



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

Updated: August 23, 2017

Request for Proposals# 2017-007

Financial and Compliance Audits

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SECTION I – SUMMARY

The Bay Area Air Quality Management District (“Air District”) requests proposals from qualified independent certified public accountants to conduct two audits: (i) a financial audit on the Air District’s financial position, and (ii) a compliance audit of its Transportation Fund for Clean Air (TFCA) program. The Air District will be accepting proposals from qualified independent certified public accounting firms with demonstrated experience with governmental audits and licensed to practice in the State of California. In addition, the firm must be familiar with the California Clean Air Act of 1988 and environmental regulations in general.

The Air District anticipates a three-year audit services agreement subject to an annual review by the Air District. The first audit period will be for the fiscal year beginning July 1, 2017 and ending June 30, 2018 with options to renew for annual audits for fiscal years ending June 30, 2019 and 2020. The first TFCA program compliance audit will cover projects closed out in fiscal year ending June 30, 2017, with options to renew for additional program compliance audits covering projects closed out in fiscal years ending June 30, 2018 and June 30, 2019. The Air District is interested in selecting one audit firm (contractor) to perform both the financial audit and compliance audit. Interested parties should submit one proposal for both audits. The proposal should include cost quotes for both audits as outlined in Attachment A: Audit Cost Proposal.

To respond to this RFP, an interested company should submit one (1) electronic copy (in Microsoft Word or Adobe PDF file format) of its proposal to:

Cynthia Zhang, Purchasing Agent
Bay Area Air Quality Management District
375 Beale Street, San Francisco, CA 94105
czhang@baaqmd.gov

**Proposals must be received electronically at the Air District office
by 4:00 PM on August 25, 2017.
Late proposals will not be considered.**

Proposals must address all information requested in this RFP. A proposal may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. Minority business enterprises, women's business enterprises, and Certified Green Businesses are encouraged to submit proposals. **Any questions regarding this RFP should be directed to Cynthia Zhang via email: czhang@baaqmd.gov.**

All questions must be in written form and emailed directly to Cynthia Zhang, Purchasing Agent, **and be received no later than 4:00 p.m. on August 10, 2017.** All questions will be answered in writing and posted on the BAAQMD RFP webpage by **6:00 p.m. on August 17, 2017.**

Pre-Bid Conference:

A pre-bid conference will be held on **August 3, 2017 at 10:00 a.m. (PDT)** for the purpose of providing an outline of the RFP requirements and an opportunity for Q&A. The conference will be hosted at the Air District's office located at 375 Beale St. in San Francisco, CA. An [online webinar](#) is available to those unable to attend in-person. **Pre-registration for the webinar is required.** Attendance is encouraged, but not mandatory.

SECTION II – BACKGROUND

A. Air District Overview

The Air District is the regional governmental agency responsible for the control of air pollution from stationary sources in the Bay Area Air Basin, which encompasses the counties of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, the western half of Solano, and the southern half of Sonoma. The Air District is governed by a twenty-four (24) member Board of Directors as established in California Health and Safety Code Sections 40220, *et seq.* The Board of Directors includes representatives from all the counties within the Air District's jurisdiction. The Executive Officer / Air Pollution Control Officer for the Air District is Jack Broadbent.

The Air District's fund structure includes the General Fund and one Special Revenue Fund. The Special Revenue Fund contains subprograms that account for specific Air District activities. The Air District has no proprietary or fiduciary funds. The Air District's financial statements are currently being audited by Gilbert & Associates LLP, Certified Public Accountants. We are soliciting proposals at this time as per Air District policy. The Air District uses J.D. Edwards software to process and account for its financial activity.

The Air District is also the program administrator for Transportation Fund for Clean Air (TFCA) funds derived from Assembly Bill 434 (AB434). TFCA funding comes from a \$4 surcharge on motor vehicles registered within the Air District's jurisdiction. TFCA funding may be used only to fund eligible projects that reduce motor vehicle emissions and support the implementation of the transportation and mobile source control measures in the Air District's Clean Air Plans. All projects must fall within the categories listed in California Health and Safety Code Section 44241.

