



**QUESTIONS AND ANSWERS
ALAMEDA CTC RFP NO. R19-0003
INDEPENDENT FINANCIAL AUDIT SERVICES**

The following answers are in response to questions submitted by prospective proposers for Independent Financial Audit Services, Alameda County Transportation Commission (Alameda CTC) Request for Proposals (RFP) No. R19-0003. This document provides the written responses to all questions that were received by Alameda CTC on or before December 26, 2018. Questions may have been edited for grammar and clarity.

Q1. What were the audit fees for the prior year?

A1. We do not typically provide prior year's fee information as part of our RFP reference materials, as various factors may affect proposed fees, including but not limited to the various funds managed by Alameda CTC and the Sunol Smart Carpool Lane Joint Powers Authority (Sunol JPA). However, overall cost is a factor in the scoring so we would advise submitting your best pricing in the cost proposal.

Q2. How many System and Organization Controls Reports (SOC) are available; e.g., SOC 1 Reports? What about for toll road(s)? How do you record and track revenues?

A2. SOC 1 reports are available for the I-580 Express Lanes, managed by Alameda CTC, and the I-680 Express Lane, which is governed by the Sunol JPA and are produced by the Bay Area Toll Authority (BATA), which collects data through transponders and license plate images, tracks revenue, transfers revenue, and provides Alameda CTC and the Sunol JPA with reporting for both the I-580 and I-680 Express Lanes. Alameda CTC also obtains an SOC 1 report from the website of the third-party payroll processor, ADP.

Q3. How many funds are managed by Alameda CTC?

A3. Alameda CTC maintains and manages a General Fund, six Special Revenue Funds, four Capital Projects Funds and a Debt Service Fund. The General Fund has three sub-funds to account for activity by sales tax measure and congestion management activities. The Special Revenue Funds include: Funds for Measure B and Measure BB; an Exchange Fund; a Transportation Fund for Clean Air; a Vehicle Registration Fee (VRF) Fund; and an I-580 Toll Lanes Operations Fund. The Special Revenue Funds for both sales tax measures, VRF, and I-580 Toll Lanes Operations Fund include multiple sub-funds. The various Capital Projects Funds account for 1986 Measure B, 2000 Measure B, Measure BB and Congestion Management Capital Project Funds related activities. There is only one Debt Service Fund since the Alameda CTC has only one debt issuance outstanding. Currently, there is only one fund in the Sunol JPA financial statements; however, there is potential for a Sunol JPA Capital Projects Fund in the future.

Q4. What major programs were tested in the prior year?

A4. Only one major federal program was tested in the prior year: Highway Planning and Construction (CFDA Number 20.205). However, there have been years when we have had more than one program tested as part of the single audit related to specific one-time grants such as the New Freedom Program grant.

Q5. Can you identify which actuarial firm(s) Alameda CTC worked with for the actuarial study?

A5. CalPERS performs the GASB 68 related actuarial study for the pension plan, and Alameda CTC has contracted with Van Iwaarden Associates to prepare the GASB 75 related OPEB valuation and roll forward reports.

Q6. For the preparation of the Comprehensive Annual Financial Report (CAFR), how many drafts are anticipated prior to completing a final report?

A6. Per RFP Appendix A (Required Scope of Work, Deliverables, and Staffing), the initial draft of the introductory section, Management’s Discussion and Analysis (MD&A), Financial Statements, Required Supplemental Information, Notes, and statistical section will be drafted by Alameda CTC for review, editing, and/or concurrence by the Auditor for inclusion in the initial draft of the CAFR. Alameda CTC will prepare the initial draft of the CAFR by section, and final word processing will be completed by the Auditor upon Alameda CTC concurrence and/or edits.

The number of drafts will vary depending on the agreed upon arrangement of responsibilities. Alameda CTC staff does a very thorough review of the CAFR so there may be a few times when staff communicates back and forth with edits.

Q7. For the exempt offering in the cost proposal, is Alameda CTC looking for rates or firm fixed price? If there is any additional compensation, do we simply include this in the cost proposal?

A7. The cost proposal form allows for listing of separate pricing for involvement in exempt offering documents if there will be a separate fee for these services. If there is no additional fee for these services, please leave this section blank or enter zero in the cost line on the cost proposal form. The overall cost proposal should be responsive to the requirements of the RFP, and is otherwise at the discretion of the Auditor. Per RFP Section II.2.E.5 (Cost Proposal), any additional tasks that are not specifically requested in the RFP must be clearly described as “optional tasks” and must indicate the entity for which the proposed task applies (Alameda CTC and/or Sunol JPA).

Q8. Approximately how many meetings will the Auditor be required to attend? Will the Auditor be required to present at a board meeting?

A8. As noted on page 21 of the RFP, the Auditor will be expected to attend and/or present at a minimum of six Alameda CTC meetings and one Sunol JPA meeting per year, for an anticipated total of seven meetings annually. This includes presentations to the Alameda CTC Commission and two Alameda CTC committees, as well as a presentation to the Sunol JPA Board.

Q9. What type of other support services have been performed by past auditors?

A9. Examples of other support services provided by past auditor(s) include Auditor’s review of and/or guidance on: journal entries for debt issuance; new GASB regulations and how they might apply to Alameda CTC or the Sunol JPA; and Other Post-Employment Benefits (OPEB) trust funding.

Q10. What type of general ledger accounting software or system does Alameda CTC use?

A10. Alameda CTC utilizes the AccuFund financial system.