

**WEATHERFORD INDEPENDENT SCHOOL DISTRICT**  
**1100 LONGHORN DRIVE \* WEATHERFORD, TX 76086**

**TO: Board of Trustees**

**FROM: Lori Boswell Assistant Superintendent of Business & Operations**

**SUBJECT: RFQ #2025-04-21 Financial Audit Services**

**DATE: April 21, 2025**

**ACTION**

**Background:** In accordance with state requirements and district policy, a Request for Qualifications (RFQ) for audit services was issued on March 8, 2025, seeking qualified firms to perform the annual financial audit of the district's financial statements. The RFQ process was conducted to ensure transparency, competitiveness, and the selection of the most qualified and responsive vendor.

The district received two (2) responses from auditing firms by the deadline of April 3, 2025. A committee consisting of district staff with expertise in finance and procurement reviewed and evaluated the submissions based on criteria outlined in the RFQ, including qualifications, relevant experience, approach to auditing public school districts, and overall value.

After a thorough review and scoring process, Snow Garrett Williams, was determined to be the most qualified firm to provide audit services for the district. The firm demonstrated extensive experience in auditing Texas public school districts, a comprehensive understanding of regulatory requirements, and a strong record of professionalism and accuracy.

The administration recommends the approval of Snow Garrett Williams to provide audit services for the 2024–2025 school year, with the option to renew for up to four (4) additional years, subject to annual performance reviews and board approval.

**Discussion:**

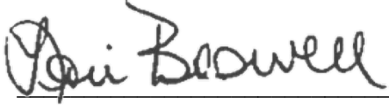
- ➡ Number of proposals received: 2
- ➡ Recommended Vendor: Snow Garrett Williams
- ➡ Anticipated Cost for the Project: \$57,500
- ➡ Individual or Committee Members:  
Lori Boswell, Assistant Superintendent of Business and Operations;  
Patricia Melendez, Executive Director of Finance; and Sharon Landrum,  
Director of Purchasing.

**Recommendation:**

This recommendation complies with all requirements described herein and is in accordance with all applicable laws and regulations.

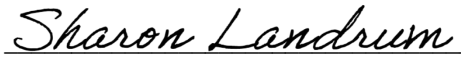
Administration recommends awarding RFQ #2025-04-21 for Financial Audit Services to Snow Garrett Williams.

**Respectfully submitted,**

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**Lori Boswell**

**Assistant Supt of Business & Operations**

A handwritten signature in cursive script, appearing to read "Sharon Landrum", written over a horizontal line.

**Sharon Landrum**

**Director of Purchasing**