known, of the (i) nature, amount, and method of the noncompliance event, and (ii) party responsible for the noncompliance event; and/or
- (c) that a criminal offense occurred involving public funds or public fund management (including without limitation fraud, theft, misappropriation, or misapplication of public funds) -- and if so, a description and explanation shall be provided in the Audit, if known, of the (i) nature, amount, and method of the event, (ii) party that sustained a loss from the event, and (iii) party responsible for the event.

The Qualified Forensic Auditor will prepare and timely submit to the Commissioners Court a forensic investigation report and evidence file with the Audit to properly identify, describe, and explain the issues described in this Scope of Services, and to serve as a basis for potential criminal prosecution, civil litigation, insurance recovery and/or for restitution-seeking purposes. Upon selection through the RFQ process, additional questions, steps or procedures may be discussed with the Qualified Forensic Auditor and required for the Audit, as deemed necessary or desired by the County in the public interest.

The Audit shall be performed in accordance with the Statement of Standards for Forensic Services No 1 issued by the American Institute of Certified Public Accountants, the Code of Ethics of the Association of Certified Fraud Examiners, and with other lawful forensic investigation techniques which include but are not limited to the following: (a) an examination of the County's books and records; (b) the voluntary interview of appropriate individuals; and (c) the use of other lawful evidence gathering procedures as considered necessary or desired pursuant to the circumstances. The initial Audit Search Period and tasks may be expanded should a reasonable belief (or probable

cause) exist from the facts that: (a) legal noncompliance occurred in the handling or reporting of public funds; or (b) a criminal offense occurred involving public funds or public funds management.

3. Copies of RFQ

Copies of this RFQ may be obtained from the Hon. Sharla Baldrige, County Judge, Hockley County, Texas, Hockley County Courthouse, 802 Houston Street, Suite 101, Levelland, Texas 79336, (806) 894-6856 (Voice Telephone). Copies of this RFQ also may downloaded from the County's internet website at: <http://www.co.hockley.tx.us/page/hockley.Home>

4. Selection Process

The RFQ Response submitted by an Auditor will provide the information necessary for consideration and initial ranking by the County. The County, at its option, may request one or more Respondents to provide additional information or to be interviewed. Once the County has obtained the information needed, it will rank the Respondents. Contract negotiations will begin with the first ranked Respondent candidate in the manner required by law. The Commissioners Court will have the final decision regarding the selection of the Auditor for the Project; however, the County may reject any or all Responses submitted regarding this RFQ.

5. Licensure

All Respondents must have legally required and active Texas licensure so that all services required from them may be delivered in accordance with applicable law. Proof of licensure is required as a part of the Response to this RFQ, and Respondents shall submit photocopies of current licensure documents of all Respondent personnel who are anticipated to perform work on the project.

6. Inquiries

The County will try to answer written questions concerning this RFQ, but shall not be obligated to do so. If it is believed the scope of work contains an error or is unclear, the Auditor or forensic auditing firm may make a written inquiry by email, facsimile, mail, courier, or hand-delivery as herein provided. Answers will be delivered by the County by email, therefore, written inquiries shall contain the name and email address of the person to whom the County reply should be made. The foregoing shall not limit the County's right to issue addenda to the scope of work prior to opening of Responses, or to delay the date and time of said opening, in order to ensure that all potential Respondents are aware of and have had sufficient time to consider the addenda.

Questions regarding this RFQ must be submitted to the County on or before **October 2, 2020** at 3:00 p.m. County local time.

All questions regarding this RFQ shall be delivered in writing to the Hon. Sharla Baldrige, County Judge, Hockley County, Texas, Hockley County Courthouse, 802 Houston Street, Suite 101, Levelland, Texas 79336, (806) 894-6856 (Voice Telephone), (806) 894-6820 (Facsimile), [sbaldridge@hockleycounty.org](mailto:sbaldrige@hockleycounty.org).

