

**MICHIGAN PUBLIC TRANSIT ASSOCIATION
REQUEST FOR PROPOSALS**

AUDITING SERVICES

Sealed proposals will be received by the Michigan Public Transit Association (MPTA), located at 2875 Northwind Drive, Suite 120, East Lansing, MI 48823 until 2:00 pm local time on July 31, 2018 for the purpose of providing MPTA with annual auditing services. The selected firm shall have extensive experience in performing financial audits for trade associations.

Detailed specifications and further information may be obtained by contacting Cindy Zolkowski at the address listed above, or by telephone at (517) 324-0858.

MPTA reserves the right to postpone, accept or reject any and all proposals in whole or in part.

MICHIGAN PUBLIC TRANSIT ASSOCIATION TECHNICAL SPECIFICATIONS

AUDITING SERVICES

GENERAL INFORMATION

The Michigan Public Transit Association (MPTA), located in East Lansing, Michigan, is a trade association providing services to its constituent agencies, which are comprised of transit agencies operating in the State of Michigan, and vendors from within and without the State of Michigan. This Request For Proposal is being issued by the MPTA for the purpose of obtaining a qualified independent auditing firm to conduct an annual audit for fiscal year 2018, that period being October 1, 2017 through September 30, 2018.

Optionally, two (2) one-year extensions may be added to this agreement. The annual MPTA operating budget is approximately \$710,000.

SCOPE OF SERVICES TO BE PERFORMED

The successful firm will be responsible for the examination of the financial statements and records of the Michigan Public Transit Association, and issuance of a written opinion thereon no later than February 28th of each year. At a minimum, the examination shall include tests of accounting records and internal accounting controls and compliance with laws, regulations, contracts and policies in effect at that time. The examination will be conducted in accordance with applicable Federal, State, and local auditing and reporting requirements.

Additional responsibilities of the proposer include, but are not limited to the following:

- A. Prepare a report on internal control which addresses significant weaknesses in MPTA's internal accounting controls noted during the examination of MPTA's books and records. Recommendations and possible solutions for these problems shall also accompany the report.
- B. Prepare a Management Letter addressing the strengths and weaknesses in MPTA's internal accounting control and recommend practical changes that would further enhance internal accounting controls.
- C. Prepare the Form 990 required for submittal to the Internal Revenue Service (to be accomplished not later than February 14, 2019).
- D. Be available for advice concerning accounting transactions that may arise during the term of the contract.

The audit and the examination shall be conducted in accordance with generally accepted auditing standards applicable to the circumstances. The audit shall be based upon test and samples of a sufficient number of accounting records to satisfy the contractor of the

fairness and presentation of MPTA's financial position and operating results. The contractor shall not be required to make a detailed examination of all transactions.

MINIMUM QUALIFICATIONS

To be considered for this project, the proposers must meet the following minimum requirements:

- A. Must be experienced in performing financial and compliance audits for trade associations, especially those within the State of Michigan;
- B. Must present a satisfactory record of performance for other clients;
- C. Must be an independent Auditor licensed for public practice within the State of Michigan.

PROPOSAL REQUIREMENTS

Proposers shall submit 6 copies of their proposal. The proposal shall be detailed as concisely as possible consisting of the following items:

- A. A completed Proposal Form;
- B. A cover letter, summarizing the key elements of the proposal;
- C. Size and organization of the company;
- D. Qualifications of the proposer;
- E. Qualifications and experience of the Project Manager, if different from the proposer;
- F. Qualifications of the staff assigned to MPTA, including formal and professional continuing education;
- G. Approach to Work;
- H. Reference List consisting of name, address, contact person, telephone number, and length of service provided to the client;
- I. Level of assistance expected from MPTA personnel.

RECORD RETENTION

The minimum record retention period shall be from the period beginning with the end of the annual audit and concluding after a three-year period has elapsed. All pertinent records shall be made available to MPTA officials upon request.

PROPOSAL AWARD

Award of the contract will go to the proposer whose services will be most beneficial to MPTA, price and other factors considered. MPTA reserves the right to reject any and all proposals, in whole or in part, and to make this award as determined to be in the best interest of MPTA.

PROPOSAL FORM

Proposers shall list their per hour rate for services that occur beyond the described scope of services. This number is for informational purposes only and will not be used as part of the evaluation. However, MPTA reserves the right to negotiate terms of the award and contract.

TYPE OF CONTRACT/PAYMENT

MPTA will enter into a firm fixed price contract with the successful proposer. Payment terms will be net 45 days upon receipt of an invoice at the conclusion of the annual audit.

EXTENSION OF CONTRACT

At MPTA's sole discretion, MPTA may extend the contract for 2 additional years. If MPTA chooses to extend the contract, MPTA shall notify the Contractor 90 days prior to the end of the Contract year in writing.

SCHEDULE OF EVENTS

Request for Proposals Mailed	June 28, 2018
Written Questions Due	July 17, 2018
MPTA's Response to Questions	July 24, 2018
Proposals Due	July 31, 2018
Selection of Successful Proposer	August 23, 2018

PROPOSAL FORM

MICHIGAN PUBLIC TRANSIT ASSOCIATION

AUDITING SERVICES

COMPANY NAME _____

ADDRESS _____

TELEPHONE # _____

EMAIL _____

CONTACT PERSON _____

AUTHORIZED SIGNATURE _____

	AUDIT SERVICES (Annual Fee)	OTHER SERVICES (Hourly Rate)
TOTAL ANNUAL FEE FY2018	\$ _____	\$ _____
TOTAL ANNUAL FEE FY2019	\$ _____	\$ _____
TOTAL ANNUAL FEE FY2020	\$ _____	\$ _____
TOTAL CONTRACT AMOUNT	\$ _____	\$ _____

Other services hourly rates will not be used in the proposal evaluation.