



# **Pre-Proposal Conference**

**For**

**Financial Auditing Services**

# PURPOSE

The purpose of this meeting is to provide an overview of the requirements of the project and to answer any questions Proposers may have concerning this procurement.

**The Corpus Christi Regional Transportation Authority (CCRTA) is soliciting proposals from qualified, independent, registered public accounting firms to provide Financial Auditing Services in accordance with the Texas Transportation Code Section 451.451. This code states that financial auditing services must be “conducted by a firm that has experience in reviewing the performance of transit agencies”.**

- The firm must have been in existence for a minimum of five (5) years.
- The firm must have at least three (3) years' experience in transit-related audits.
- Proposals will be valid for 120 calendar days from the board approval date.

Proposals received after the deadline will not be accepted and will be returned to the Proposer unopened.

# IMPORTANT UPDATE - ADDENDUM NO. 1 ISSUED

**AN ADDENDUM HAS BEEN ISSUED FOR RFP NO. 2024-S-15**

**The details of the addendum are as follows:**

**Addendum: Addendum No. 1**

**Date Issued: July 29, 2024**

**Summary of Changes:**

- **Revised Price Schedule** – The CCRTA has updated the Price Schedule (Attachment A). Proposers must submit their price using the Revised Price Schedule (Attachment A).
- **Revised Request for Proposals (RFP) for Financial Auditing Services** – Page 38 of the RFP now reflects new instructions for submitting the Revised Price Schedule (Attachment A)

Please ensure that you review the addendum carefully and adjust your responses or proposals accordingly. The addendum document is available for download at <https://www.ccrta.org/news-opportunities/business-with-us/>

- **Acknowledge this addendum and all addenda issued on the Acknowledgement of Addendum/Addenda Form (Attachment D).**

# DATES TO REMEMBER

Any questions or clarification needed after this Pre-Proposal meeting must be submitted through a RFI submission to [procurement@ccrta.org](mailto:procurement@ccrta.org).

## **Request for Information (Attachment G) Due Friday, August 16, 2024, by 3:00 p.m. (CST)**

- Please submit one form for each Request for Information to [procurement@ccrta.org](mailto:procurement@ccrta.org).

## **CCRTA's Response to Request for Information Due Friday, August 23, 2024.**

- Responses will be posted as an addendum to the CCRTA's website at [www.ccrta.org/news-opportunities/business-with-us/](http://www.ccrta.org/news-opportunities/business-with-us/).

## **Proposals Due Friday, September 6, 2024, by 3:00 p.m. (CST)**

- Proposals are due no later than 3:00 p.m. (CST). All Proposals must be received at the CCRTA's Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401 or emailed to [procurement@ccrta.org](mailto:procurement@ccrta.org) prior to the deadline.

## **Proposal Closing Friday, September 6, 2024, at 3:30 p.m. (CST)**

- The Proposal Closing will be held at 3:30 p.m. (CST) at the Staples Street Center at 602 N. Staples St., Corpus Christi, Texas 78401. To attend the Proposals Closing remotely, please submit a login request to [procurement@ccrta.org](mailto:procurement@ccrta.org) by 1:00 p.m. (CST) on this date.

## **Contract Awarded (Tentative) – November 6, 2024**

- The CCRTA's Board of Director will meet to award a Contract to the successful firm.

# APPLICABLE DOCUMENTS

The following documents are applicable under this procurement:

- Request for Proposals,
- Proposal Submission Checklist (Use as a reference),
- Instructions to Proposers,
- Special Instructions,
- Scope of Work and
- Standard Service Terms and Conditions.

## **Attachments and Certifications:**

- **Revised** Price Schedule (Attachment A),
- Certification Form (Attachment B),
- Conflict of Interest Acknowledgement and Certification (Attachment C),
- Acknowledgement of Addendum/Addenda (Attachment D),
- References (Attachment E),
- Proposer Information Sheet (Attachment F), and
- Request for Information Form (Attachment G).

# ATTACHMENTS AND CERTIFICATION FORMS

Do NOT Alter Any Forms.

Doing so will deem your proposal as non-responsive.

**Complete, sign, and submit the following forms with your signed Proposal:**

- **Revised** Price Schedule (Attachment A),
- Certification Form (Attachment B),
- Conflict of Interest Acknowledgement and Certification (Attachment C),
- Acknowledgement of Addendum/Addenda (Attachment D),
- References (Attachment E), and
- Proposer Information Form (Attachment F).

**Reminders:**

- Acknowledge all addenda issued on the Acknowledgement of Addendum/Addenda Form (Attachment D).
- **Acknowledge Addendum No. 1 issued on July 29<sup>th</sup>**

# SUBMISSION REQUIREMENTS

Proposers are to choose one submission option. If submitting by mail, **DO NOT** submit electronically. If submitting electronically, **DO NOT** submit by mail.