7. Public Information

The County is subject to compliance with Chapter 552 of the Texas Government Code, the Texas Public Information Act. Any information submitted by a Respondent to the County is presumed to be public information and available to the public. Any information submitted to the County that a Respondent considers confidential must be marked "CONFIDENTIAL." If a request is made to review or obtain copies of the information marked Confidential under the Texas Public Information Act, the County will endeavor to advise the Respondent of the request. If requested by the Respondent, the County will ask for an Open Records Decision or ruling from the Office of the Texas Attorney General, as authorized by law; however, the Respondent, at Respondent's sole cost and expense, will be responsible for asserting any appropriate exceptions to disclosure and submitting briefing to the Office of the Texas Attorney General to support Respondent's non-disclosure position.

8. Waiver of Formalities

The County, to the extent permitted by law, reserves the right to: (a) reschedule, extend, or cancel this RFQ at any time; (b) reject any or all Responses; (c) waive any formality or irregularity in connection with the requirements of a Response; and (d) consider a Response not made in compliance with this RFQ, although the County will have no obligation to consider a noncompliant Response.

9. Exceptions

Respondents shall read and understand all terms and conditions in this RFQ. Exceptions to this RFQ, if any, must be submitted to the County at the time that a Response is submitted and not during the contract award process. By submitting a Response to this RFQ, a Respondent acknowledges that it has read and understands all terms and conditions in this RFQ.

10. No Reimbursement for Costs

The County will not reimburse a Respondent for any costs incurred in or as a result of the: (a) RFQ procedure; (b) submission or review of an RFQ Response; or (c) participation in the Auditor selection process regarding the Project.

11. Submission of RFQ Responses; Opening of Responses

Each RFQ Response shall be: (a) sealed; (b) marked on the outside of the submission envelope with "**Response of (*Insert Name of Auditor or Forensic Auditing firm*) to Hockley County, Texas Request for Qualifications No. 2020-002;**" and (c) addressed and timely delivered by mail, courier, or hand-delivery to the Hon. Hon. Sharla Baldrige, County Judge, Hockley County, Texas, Hockley County Courthouse, 802 Houston Street, Suite 101, Levelland, Texas 79336, on or before **October 9, 2020** at 3:00 p.m. County local time. RFQ Responses delivered after that deadline are subject to rejection by the County.

RFQ Responses properly delivered to the County shall be opened by the Commissioners Court at its public meeting on **October 13, 2020** at 9:00 a.m. County local time, at the Hockley County Courthouse, Commissioners Court Courtroom, 802 Houston Street, Levelland, Texas 79336. Thereafter, and at the same or a subsequent public meeting(s) as allowed by law, the Commissioners Court may conduct the evaluation of the Responses and the final selection of an Auditor or Forensic Auditing firm for the Project, as described in the RFQ. The County may reject any or all RFQ Responses submitted for the Project and may rely on all protections afforded the County within the competitive procurement procedure allowed by law.

Evaluation Methodology

12. Criteria for Evaluation

Proposals will be evaluated based on three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored. The following represent that principal selection criteria which will be considered during the evaluation process.

In the event that oral interviews may be necessary to break a tie or for making final clarification in the evaluation process, additional points may be awarded. It should be understood that while the total score is a significant factor, the County reserves the right to consider other factors in making a final selection of the firm that will serve the best interest of the County.

Based on the following criteria, the County, by and through its Commissioners Court and in its sole discretion and best business judgment, shall determine the Respondent or Respondents best qualified to perform the required services:

- A) 40 Points -- Qualifications will not be considered for further evaluation unless it meets all of the following criteria:
 - i) Must be independent and licensed to practice in the state of Texas;
 - ii) Must meet the independence standards of Government Auditing Standards, United States Government Accountability Office;
 - iii) Professional personnel are qualified;
 - iv) Has no conflict of interest with regard to any work performed by the firm for the County;
 - v) Has a record of forensic audit work; and
 - vi) Adheres to the instructions in this RFQ on preparing and submitting the proposal.

