

**REGIONAL TRANSIT AUTHORITY**

**PUBLIC NOTICE**

**RFP 2025-033 Audit & Financial Oversight Services**

**Addendum II**

Acknowledge receipt of this addendum in the bid submission. This addendum is a part of the Contract Documents and shall be included in the Contract Documents. Changes made by the addenda take precedence over information published at an earlier date.

**This addendum is issued to (1) update the evaluation criteria as reflected in *Attachment A*, (2) provide a pricing structure outlined in *Attachment B*, and (3) address vendor questions and inquiries submitted to date.**

Question/Clarification Responses:

1. Has the 2024 audit been completed? If so, please provide a copy of the reports (including agreed-upon procedures). If not, what is the expected timing for the issuance of the 2024 audit financial statements, and what is the reason for the delay?

**Response: Extension grant by LLA until 9/30/2025.**

2. Did the 2024 audit identify any internal control findings (material weaknesses or significant deficiencies) or adjustments to the books?

**Response: Audit is not yet complete.**

3. What aspect would NORTA seek to change about the way in which the external audit has been performed in the past?

**Response: RTA has drafted this procurement based on past services and current needs.**

4. What were the total 2024 audit fees for each of the items included in the statement of work?

**Response: Audit is not yet complete.**

5. What does NORTA see as its biggest challenges as an organization over the next several years?

**Response: Any information relevant to the procured services will be provided to the selected vendor.**

**Lona Hankins  
Chief Executive Officer  
Regional Transit Authority**

6. Does NORTA anticipate having more than one major program for any of the upcoming single audits?

Response: The auditors are responsible for major programs determination and testing.

7. The RFP does specify a level of detail for the cost proposal. Is a total annual fee sufficient?

Response: Yes, total annual fees shall include cost details per the pricing structure in Attachment B.

## **Attachment A**

### **RFP 2025-031 – Evaluation Criteria**

#### Qualifications of Assigned Staff (30 points)

- For each staff member to be assigned to do auditing work, please submit with your submittal the staff member's resume, which should indicate that each (s)he has at least three (3) years of job experience and has the qualifications to do the tasks outlined in the Scope of Work.

#### Firm's Experience & Qualifications (25 points)

- Applicants shall provide proof of current certification status and data on the number of years their firm has been in business, including the number of years their firm has provided professional services to Public/Political Subdivisions, Transit Authorities, or Similar Entities.

#### Project Approach (20 points)

- Applicant shall demonstrate his/her understanding of the scope of services requested by briefly describing the team's project approach. The project approach should include proposed methods, required resources, and staff input, proposed deliverables, and proposed schedule as appropriate.

#### Cost Proposal (15 points)

- Total cost is appropriate and reflects the value of the planned approach for the delivery of effective and quality services. Includes itemized fees for personnel, travel, materials, and indirect costs, aligned with each deliverable/task.

#### References (10 points)

- Provide contact information for three (3) references, including e-mail addresses and Telephone numbers.

**Attachment B**  
**RFP 2025-031 – Pricing Structure**

<b>Service</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
Independent Audit					
LLA Statewide Agreed-Upon Procedures					
National transit database (NTD) Agreed-Upon Procedures					
Other Audit Work					
<b>Total</b>					