



Lavaca-Navidad River Authority

P.O. Box 429 Edna, Texas 77957

Request for Qualifications Management Audit February 24, 2017

The Lavaca-Navidad River Authority is seeking qualifications for a firm to perform a management audit in accordance with the guidelines established by the Texas Commission on Environmental Quality (TCEQ).

The Texas Administrative Code § 292.13 (6)(A) requires river authorities to provide for an independent management audit to be conducted every five years and submitted to the Executive Director of the TCEQ. The audit is due in July, 2017.

Attached for your review is the recommended scope of work as provided by the TCEQ, which establishes minimum guidelines for conduction of the audit.

Qualifications of the management audit firm must include:

1. Credentials of individual(s) who may be assigned to LNRA's audit.
2. Statement of experience with governmental entities, particularly river authorities.
3. Background information on your firm.

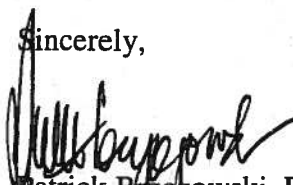
If you require additional information, please contact Karen Gregory at (361) 782-5229.

Qualifications shall be sent to:

Patrick Brzozowski, P.E., General Manager
Lavaca-Navidad River Authority
P. O. Box 429
4631 FM 3131
Edna, Texas 77957

Deadline for receiving qualifications is **April 7, 2017, 2:00 p.m.**

Sincerely,



Patrick Brzozowski, P.E.
General Manager

Scope of Work
Management Audit

- I. Mission
 - A. Review Enabling Legislation
 - B. Review Mission Statement
 - 1. Explain or Describe Organization
 - 2. Basic Purpose
- II. Plans and Goals
 - A. Existence of Goals
 - B. Written or Documented
- III. Organizational Structure
 - A. Appropriateness of Structure
 - B. Flow of Information to Managers
 - C. Managers Responsibilities
 - D. Knowledge and Experience of Managers
 - E. Reporting Relationships
 - F. Modification as the Result of Changes
 - G. Adequate Number of Management
- IV. Management's Philosophy
 - A. Personnel Turnover
 - B. Nature of Business
 - C. Attitude Toward
 - 1. Accounting
 - 2. Data Processing
 - 3. Service to Customers
 - 4. Safeguarding of Assets
 - 5. Ethics
- V. Human Resource
 - A. Policies for Hiring and Training
 - B. How People are Made Aware of Expectations

- C. Action to Direct Employees
- D. Policies in regards to Ethical Standards
- E. Employee Retention
- F. Employment Policies
- G. Performance Evaluation
- H. Compensation

VI. Management Information Systems

- A. Information Required at Each Level
- B. Methods to Obtain Information
 - 1. Vertical/Horizontal
 - 2. Written
 - 3. Verbal
- C. Lists of Reports and Frequency
- D. Resources Available
 - 1. Personnel
 - 2. Training
 - 3. Hardware/Software
- E. User Satisfaction with Information
- F. Reliability and Timeliness of Data