- B) 40 Points – Qualifications which have met each of the criteria in section 1 above will be evaluated on the following criteria:
 - i) Expertise and Experience:
 - (i) The firm's past experience and performance on comparable government engagements, with most consideration given to forensic audits of Texas Counties;
 - (ii) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support

personnel to be available for technical support during consultation.
This should include:

1. Size and structure of the firm, including auditor positions;
 2. Education, including continuing education courses taken during the past two (2) years; and
 3. Years and types of experience.
- ii) General direction and supervision to be exercised over the auditor by the firm's management.
- iii) Audit approach.
- (i) Adequacy of proposed staffing plan for various segments of the engagement;
 - (ii) Adequacy of analytical procedures; and
 - (iii) Adequacy of sampling techniques.

C) 20 Points - References, Cost Control Experience, and Results. Respondents will be evaluated on satisfactory client references, budget, cost control, experience and results.

13. Acceptance of Evaluation Methodology

By submitting a Response to this RFQ, a Respondent: (a) acknowledges and accepts the evaluation process; and (b) understands that the determination of the most qualified Auditor will require the exercise of subjective judgment by the County.

14. Auditor Contract

The Auditor shall be selected by the County on the basis of demonstrated competence and qualifications to perform the requested services, as herein described. After the Auditor is selected by the County, the Parties will endeavor to enter into a contract for the Project in the manner provided by law, including Chapters 2254 and 2269 of the Texas Government Code. That contract shall: (a) define and describe the scope of services, the agreed-upon and reasonable fees for such services, and any reimbursable expenses, prior to any services being performed under the contract; (b) be drafted in a form and scope which is acceptable to the Parties; and (c) recite a fair and reasonable price for the services to be provided for the Project, however, the professional fees under the contract may not exceed any maximum provided by law.

Submittal Requirements

15. Incorporation by Reference

All statements and instructions (including submittal or procedural requirements) in the preamble, preliminary recitals, and prior paragraphs of this RFQ are incorporated by reference. All instructions and submittal or procedural requirements in this RFQ must be followed by Respondent when a Response is submitted to the County.

16. General Respondent Information

The Response must show Respondent's business name, principal business address, email address, and telephone numbers (voice and facsimile). The Response must include the name of any individual or agent representing the Respondent with regard to this RFQ, and that person's title, telephone number, and email address.

17. Statement of Interest

The Response must contain a statement of interest for this RFQ, including a narrative describing the Respondent's unique qualifications pertaining to the scope of services described for the Project. The firm should provide an affirmative statement that it is independent of the County

The firm should also list and describe the firm's professional relationships involving the County or any of its component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

18. Statement of Availability/Commitment

The Response must contain a statement of availability and commitment of the Respondent, its principals, and assigned professionals to undertake the services described in this RFQ for the Project.

19. License to Practice in Texas

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Texas.

20. Description of Work Experience

The Response must contain a description of the work experience and professional registration information for professional team members to be assigned for work on the Project. The response should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full time basis and the number and nature of the staff to be employed on a part time basis.

Additionally, describe the firm's experience in the conduct of fraud or forensic audits, detail the qualifications and certifications of all personnel who will be assigned to the audit and list the forensic auditing standards that the firm follows.

21. Partner, Supervisory and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists who would be assigned to the engagement and indicate whether each such person is licensed to practice as a CPA in Texas.

The firm should provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. The firm also should indicate the quality of staff over the term of the agreement will be assured.

The firm should provide as much information as possible concerning the qualification of non-CPA staff who will be providing services related to the forensic audit, such as investigators.

Audit personnel may be changed at the discretion of the respondent provided that replacements have substantially the same or better qualifications or experience.

22. Identification of Anticipated Potential Audit Problems

The response should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the County.

23. References

Each respondent must provide no less than three (3) client references for similar audits.

The list of clients must include the following information:

- Name and address of client;
- Name and current phone number of client contact who was directly involved with the audit; and
- Contract start date and duration.

The County will contact these references and references will be used in conjunction with the evaluation of the submissions.

24. Litigation/Investigation Inquiry

The Response must include answers to the following issues:

- (a) Has Respondent, any principal or professional thereof, or any other person associated with Respondent for the purpose of providing professional services, been involved in a dispute involving: (i) mediation, arbitration and/or litigation; or (ii) an investigation by a professional board, or state or federal agency, relating to a professional services contract or professional services performed?
- (b) If the answer to all or part of the above question is "Yes," Respondent shall provide a detailed explanation of those events, the basis for the dispute or complaint, and the resolution of those matters.

