Request for Proposals for Fiscal and Compliance Audit Services

Proposal Due Date: December 12, 2014

Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, California 96001
Phone: 530-262-6187
Staff Contact: Dave Wallace CFO
Email: **dwallace@srta.ca.gov**
Website: www.srta.ca.gov

1.1 PROJECT BACKGROUND

The Shasta Regional Transportation Agency (SRTA) is the designated Metropolitan Planning Organization for Shasta County. SRTA is responsible for area-wide transportation programming and planning. SRTA administers federal and state funds for transportation planning and public transportation, including local Transportation Development Act (TDA) funds.

SRTA is seeking proposals from qualified Certified Public Accounting (CPA) firms for fiscal and compliance audit services for the fiscal years ending June 30 of 2015, 2016 and 2017.

The previous audit contract for SRTA's Comprehensive Annual Report (CAFR) for the year ended June 30, 2014 was $22,000.

1.2 SCOPE OF WORK

The scope of the audit includes the SRTA's Metropolitan Planning Organization Fund, Local Transportation (TDA) Fund, State Transit Assistance)STA) Fund, Non-motorized Projects Fund, TDA Loan Fund and a 2% Bicycle & Pedestrian Fund.

The TDA guidebook is available on the California Department of Transportation – Division of Mass Transportation website: http://www.dot.ca.gov/hq/MassTrans/State-TDA.html

Copies of recent SRTA fiscal audits are located at the SRTA website using the following links:

Fiscal audit: http://www.srta.ca.gov/pastel/Audited_financial_statements_6-30-14.pdf
http://www.srta.ca.gov/pastel/audited_financial_statements_6-30-13.pdf

FINANCIAL STATEMENTS AND COMPREHENSIVE ANNUAL REPORT

The comprehensive annual report should include, but not be limited to the following:

- A management discussion and analysis
- A financial section including:
  - Government-wide financial statements
  - Fund financial statements
    - Balance Sheet
    - Reconciliation of fund balance to the agency's net position
    - Statement of Revenues, Expenditures and Changes in Fund Balance
    - Reconciliation of statement of revenues, expenditures and changes to the agency's activities
    - Statement of Fiduciary Net Position
    - Statement of Changes in Fiduciary Net Position
    - Notes to financial statements
- Required and other supplementary Information and schedules, including:
    - Schedule of Revenue, Expenditures and Changes in Fund Balance- Budget and Actual
    - A statement of allocations and disbursements (Local Transportation and State Transit Assistance Funds)

    - Schedule of Cost Allocation Plan Reconciliation and Indirect Cost Allocation Carryover
- Schedule of Expenditures of Federal Awards
- Notes to the Schedule of Expenditures of Federal Awards
- Schedule of Findings and Questioned Costs- federal programs and Transportation Development Act

TDA COMPLIANCE

The individual or firm should determine SRTA's and claimant's compliance or non-compliance with the TDA by performing audit tasks in accordance with TDA statutes. The audit reports must include certification of compliance with the TDA.

AUDITING STANDARDS

Audits are in accordance and compliance with:

- Government Accounting Standards Board (GASB)
- The Single Audit Act of 1984 (as amended)
- The U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non Profit Organizations*
- The U.S. Office of Management and Budget Circular A-133, *Compliance Supplement*
- California Government Code
- California Code of Regulations
- Public Utilities Code
- The Transportation Development Act
- SRTA policies and procedures

AUDIT TIMELINE AND FINAL STATEMENTS

SRTA will provide audit work papers by August 15 of each year. SRTA will receive draft financial reports by September 30, of each year. The audits will be presented to the SRTA Board of Directors meeting held in mid-October.

SRTA will prepare financial statements ready for typing by the individual CPA firm for the first year. SRTA will update the typed financial statements in each of the remaining years. The CPA is expected to review the financial statements and provide the appropriate opinions.

1.3 DELIVERABLES

- Complete the CAFR by the mid-October board meeting.
- Determine if non-transit claimants comply with California Code of Regulations (CCR) 6666
- Determine if transit claimants comply with 21CCR 6667
- Prepare and submit single audit to the Federal Audit Clearinghouse
- Provide twelve printed and bound copies of each report, including one report in PDF format
- Retain audit workpapers for no less than three years from the date of the audit report

2. PREPARING AND SUBMITTING A PROPOSAL

2.1 CONTENT

A complete and responsive proposal will include the following elements:

1) **Technical Capacity and Approach**

   - Statement of understanding of the scope of work
   - Qualifications and summary of work experience
   - Proposed approach and methodology
   - Detailed work plan and schedule
   - As appropriate, any recommended scope of work modifications and/or enhancements (must not exceed maximum project budget)

2) **Project Management**

   - Proposed project team, including title/role of each individual
   - Resumes of staff assigned to the project
   - Past/present client references, including respective contact information

3) **Project Budget**

   - Hourly fee schedule by personnel/position and direct expenses, as applicable

2.2 SUBMITTAL INSTRUCTIONS

SRTA invites interested firms to submit the following:

- An original hardcopy proposal with cover letter signed by an authorized individual
- Two copies for distribution to the proposal review committee

Deadline to submit proposal: 4:30 p.m., Friday, December 12, 2014

Mailing address:
Shasta Regional Transportation Agency
Attn: Dave Wallace, CFO
1255 East Street, Suite 202
Redding, CA 96001

2.3 PROJECT BUDGET

This is a competitive procurement process with the intent to solicit fair, impartial and competitive bids.