# MAILED OR HAND DELIVERED SUBMISSION REQUIREMENTS

The following documents must be signed and returned with your Proposal for it to be considered responsive:

For mailed proposal submissions, please submit the following documents:

1. Proposal in Response to the RFP - **One (1) original hard copy and one (1) electronic version in a PDF file supplied on a USB Flash Drive.**
2. Hard Copies of Attachments and Certifications:
  - **Revised Price Schedule (Attachment A)\***
    - **One (1) signed hard copy in a separately sealed envelope, along with one (1) electronic version in a PDF file supplied on a USB Flash Drive.**
  - B, C, D, E, and F.

If hand delivery is preferred, please deliver to the third-floor receptionist to have your Proposals submission time and date stamped.



# MAILED OR HAND DELIVERED SUBMISSION REQUIREMENTS:

## Mailed or Hand Delivered Proposal Submission Instructions:

Sealed Proposals must be submitted in an envelope marked on the outside containing the Proposer's name and address along with the RFP number and title addressed to:

Corpus Christi Regional Transportation Authority  
Staples Street Center  
Attn: Procurement Department  
602 N. Staples Street  
Corpus Christi, TX 78401  
Proposals For: RFP No. 2024-S-15 Financial Auditing Services

Proposals Due Date: Friday, September 6, 2024, by 3:00 p.m. (CST)

# ELECTRONIC SUBMISSION REQUIREMENTS:

**For electronic proposal submissions to [procurement@ccrta.org](mailto:procurement@ccrta.org), please submit as follows:**

1. Proposal in Response to the RFP (Attach as a separate, electronic file).
2. Attachments and Certifications:
  - **Revised** Price Schedule – Attachment A\* (Signed and submitted in a PDF file)
  
  - B, C, D, E, and F – Sign and combine these attachments into one electronic file.

**Ensure that all electronic files are clearly labeled with the corresponding document name and email these files to [procurement@ccrta.org](mailto:procurement@ccrta.org).**

**Note:** Proposer's email submission must be less than 50MB. If your email submission is more than 50MB, submit your proposal via a file storage service such as drop box, hightail, etc. If you choose to submit via a file storage service, send a link to [procurement@ccrta.org](mailto:procurement@ccrta.org) for the files to be accessed.

# OTHER DOCUMENTS

**The following document is required to be submitted ONLY upon notification of recommendation for award:**

- Form 1295 “Certificate of Interested Parties”

**Proposers are encouraged to utilize the enclosed Proposal Submission Checklist to ensure your proposal package is responsive to the requirements of this RFP.**

- Proposal Submission Checklist

**Failure to provide this information may deem your firm to be non-responsive.**

# INSTRUCTIONS TO PROPOSERS

## 5.0 MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn by written or telegraphic notice received by the CCRTA prior to the exact hour and date specified for receipt of Proposals. A Proposal may also be withdrawn in person by a Proposer or an authorized representative prior to the Proposal deadline; provided the Proposer's identity is made known and he or she signs a receipt for the Proposal.

## 8.0 RESERVATION OF RIGHTS.

The CCRTA expressly reserves the right to:

- 8.1 Reject or cancel any or all Offers;
- 8.2 Waive any defect, irregularity or informality in any proposal or proposal procedure;
- 8.3 Waive as an informality, minor deviations from specifications at a lower price than other Offers meeting all aspects of the specifications if it is determined that total cost is lower, and the overall function is improved or not impaired;
- 8.4 Extend the proposal closing time and date;
- 8.5 Reissue a Request for Proposal;
- 8.6 Consider and accept an alternate proposal as provided herein when most advantageous to the CCRTA;
- 8.7 Procure any item or services by other means; and
- 8.8 The CCRTA reserves the right to negotiate a Contract with the Proposer having the best evaluation as determined by the CCRTA. No award will be made automatically based upon the lowest price or based solely on the proposal submitted. The CCRTA additionally reserves the right to suspend negotiations with the first Proposer should it not progress in a manner satisfactory to the CCRTA and commence negotiations with the next best rated Proposer.

# INSTRUCTIONS TO PROPOSERS

## **14.0 NO DIRECT CONTACT WITH CCRTA BOARD MEMBERS**

Proposers are advised not to contact any Board members of the CCRTA directly in any manner during this proposal process. All communications directly with the Board should be reserved for public meetings in which this item is properly posted on the agenda. All communication regarding this RFP must be made through the Procurement Department.

