



August 9, 2016

To Whom It May Concern:

The El Paso Central Appraisal District (EPCAD) is accepting proposals for the performance of a Homestead Exemption Audit.

The contract term will commence the fall of 2016. The length of the term is dependent on the proposal.

Should you wish to submit a proposal, a detailed list of requirements titled "Homestead Exemption Audit Request for Proposal", is attached.

Proposals must be mailed to the El Paso Central Appraisal District office at 5801 Trowbridge Drive, El Paso, Texas, 79925. Any questions related to this proposal request must be submitted in writing to the attention of the Chief Appraiser and mailed to the address above or sent by email to: admin@epcad.org. All questions must be submitted no later than August 26, 2016. All questions and the respective responses will be made available to any prospective party that may be submitting a proposal. The submitting party will not be identified.

All proposals must be clearly labeled "HOMESTEAD EXEMPTION AUDIT PROPOSAL".

Proposals will be received until 5 p.m., September 9, 2016. Proposals will be opened after this date and information will be provided to the El Paso Central Appraisal District Board of Directors at their next scheduled meeting, September 15, 2016 at 5:00 p.m. at the El Paso Central Appraisal District located at 5801 Trowbridge Dr., El Paso, Texas.

The EPCAD Board of Directors may request that companies submitting proposals give presentations and answer questions during the September 15 meeting.

The EPCAD Board of Directors reserves the right to accept or reject any and all proposals received or waive any information or irregularity in the proposals received. The EPCAD Board of Directors will accept the proposal or proposals most beneficial to the El Paso Central Appraisal District.

Sincerely,

Dinah L. Kilgore, R.P.A.
Executive Director/Chief Appraiser

Enclosure (1)

Homestead Exemption Audit Request for Proposal

This request for proposal is to acquire Homestead Exemption Audit Services. The purpose of the Homestead Exemption Audit is to identify non-qualified individuals receiving homestead exemptions and enable the El Paso Central Appraisal District to take necessary actions.

1. Proposals must include a complete description of the process utilized, the scope of coverage and the experience of the service provider.
2. Proposals must include a typical return on investment analysis.
3. Proposals must include a detailed price for the audit services.
4. Proposals need to be thorough and include any and all other considerations not indicated above that may influence the determination of the El Paso Central Appraisal District and its Board of Directors.
5. Proposals must be properly labeled and meet all deadlines to be considered.