25. Additional Information

If requested by the County, a Respondent promptly must provide the County with any additional information reasonably required by the County to assist in its decision on the Respondent's qualifications.

26. Response Form

All Responses must be typed on 8.5 x 11 inch paper, but may include attached oversized drawings, photographs, or other documents at the discretion of a Respondent. Respondent must submit to the County: (a) the original Response, signed and executed by an authorized principal of the Respondent; and (b) five (5) copies of the Response.

27. General Requirements

A Response shall contain all information required by this RFQ and be submitted to the County in a timely manner and correct form, as herein described.

28. Conflict Disclosure

A Response shall contain sufficient statements and document copies to show that, prior to the Response submission, Respondent timely filed with the appropriate government office all conflict disclosure statements, disclosure and certificates of interested parties, or other documents required by: (a) Chapter 176 of the Texas Local Government Code; (b) Chapter 2271 of the Texas Government Code; and (c) Section 2252.908 of the Texas Government Code and Title 1, Sections 46.1, 46.3, and 46.5, of the Texas Administrative Code, relating to Form 1295/Texas Ethics Commission/Certificate of Interested Parties disclosure.

29. Additional Instructions and Statement

The County may require additional information or a personal interview from one or more Respondents in order to complete the selection process. If the County notifies a Respondent that it has been selected to provide additional information or participate in an interview, the County will provide Respondent with additional instructions.

[END OF RFQ]

ORDER NO. _____

AN ORDER OF THE COMMISSIONERS COURT OF HOCKLEY COUNTY, TEXAS: (1) APPROVING THE ISSUANCE AND IMPLEMENTATION OF THE HOCKLEY COUNTY, TEXAS REQUEST FOR QUALIFICATIONS NO. 2020-002 FOR THE PROPOSED ENGAGEMENT OF A QUALIFIED FORENSIC AUDITOR FOR THE PURPOSE OF CONDUCTING A FORENSIC AUDIT PERTAINING TO THE RECORDS OF SAID COUNTY AND ITS TREASURER'S OFFICE; (2) RESCINDING AND WITHDRAWING THE ISSUANCE OF THE HOCKLEY COUNTY, TEXAS REQUEST FOR QUALIFICATIONS NO. 2020-001 PREVIOUSLY ISSUED REGARDING SAID AUDIT AND PROPOSED ENGAGEMENT; AND (3) ESTABLISHING AN EFFECTIVE DATE AND COMPLIANCE WITH THE TEXAS OPEN MEETING ACT.

WHEREAS, Hockley County, Texas ("County") is a county of the State of Texas, having been duly created and organized under the constitution and laws of Texas, and further, the Hockley County Commissioners Court ("Commissioners Court") is the governing body of the County; and

WHEREAS, pursuant to Article V, Section 18 of the Texas Constitution, Chapter 2269 of the Texas Government Code ("Chapter 2269"), and other authority (including without limitation Section 115.031(i) of the Texas Local Government Code), the Commissioners Court by order may provide for an independent audit of the County's accounts and officials if it is determined that the audit would best serve the public interest; and

WHEREAS, based on the present circumstances, the Commissioners Court hereby determines and finds that (1) an independent forensic audit ("Audit") of the County's financial records, including the records of the office of Hockley County Treasurer, for the period beginning January 1, 2017 through and including June 1, 2020, should be conducted without delay in order to best serve the public interest, and (2) the Audit should be conducted by a qualified certified public accountant, certified fraud examiner and/or forensic auditing firm (collectively "Qualified Forensic Auditor") to be engaged by the County, in the manner provided by law, in order to best serve the public interest; and

WHEREAS, in order to initiate the process of engaging the Qualified Forensic Auditor to conduct the Audit for the County, the Commissioners Court by this order desires to approve and adopt the issuance and implementation of the **Hockley County, Texas Request for Qualifications No. 2020-002** in the form and scope described in the attached **Exhibit 1**.


NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Commissioners Court of Hockley County, Texas, for and on behalf of said County and in the public interest, as follows:

- (1) Unless otherwise designated, the past, present, or future tense shall each include the other, the masculine, feminine, or neuter gender shall each include the other, and the singular and plural number shall each include the other where necessary for a correct meaning.

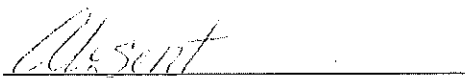
- (2) All statements made in the caption and preliminary recitals of this order, and all attached documents, are incorporated by reference.
- (3) In order to initiate the process of engaging the Qualified Forensic Auditor to conduct the Audit for the County, the Commissioners Court hereby: (a) approves and adopts the issuance and implementation of the **Hockley County, Texas Request for Qualifications No. 2020-002** in the form and scope described in the attached **Exhibit 1**; and (b) in all things rescinds and withdraws the **Hockley County, Texas Request for Qualifications No. 2020-001** approved and issued by the Commissioners Court regarding the Audit and proposed engagement of the Qualified Forensic Auditor.
- (4) This order shall take effect immediately from and after its passage.
- (5) This order was considered and approved at a public meeting of the Commissioners Court held in compliance with Chapter 551 of the Texas Government Code, the Texas Open Meetings Act.

ORDERED, APPROVED, AND ADOPTED on the 14th day of Sept.,
2020.

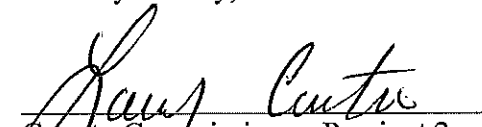
**THE COMMISSIONERS COURT OF
HOCKLEY COUNTY, TEXAS**



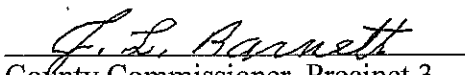
County Judge
Hockley County, Texas



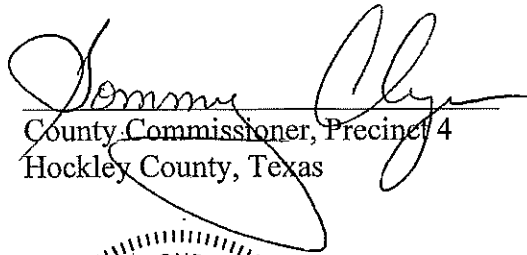
County Commissioner, Precinct 1
Hockley County, Texas



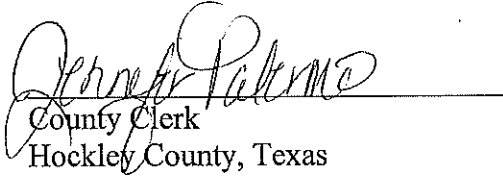
County Commissioner, Precinct 2
Hockley County, Texas



County Commissioner, Precinct 3
Hockley County, Texas


County Commissioner, Precinct 4
Hockley County, Texas

ATTEST:


County Clerk
Hockley County, Texas



or

Deputy County Clerk
Hockley County, Texas

EXHIBIT 1
(Hockley County, Texas RFQ No. 2020-002)

PUBLIC NOTICE
HOCKLEY COUNTY, TEXAS REQUEST FOR QUALIFICATIONS NO. 2020-002:
FORENSIC AUDITOR ENGAGEMENT

NOTICE IS GIVEN that Hockley County, Texas (“County”), acting by and through its governing body, the Hockley County Commissioners Court (“Commissioners Court”), has issued and shall implement the **Hockley County, Texas Request for Qualifications No. 2020-002** (“RFQ 2020-002”) in order: (1) to timely obtain an independent forensic audit (“Audit”) of the County’s financial records, specifically including the records of the office of Hockley County Treasurer, for the search period beginning January 1, 2017 through and including June 1, 2020 (“Search Period”); and (2) for the Audit to be conducted by a qualified certified public accountant, certified fraud examiner and/or forensic auditing firm (collectively “Qualified Forensic Auditor”) to be engaged by the County in the manner provided by law and pursuant to said RFQ.