California Health and Safety Code Section 44242 requires that any agency receiving fee revenues from the Air District shall be subject, at least once every two years, to an audit of each funded program or project. The audit is to be conducted by an independent auditor selected by the Air District in accordance with Division 2 (commencing with Section 1100) of the California Public Contract Code. The audit results shall be made available to the public and to each of the audited project sponsors. If, after reviewing the audit results, the Air District determines that any TFCA revenues have been spent inappropriately, the Air District shall provide an adequate opportunity for explanation by the affected project sponsor, including a public hearing.

SECTION III – INSTRUCTIONS TO BIDDERS

A. General

1. All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements is grounds for rejection of this proposal.
2. All information should be complete, specific, and as concise as possible.
3. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
4. The Air District may modify the RFP or issue supplementary information or guidelines during the proposal preparation period prior to the due date. Please check our [website](#) for updates prior to the due date.
5. Proposals shall constitute firm offers. Once submitted, proposals cannot be altered without the written consent of the Air District, but proposals may be withdrawn.
6. The Air District reserves the right to reject any and all proposals.
7. All bidders are encouraged to attend the pre-bid conference and to submit questions in advance of the due date. All questions must be in written form or emailed directly to Cynthia Zhang, Purchasing Agent, and arrive no later than **4:00 p.m. on August 10, 2017**. All questions will be answered in writing and posted on the [BAAQMD RFP webpage](#) by **6:00 p.m. on August 17, 2017**. See Section VII for Schedule.
8. The cost for developing the proposal is the responsibility of the bidder, and shall not be chargeable to the Air District.

B. Submittal of Proposal

All proposals must be submitted according to the specifications set forth in Section V – Contents of Proposal, and this section. Failure to adhere to these specifications may be cause for the rejection of the proposal.

1. Due Date – All proposals are due no later than **4:00 p.m., August 25, 2017**, and should be submitted electronically to:

Cynthia Zhang, Purchasing Agent
Bay Area Air Quality Management District
375 Beale Street, Suite 600; San Francisco, CA 94105
czhang@baaqmd.gov

2. Proposals received after the time and date provided previously specified will not be considered.
3. Signature – All proposals should be signed by an authorized representative of the bidder.
4. Submittal – Submit one (1) electronic copy (in Microsoft Office or Adobe Acrobat PDF file format). Electronic submissions submitted via email will be acknowledged with a return email. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal due date.
5. Grounds for Rejection – A proposal may be immediately rejected at any time if it arrives after the deadline, is not in the prescribed format, or is not signed by an individual authorized to represent the firm.
6. Disposition of the Proposals – All responses to this RFP become property of the Air District and will be kept confidential until a recommendation for award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of its submittal is exempt from public disclosure, it may mark that portion “confidential.” The Air District will use reasonable means to ensure that such confidential information is safeguarded, but will not be held liable for inadvertent disclosure of the information. Proposals marked “confidential” in their entirety will not be honored, and the Air District will not deny public disclosure of any portion of submittals so marked.

By submitting a proposal with portions marked “confidential,” a respondent represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act and agrees to reimburse the Air District for, and to indemnify, defend, and hold harmless the Air District, its officers, employees, and agents, from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys’ fees, expenses, and court costs of any nature whatsoever, arising from or relating to the Air

District's non-disclosure of any such designated portions of a proposal. The Air District will withhold or disclose documents, including portions of proposals marked confidential, as required under the California Public Records Act, as determined by the Air District in its sole discretion.

7. Modification – Once submitted, proposals, including the composition of the contracting team, cannot be altered without prior written consent of the Air District. All proposals shall constitute firm offers valid for ninety (90) days from the August 25, 2017, due date.

C. Interviews

1. The Air District, at its option, may interview bidders. The interviews will be for the purpose of clarifying the proposals.
2. Submittal of new proposal material at an interview will not be permitted, unless it is specifically requested by the Air District.
3. Interviews may involve a presentation and/or a question-and-answer session.