# COMMON VENDOR ERRORS IN PROPOSALS SUBMISSIONS:

- Forgetting to sign the **Revised** Price Schedule (Attachment A)
- Not signing the Attachments and Certifications Forms
- Taking exceptions to the solicitation
- \*Failure to acknowledge receipt of addenda – **Addendum No. 1 was issued on July 29, 2024. Acknowledge this Addendum on Attachment D**
- Including promotion/extraneous information which services to alter the solicitation requirements
- Failure to return all required forms
- Late delivery of the Proposals

**NOTE:** Ensure all Proposal Documents are enclosed with your submission by using **The Proposal Submissions Checklist.**

# Project Overview

Presented by: **Sandy Roddel, Director of Finance**

Sections Covered:

- Special Instructions
- Scope of Work
- **Revised** Price Schedule (Attachment A)

# Special Instructions

- CCRTA seeking Financial Auditing Services
  - Five (5) year engagement for years 2024 through 2028.
    - Experience must include:
      - Transit auditing experience in accordance with Texas Transportation Code Section 451.451
      - Three (3) year minimum experience in transit-related audits
      - Five (5) year minimum existence
  - Services Required
    - Observation of year-end physical inventory count of parts department
      - Auditing
        - ✓ Financial Statements
        - ✓ Defined Benefit Plan 401(a)
        - ✓ Single Audit for Federal Award Compliance
      - Agreed Upon Procedures engagement for the NTD Reporting of
        - ✓ Sources of Funds – Funds Earned and Funds Expended Form
        - ✓ Use of Capital Form
        - ✓ Operating Expenses Form



# Special Instructions

- Assistance with the preparation of with ACFR and disclosures
- Guidance with GASB 87 and 96
  - 2025 through 2028 Audits May Include
    - ✓ Annual Inventory Count of Fixed Assets funded by federal grants
    - ✓ Performed by a third party every two years
  - Financial Management Oversight Audit by FTA – approximately every 5 years – last one completed in 2018 for years 2016-2017
  - Triennial Audit – completed 2023 for years 2020, 2021, & 2022
  - Quadrennial Audit – completed in 2024 for years 2017-2019

# Special Instructions

## The 2024 Audit

- Audit Approximately 150 days to complete the Audit

# Special Instructions

<b>DATE</b>	<b>MILESTONE</b>	<b>DESCRIPTION</b>
Monday, December 12, 2024	Engagement Letters	Executed Engagement Letters
Monday, December 16, 2024	Audit Planning Meeting	Auditors & Finance Staff
Friday, December 20, 2024	Physical Inventory Count	Third Party Inventory Services & Staff & Auditors
Tuesday, March 25, 2025	DBP & OPEB Received	Actuarial Reports received from Consultants/GASB 68 & 75 Entries
Friday, April 20, 2025	NTD Reporting Completion	Completed by Staff for Management Review & Approval
Monday, June 2, 2025	Audit Completed	All field work & testing completed and ACFR Final
Monday, June 9, 2025	Audit Presentation Completed	Management Letters and all required communications completed
Tuesday, June 17, 2025	Audit Presentation to Pre-Committee	Pre-Committee Presentation by Staff
Wednesday, June 25, 2025	Audit Presentation to Committee	Committee Presentation by Auditor
Monday, June 30, 2025	PRB-Form 1000 Submission	Submission by Staff
Monday, June 30, 2025	GFOA ACFR Submission	Submission by Staff
Monday, June 30, 2025	Continuing Disclosures Submission	Submission by Staff to Consultant for upload to EMMA
Monday, June 30, 2025	IAS-FFA Submission	Submission by Staff to NTD Analyst
Wednesday, July 2, 2025	Audit Presentation to Board	Board Presentation by Auditor

# Special Instructions – Governance

- Board of Directors consists of 11 Members
  - Meets the first Wednesday of each month
- Administration and Finance Committee and the Operations and Capital Projects Committee
  - Meets on the fourth Wednesday of each month
- There are 5 executive positions that report to the CEO
  - Deputy CEO, Managing Director of Administration, Managing Director of Transportation, Managing Director of Capital Projects, and Managing Director of Public Relations.
- The Finance Department consists of 5 full time employees and 2 part time revenue counters
- Two building locations
  - The Administrative Offices located at SSC and the Operations Offices located at Bear Lane

# Special Instructions - Operations

- 2024 Budget of \$61,648,539
  - Operating Budget of \$49,677,132
  - CIP Budget of \$11,971,407
  - Sales Tax revenue represents major source of income
  - Federal Capital Grant Revenue of \$11,971,407
- Two Retirement plans
  - Defined Benefit Plan that is formula based and funded solely by CCRTA annual contributions
  - Defined Contribution Plan which is a FICA Replacement Plan funded solely by employees through a condition of employment that mandates 7.51% contribution of gross earnings as CCRTA does not participate in the Social Security System but does pay Medicare taxes.

REVISED PRICE SCHEDULE (ATTACHMENT A)

REVISED PRICE SCHEDULE (ATTACHMENT A)



Thank You  
For Your  
Attendance!