2.4 TERMS AND CONDITIONS

- All proposals become the property of SRTA and its official records.
- The cost of preparing and submitting a proposal and participating in an interview are at the sole expense of the proposer.
- If applicable, the CPA firm is responsible for submitting certification of Disadvantaged Business Enterprise (DBE) status for itself and any subcontractors.
- Solicitation of proposals in no way obligates the SRTA to contract with any CPA firm. SRTA reserves the right to reject any or all proposals and to waive any informality, technical defect or

clerical error in any proposal. The final selection of a CPA firm and decision to award a contract is at the sole discretion of SRTA.

- In addition to an engagement letter, the selected CPA firm is required to enter a technical services agreement (TSA). The TSA will incorporate the engagement letter by reference and included in the TSA.
- Proposals received prior to the deadline may be withdrawn or modified at the request of the CPA firm. SRTA must receive modified written proposals prior to the deadline.
- SRTA will email revisions to the RFP as an addendum to interested proposers. SRTA will publish addenda, questions, answers and other pertinent information on the SRTA website: www.srta.ca.gov.
- SRTA reserves the right to cancel or to reissue the RFP prior to execution of a contract.
- Public Records Act: All proposals submitted in response to the RFP will become the exclusive property of SRTA. At such time, the SRTA executive director recommends a proposal to the board of directors and such recommendation appears on the board agenda, all proposals submitted in response to the RFP shall become a matter of public record. If there are any trade or proprietary secrets included by the consultant, the consultant may provide a different copy of the proposal that would be acceptable to release to the public. If an alternate document is not made available to SRTA by the CPA firm, then the original proposal, as submitted, will be released as requested. Proprietary information can include secret formulas, processes, and methods used in production. It can also include a company's business and marketing plans, salary structure, customer lists, contracts, and details of its computer systems. In some cases, the special knowledge and skills that an employee has learned on the job are considered a company's proprietary information.
- Verbal Agreement or Conversation: No prior, current, or post-award verbal conversations or agreement(s) with any officer, agent, or employee of SRTA shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.

3. EVALUATION AND CONTRACT AWARD

3.1 EVALUATION PROCEDURE

A proposal review committee designated by SRTA will evaluate and rank the proposals. Scoring is in accordance to requirements stated herein, including any subsequent addendums. Ranking of proposals is on the collective sum of the review committee, not a cumulative point total.

To assist firms in preparing a competitive proposal, SRTA has provided evaluation criteria.

3.2 EVALUATION CRITERIA AND SCORING

The evaluation and scoring process will assign the following points to the proposal:

Component	Total Points
Technical Capacity and Approach • Understanding of project • Prior experience • Technical approach and methodology • Work plan and schedule • Recommended enhancements to scope of work	**50**
Project Management • Proposed project manager and team • References	**25**
Value • Hourly fee schedule • Value provided for proposed fee	**25**
TOTAL POINTS	**100**

3.3 ORAL PRESENTATIONS

SRTA does not anticipate oral presentations by proposers.

3.4 CONTRACT AWARD

Each proposer will receive notification of the evaluation results. There may be a pre-award conference with the top-rated CPA firm to clarify or otherwise address any outstanding details. The final approval of the selected CPA firm and contract agreement will be at the next SRTA board meeting.

3.5 PROTEST PROCEDURE

This protest procedure constitutes the sole administrative remedy available to CPA firms under this procurement.

All protests must be in writing within five (5) business days from the results notification. Send protests signed by the protesting party or an authorized agent to the SRTA executive director. Include a description of the relief or corrective action in the protest. The protest should stipulate an issue of fact concerning the following points:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator(s);
- Errors in computing the score; and/or
- Non-compliance with procedures described in this RFP or SRTA's established policies.

SRTA will only consider protests based on the above. SRTA will reject protests without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal; or 2) SRTA's assessment of its own and/or other agencies needs or requirements. SRTA will review and respond to protests in timely manner. The SRTA Board of Directors will receive appeals up to a minimum of ten (10) days in advance of the board's action to approve the CPA firm selection.

Qualified audit firms are encouraged to review and respond to SRTA's separate request for proposals for the 2013, 2014 and 2015 triennial performance audits.