SECTION IV – SCOPE OF WORK

The selected audit firm will be required to perform both the financial statement audit and the TFCA compliance audit. The selected audit firm will provide the following services as described below for both audits: **(Note: this may not be a complete list of all services required to complete both audits (Parts A and B). The contractor is expected to provide a more detailed scope of work with their RFP.)**

A. Annual Financial Audit:

1. Perform an audit in accordance with Generally Accepted Auditing Standards as set forth by the American Institute of Certified Public Accountants, and in accordance with "Minimum Audit Requirements and Reporting Guidelines for California Special Districts" as required by the State Controller's office.
2. Express an opinion on the financial statements as to whether they present fairly, in all material aspects, the financial position of the District and the changes in financial position and cash flows in conformity with generally accepted accounting principles (GAAP), and issue an independent auditors' report stating this opinion.
3. Test internal controls over financial reporting and on compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters, in accordance with Government Auditing Standards and those issued by the Comptroller General of the United States, and issue an independent auditors' report on their consideration.
4. Conduct an exit conference with the District staff.
5. Communicate in a letter to management any reportable conditions found

during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

6. If required, prepare a Single Audit report.
7. Prepare a report to the Board of Directors which identifies significant audit findings, difficulties encountered in performing the audit, any corrected and uncorrected misstatements, disagreements with management, management representations, control deficiencies, significant deficiencies and material weakness, if any, and recommendations for improvements in accounting and administrative controls.
8. Present and discuss the results of the audit and the annual financial statements to the Budget and Finance Committee and to the full Board of Directors, if necessary.
9. Provide general consultation as required during the year on financial accounting and reporting matters. The auditors may be asked to provide guidance on the implementation of Government Accounting Standards Board (GASB) requirements and specifics of federal and state regulations as they may affect District accounting, and may be asked to assist with the implementation of new pronouncements.
10. The selected firm will issue and deliver the following:
 - a. Preliminary draft reports in accordance with the following production schedule:

Preliminary draft audit reports on the basic financial statements, the Single Audit, and the Management Letter due by November of each year.
 - b. Final audit reports on the basic financial statements, the Single Audit, and the Management Letter due in December of each year, to be presented at the Budget & Finance Committee meeting in January of each year.
11. Thirty (30) copies of the report on the basic financial statements and Single Audit by January of each year.

B. Annual TFCA Compliance Audit:

1. The selected audit firm shall perform a compliance audit on each TFCA-funded project and program that was completed in the prior fiscal year, and prepare reports as described below in section 4. a-d. Attachment B provides a sample list of the projects to be audited under this RFP.
2. The purpose of the Compliance Audit is to determine whether TFCA

revenues awarded by the Air District were spent on the reduction of air pollution from motor vehicles, in accordance with the transportation control measures adopted pursuant to Sections 40233 and 40717 of the California Health and Safety Code, and to support projects as specified in Section 44241 of the same code.

The audits will also assess TFCA-funded Project Sponsors' compliance with contractual requirements.

The reports produced through the audit shall reflect a determination of the propriety of the expenditures incurred, not the degree of efficacy in reducing air pollution.

3. Audit guidelines and other requirements are described in sections a. – d. below.

- a. Parts of the TFCA

The auditor will audit both parts of the TFCA—the TFCA Regional Fund and the TFCA County Program Manager Fund. Regional Fund projects are audited annually, and County Program Manager Fund projects are audited every other year. The County Program Manager Fund projects will be audited in the **second year** of the three-year period covered by the proposal.

- b. Estimated Number of Projects and Site Visits

Regional Fund: The estimated number of projects for the Regional Fund for each audit period varies and ranges between 50 - 80 projects. Each audit requires a site visit to each project sponsor site, which is estimated at around 30 site visits, as some grantees have multiple projects. Most, if not all project sites are within the nine-county Bay Area. The Air District will work with the selected audit firm and Project Sponsors to make arrangements for site visits located outside of the nine-county Bay Area if needed.

County Program Manager Fund: The estimated number of County Program Manager projects for each audit varies and ranges between 100-150 per cycle; with a site visit required for each of the nine Bay Area congestion management agencies (County Program Manager Project Sponsors).

- c. Compliance Audit Requirements

Compliance Audit - The selected audit firm shall conduct compliance audits and shall prepare Individual Reports for each audited Project Sponsor on the recipient's compliance with the terms of the project funding agreement(s) and the provisions of the TFCA (California Health and Safety Code Sections 44220 through 44242).

The auditor shall also generate a single Summary Financial Report for each audited fund (Regional and County Program Manager) that compiles the findings and summarizes the conclusions from each Project Sponsor that was audited.

