

IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC)

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Date: March 16, 2021
To: Prospective Respondents
From: David Aguirre, Project Manager
REF: Request for Proposal (RFP) for the Imperial County Transportation Commission (ICTC); Transit Operator Fiscal Reporting **ADDENDUM #2**

The following are questions posed by potential respondents.

1. May we receive a copy of the latest ICTC Transit Operator Fiscal Report?

Yes, the report will be posted on our website at <http://www.imperialctc.org/publications-&-reports/transit-and-non-motorized/> .

2. Has there been any turnover in management at ICTC and Transit Operator during the past year?

There has not been any turnover in management at ICTC or the Transit Operator during the past year.

3. Has there been any turnover in ICTC and Transit Operator accounting staff during the past year?

There has not been any turnover at ICTC or the Transit Operator's management team during the past year.

4. What accounting software does the Transit Operator-use? Any plans for change?

The transit operator utilizes a proprietary software plus also corporate support. The majority of the Scope of Work can be completed by a physical review of specific actions and documentation that is provided by the operator through their system. There are no plans for a change.

5. Any Transit Operator management letter comments outstanding from the prior year's audit?

There are no outstanding comments for the completed report.

6. May we receive a copy of last year's management letter?

Yes, the report will be posted on our website at <http://www.imperialctc.org/publications-&-reports/transit-and-non-motorized/> .

7. Any known or suspected fraud at ICTC and Transit Operator?
There is no known or suspected fraud at ICTC or with the Transit Operator.
8. When will books be ready for the audit?
The documentation required to complete the Scope of Work will be available in early August.
9. Are the financial and other relevant records available electronically?
Yes, most of the documentation is available electronically.
10. Is remote auditing acceptable, when possible?
Yes. Coordination between the auditor, ICTC and the Operator will need to take place.
11. Any significant changes to operations or funding sources?
The biggest change to operations is as a result of the COVID 19 pandemic. Several transit routes have been adjusted in response to demand.
12. Is the incumbent auditor invited to bid?
Yes.
13. What were the audit fees for the prior year?
\$48,000.00
14. Are electronic proposal submissions acceptable due to COVID 19 limitations?
ICTC will only accept hard copy submittals. Hard copy submittals allow for easier distribution to the evaluation committee.
15. The RFP indicates there are several changes in the scope of work to be requested in the future reports. Are these changes to be dictated by ICTC or based upon suggestions by the accounting firm?
Any future changes will be dictated by ICTC.
16. What were the fees previously paid for this engagement?
See response to question 13.
17. Are the reports for FYE June 30, 2020 available for review?
They are in the final stages of development and are not available.
18. When is fieldwork typically completed for this engagement?
Field work can begin as early as July or as agreed upon by the auditor and ICTC.

Thank you for your interest in this project. Should there be any questions, please email davidaguirre@imperialctc.org. Please refer to our website for upcoming addenda releases.