Notice also is given that: (1) the County’s previously issued RFQ No. 2020-001 (regarding the Audit and engagement of a Qualified Forensic Auditor) has been rescinded and withdrawn; and (2) no responses will be considered by the County regarding the rescinded and withdrawn RFQ No. 2020-001.

Regarding the active RFQ 2020-002, the Qualified Forensic Auditor shall review and analyze for the Search Period the County’s financial and business records, and specifically those financial records (or records of financial transaction, or activities) received, obtained, delivered, submitted, deposited, withdrawn, maintained, kept, or used by the County Treasurer’s Office in performing the duties and responsibilities of said office – including all legal obligations for the timely and lawful deposit, withdrawal, and safe keeping of all money, funds, and financial instruments which came into the possession of, or were managed, handled, or processed by, said office during the Search Period, as further described in said RFQ.

During the Audit, at minimum, the Qualified Forensic Auditor will review, examine, and analyze the aforesaid County financial records to determine whether a reasonable belief (or probable cause) exists that one or more of the following events occurred during the Search Period: (1) financial loss of public funds; (2) noncompliance with the requirements of federal or state law; and (3) other matters more further described in RFQ 2020-002. The Qualified Forensic Auditor will prepare and timely submit to the Commissioners Court a forensic investigation report and evidence file with the Audit to properly identify, describe, and explain the issues herein described, and to serve as a basis for potential loss recovery and other activities, including litigation, as further described in said RFQ. Upon selection through the RFQ process, additional questions, steps or procedures may be discussed with the Qualified Forensic Auditor, and required for the Audit, as deemed necessary or desired by the County, as further described in said RFQ.

Copies of RFQ 2020-002 may be: (1) obtained from the Hon. Sharla Baldrige, County Judge, Hockley County, Texas, Hockley County Courthouse, 802 Houston Street, Suite 101, Levelland, Texas 79336, (806) 894-6856 (Voice Telephone); or (2) downloaded from the County’s internet website at: <http://www.co.hockley.tx.us/page/hockley.Home>

Important time deadlines exist regarding RFQ 2020-002, including the following:

- Written questions regarding said RFQ must be submitted to the County on or before **October 2, 2020** at 3:00 p.m. County local time, to the Hon. Sharla Baldridge, County Judge, Hockley County, Texas, Hockley County Courthouse, 802 Houston Street, Ste. 101, Levelland, Texas 79336 (806) 894-6856 (Voice Telephone), (806) 894-6820 (Facsimile), sbaldridge@hockleycounty.org
- Responses to said RFQ shall be sealed, marked, addressed and timely delivered by mail, courier, or hand-delivery (as further described in said RFQ) to the Hon. Sharla Baldridge, County Judge, Hockley County, Texas, Hockley County Courthouse, 802 Houston Street, Ste 101, Levelland, Texas 79336, on or before **October 9, 2020** at 3:00 p.m. County local time. Responses to said RFQ delivered after that deadline are subject to rejection by the County.

Responses to RFQ 2020-002 properly delivered to the County shall be opened by the Commissioners Court at its public meeting on **October 13, 2020** at 9:00 a.m. County local time, at the Hockley County Courthouse, Commissioners Court Courtroom, 802 Houston, Levelland, Texas 79336. Thereafter, and at the same or a subsequent public meeting(s) as allowed by law, the Commissioners Court may conduct the evaluation of the Responses and the final selection of a Qualified Forensic Auditor for the Audit, as further described in said RFQ. The County may reject any or all Responses to said RFQ that are submitted and may rely on all protections afforded the County within the competitive procurement procedure allowed by law.

There being no further business to come before the Court, the Judge declared Court adjourned, subject to call.

The foregoing Minutes of a Commissioner's Court meeting held on the 14th day of September, A. D. 2020, was examined by me and approved.

Absent
Commissioner, Precinct No. 1

J. L. Barnett
Commissioner, Precinct No. 3

Paul Carter
Commissioner, Precinct No. 2

Tommy Cleary
Commissioner, Precinct No. 4

Sharda Baldrige
County Judge

Jennifer Palermo
JENNIFER PALERMO, County Clerk, and
Ex-Officio Clerk of Commissioners' Court
Hockley County, Texas

