



Questions & Answers

Request for Proposals for Annual Audit Services

Date: March 16, 2021
To: Interested Firms and Individuals
From: Cynthia Fong, Deputy Director for Finance and Administration
Subject: Request for Proposals for Annual Audit Services (RFP 20/21-07)

The Transportation Authority received the following questions in italics.

1. *Page 4 indicates the annual fees ranged from \$60,000 per year to \$89,000 per year. Were there services that were not applicable in certain years? Or additional out of scope services added in certain years?*

The service level was similar throughout the contract years. The Transportation Authority switched from basic financial statements to Annual Report in Fiscal Year (FY) 2016/17, which contributed to the fee differences. No additional services were added.

2. *Page 5 indicates that you will want the auditor to assist in preparing the Comprehensive Annual Financial Report (CAFR). What specifically is prepared by the auditor and what is prepared by management?*

During previous audits, we usually provide the trial balance and other supporting documents to our auditors to update the auditor's financial statements template and generate the Annual Report, footnotes, and related schedules. The Transportation Authority will also prepare the Transmittal letter and Management Discussion and Analysis for final draft. Please note, all references of CAFR in this document and the RFP will be referred to as Annual Report.

3. *On page 6, related to the first mandatory qualification, each key professional does not need to be located in the State of California, correct? They just need to have their Certified Public Accountant license and be able to practice within the State of California?*

Key professional does not need to locate in California. However, we would prefer key professionals are in California to save travel costs and minimize coordination of time zone differences. The minimum requirement is to be able to practice within the State of California.

4. *In reading the cost section of the RFP on page 13, you are not looking for a fixed annual cost, correct? Is there a specific cost form that you would like us to complete, or should we just prepare our own matrix?*

Correct. Proposers should prepare the cost proposal using its own matrix but must include the contents as prescribed in the RFP.

5. *Were there any significant changes in operations or internal controls during FY 2020/21 thus far that would impact the audit process?*

No.

6. *Have you contemplated the implementation of GASB 84 and GASB 87 and what impact it might have on SFCTA? If so, do you anticipate needing assistance from the audit firm related to either of those?*

Based on our evaluations, GASB 84 has little or no impact to our agency and GASB 87 will be implemented by the City and County of San Francisco, with little or no impact to our agency as well. We do not anticipate needing assistance at this point.

For more information regarding the RFP, visit the Transportation Authority's website:
www.sfcta.org/contracting