



***Request for Proposals (RFP) for
Triennial Performance Audit - Modoc Region
Three Years Ending June 30, 2021***

RFP Release Date: **Thursday, April 8, 2021**

Title: **Triennial Performance Audit of Modoc Regional Entities
Modoc County Transportation Commission and
Modoc Transportation Agency
For the 3-year Period ending June 30, 2021**

Description: This project involves professional services to conduct an independent, triennial performance audit of the Regional Transportation Planning Agency and Public Transit Operator in compliance with the California Transportation Development Act, related statutes, codes and regulations.

Project Sponsor: Modoc County Transportation Commission

Proposals Due: **Friday, May 21, 2021 at 3:00 p.m.** (Postmarks will not be accepted.)

One (1) signed original and three (2) copies mailed or delivered to:

**Modoc County Transportation Commission
108 S. Main St.**

Alturas, CA 96101

ATTN: 2021 Triennial Audit Proposal

Contact: Niki Lemke, Chief Fiscal Officer
Modoc County Transportation Commission
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Email: nlemke@modoctransportation.com

Attachment: 2021 Triennial Audit Guidelines and References (2 pages)

2021 Triennial Performance Audit Guidelines and References

- I. Introduction. The Modoc County Transportation Commission (MCTC) is the regional transportation planning agency, and the Modoc Transportation Agency (MTA) is the public transit operator for the Modoc County region. Modoc County is a frontier rural county in northeastern California with less than 10,000 population with comparative funding and operations. The MCTC was created in 1971, while the MTA was organized as a joint power authority between the County of Modoc and City of Alturas in 1997. The MTA began operating the region's first public transit services (known as Sage Stage) through a third-party contractor in January 1999.
- II. Background. The triennial performance audit must be performed by a qualified independent entity (AUDITOR). Such audits are required pursuant to Article 3, Section 99246, "Performance Audits of Planning Entities and Operators" and Article 5.5, Section 6662.5, "Performance Audits" of the Caltrans publication 2013 Transportation Development Act Statutes and California Code of Regulations. Another resource may be the Caltrans publication Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities (September 2008).
- III. Audit Terms. This audit examines activities of two agencies, the MCTC and MTA. Proposals shall consider the following information and compliance requirements:
 - A. The performance audit shall evaluate the efficiency, effectiveness and economy of MCTC and MTA operations, separately, and shall be conducted in accordance with the efficiency, economy and program results portions of the Comptroller General's "Standards for Audit of Governmental Organizations, Programs, Activities and Functions."

According to Article 3, Section 99246(d) of the Transportation Development Act, "With respect to an operator providing public transportation services, the performance audit shall include, but not be limited to, a verification of the operator's operating cost per passenger, operating cost per vehicle service hour, passengers per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee, as defined in Section 99247. The performance audit shall include, but not be limited to, consideration of the needs and types of passengers being served and the employment of part-time drivers and the contracting with common carriers of persons operating under a franchise or license to provide services during peak hours, as defined in subdivision (a) of Section 99260.2."
 - B. AUDITOR shall furnish sufficient personnel to conclude the performance audit and provide final report by November 15, 2021.
 - C. In the event that any claimant, agency or fund is not ready for the audit when scheduled, AUDITOR shall furnish the MCTC with a list of such claimants, agencies or funds and a projected date for audit completion.
 - D. Upon completion of the audit, AUDITOR shall furnish the MCTC and the MTA each with a management letter if it is AUDITOR's opinion that improvement should be made in either agency's internal control, or that other matters require comment or attention.

IV. Audit Components. This audit requires examination of two separate entities (MCTC and MTA) and related functions during the 3-year period ending June 30, 2021.

V. Budget. The MCTC will budget the agreed to price to include professional services, travel, per diem and other expenses to deliver ten ~~(10)~~ (1) bound report copy and one (1) unbound copy **or submit electronically to nlemke@modoctransportation.com**. Proposed terms are 20% with purchase order, 40% upon invoice at end of field work and 40% upon invoice with final document. Funding for this project is expected to come from local transportation funds.

If unforeseen circumstances develop during the course of the audit, or if additional services are requested by the MCTC, the parties will confer, and if it is agreed that the examination is to continue, AUDITOR will be compensated separately for any additional services provided.

VI. Suggested Proposal Format.

- A. Introduction
- B. Describe the overall audit program, including an explanation of the basic purpose and general focus of the performance audit.
- C. Explain AUDITOR role, including the division of work between the consultant and the Modoc County Transportation Commission staff.
- D. Explain action plan for the completion of the performance audit. Specify techniques, especially data elements to be sampled, staff to be interviewed and documents to be reviewed in order to conduct the performance audit.
- E. Provide schedule and end products to be produced.
- F. Provide resumes with qualifications; recent experience (last 5 years) and references for partner/project manager, staff person(s) or subcontractor(s) to be assigned to project; completed W-9; and certificate of insurance.
- G. Cost proposal, showing estimated hours and rates for involved staff persons, with not to exceed pricing.

VII. Timeline. The following deadlines must be met:

Questions Due	May 10, 2021
Respond to Questions	May 12, 2021
Proposals Due	May 21, 2021 by 3:00 p.m.
Award of Contract	June 1, 2021
Field Audit	August 2 - September 30, 2021
Draft Document for Review	November 1, 2021
Final Document for Acceptance	November 15, 2021