The test for compliance must emphasize the following requirements of the project funding agreement and the TFCA program:

- Testing expenditures for allowable costs and validating expenditures related to vendor disbursements, payroll, and if applicable, administrative charges.
- Verifying the expenditure of funds was within two years from the contract execution date, unless a longer period was approved in writing by the Air District.
- If applicable, determining whether administrative costs were adequately supported and did not exceed the authorized administrative limit of the TFCA revenues as referenced in the TFCA Funding agreement (5 or 6.25%).
- Determining whether terms of the funding agreement were adhered to, and specifically:
 - Project implementation deliverables;
 - Reporting requirements;
 - Use of the Air District's approved logo or acknowledgment of the Air District in printed or electronic materials for public distribution;
- Conducting interviews with project sponsors and report to the District any findings, including, alleged or suspected fraud related to the program.
- Verifying that the Sponsor used the TFCA funds for the reduction of emissions from motor vehicles as required by California Health and Safety Code section 40233 and 40717.

d. Other Areas of Concern

The selected audit firm shall itemize any other areas of concern with respect to the contractual, legal, administrative, or financial aspects of the grantee's implementation of the TFCA project, as such concerns may emerge during the course of the audit. The audit firm shall also provide recommendations for resolution of those concerns, to the extent that the firm has information or experience to do so.

4. If required, the selected audit firm shall prepare a report to the Board of Directors which identifies significant audit findings, difficulties encountered in performing the audit, identify any corrected and uncorrected misstatements, and recommendations for improvements in administrative controls.
5. The selected audit firm will present and discuss the results of the compliance audit to the Mobile Source Committee and to the full Board of Directors, if necessary.

C. Air District Responsibilities

The Air District will assist the contractor by doing the following for the Financial Audit (Part A) and the Compliance Audit (Part B):

The following assistance will be provided for both Part A and B:

The Air District will provide required records, documentation and supporting information within its possession, as well as provide a listing of sponsors and contacts for awarded project funding as applicable.

The Air District will produce the audit confirmation letters that are mailed by the Air District.

The Air District will provide office space, desks, tables, chairs, and phones at the District's offices. The auditors will also be furnished access to facsimile machines, and photocopying machines.

The following assistance will be provided for Part A:

The Air District will prepare the final closing of the books, and provide balance sheets and statements of revenue and expenditures for all funds, as well as detailed subsidiary ledgers.

The Air District will review the preliminary draft of the financial statements, Single Audit, and Management Letter, and provide comments to the auditor within 5 business days of receipt from the auditor.

The following assistance will be provided for Part B:

The Air District will review the preliminary draft of each Individual Project Sponsor Audit Report and the Summary Financial Report(s), Management Letter, and provide comments to the auditor within 10 business days of receipt from the auditor.

The Air District will provide a list of the contact person(s) for each project to be audited or reviewed.

The Air District will work to ensure that the selected firm receives the cooperation from the Project Sponsors in the conduct of the audits.

SECTION V – PROPOSAL, FORMAT, CONTENT AND SUBMITTAL

A. Format of Technical Proposal

1. Title page
 - a. The RFP subject,
 - b. The proposing firm's name,
 - c. Contact person's name, address, telephone number, and email address. If the firm has more than one office, state which office will be responsible for providing services to the District, and
 - d. The date of submission.
2. Table of Contents
 - a. Identification of material submitted, by section and page number,
 - b. Where appropriate, cross reference to section and page number of RFP.

3. Transmittal Letter
 - a. General introduction stating the proposer's understanding of the services to be provided,
 - b. A statement why the firm believes itself to be best qualified to perform the engagement for the Air District.
 - c. A statement of how long the firm has been in business and how many financial audits were performed by the firm for public agencies and special districts during the past five (5) years,
 - d. Name(s) of person(s) authorized to represent the proposer, title, address, telephone number, email address, and
 - e. Signature.
4. Detailed Proposal Following the Order Set Forth in Section B below:

B. Contents of Technical Proposal

The purpose of the Technical Proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake the scope of services described in Section IV of the Air District in conformity with the requirements of this RFP. The Technical Proposal should demonstrate the qualifications of the firm and of the staff intended to be assigned to this engagement. It should also specify an audit approach that will meet the RFP requirements. Technical proposal must address both parts of the audits (Part A and B) specifying where there may be differences.

The Technical Proposal should address all the points in the order outlined in the RFP. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this RFP. While additional data may be presented, the areas detailed below must be included. They represent the criteria against which the proposal will be evaluated.

1. License to Practice in California

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed or supervised by certified public accountants in good standing duly authorized to practice in California.

2. Independence

The firm should provide an affirmative statement that it is independent of the Bay Area Air Quality Management District as defined by generally accepted auditing standards, Government Auditing Standards, Minimum Audit Requirements and Reporting Guidelines for Special Districts as required by the State Controller's Office, and those issued by the Comptroller General of the United States.

The firm should also list and describe the firm's professional relationships involving the Air District for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

3. Firm Qualification and Experience

To qualify, the firm must have extensive experience in audits of local governments, preferably special districts, and reporting in compliance with generally accepted accounting principles, generally accepted auditing standards, Minimum Audit Requirements and Reporting Guidelines for Special Districts as required by the State Controller's Office, and Government Auditing Standards as issued by the Comptroller General of the United States.

The proposal should briefly introduce the firm, indicating whether the firm is local, regional, national, or international. State the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed (the Air District has a strong preference to work with a firm with an office and assigned staff located California), and the number and nature of the professional staff to be employed in this engagement on a full-time basis, and the number and nature of the staff to be so employed on a part-time basis. Indicate the name of the person who will be authorized to answer questions, the person's title, address, email and telephone number.

If the firm participates in a peer review or quality review program, provide the year, month and result of the most recent review and submit a copy of the report on the firm's most recent external quality control (peer) review, along with a statement as to whether that quality control review included a review of specific government engagements (required by Government Audit Standards).

Provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

4. Engagement Partner, Manager/Supervisor and Staff Qualifications and Experience

Identify the senior-level staff, including engagement partner and manager/supervisor, who would be assigned to this engagement on an ongoing basis. Indicate whether these individuals have CPA licenses authorized to practice in California and their standing with the Board of Accountancy. Please provide information on the governmental auditing experience and derivative accounting and reporting experience of these individuals, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit. The Air District reserves the right to approve or reject any replacements in the senior level staff participating in the Air District's audits.

Identify junior-level staff who may be assigned to this engagement. Indicate the stability of this team of individuals in relation to being assigned to this

engagement on an annual basis. Please indicate their experience as outlined above for senior level staff. Indicate how the quality of the junior-level staff will be assured to the Air District over the term of the agreement. The Air District reserves the right to approve or reject any replacements in the junior level staff participating in the Air District's audits.

Staff consistency is an important consideration in awarding the audit contract.

5. Prior Engagements with the Air District

Indicate prior engagements of the firm with the Air District or its predecessor districts, the scope of work, date, engagement partners, total hours, and the location of the firm's office from which the engagement was performed.

6. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed to perform the services required under Section IV: Scope of Work above.

Part A: Financial Audit

- a. Proposed segmentation of the audit work:
 - i. What will be accomplished during interim and what at year end?
 - ii. What other contact can the Air District expect during the year related to the audit engagement?
- b. Expectations of Air District staff:
 - i. What documents and working papers are expected to be provided by Air District staff during interim and year end work?
- c. Proposed time frame for each segment of audit work:
 - i. What is the anticipated length of field work for interim and year end work?
 - ii. What is the standard turnaround time from end of field work, to senior level review, to final draft, to partner review, to audit report issuance?
- d. Planned number of hours on the engagement for each level of auditing staff.
- e. Approach to be taken to gain and document an understanding of the Air District's internal control structure.
- f. Approach to be taken in determining laws and regulations that will be subject to audit.

Part B: Compliance Audit

- g. Planned number of hours on the engagement for each level of auditing staff.

h. Approach to be taken to gain and document an understanding of the Air District's compliance audit requirements

i. Additional information to demonstrate ability to perform scope of work.

7. Cost Proposal Guidelines

The cost proposal should contain all pricing information relative to performing the audit engagement as described in this request for proposals. In addition, list the fully burdened hourly labor rates and the total number of hours estimated for each level of professional staff to be used to perform each segment.

The cost proposal should be submitted in the format provided in Attachment A, "AUDIT COST PROPOSAL FORM".

All proposals must be submitted according to specifications set forth in this section. Failure to adhere to these specifications may be cause for the rejection of the proposal. All proposals must be signed by an authorized representative of the bidder.

8. Grounds for Rejection - A proposal may be immediately rejected if it is received at any time after the deadline; if it is not in the prescribed format; or if it is not signed by an individual authorized to represent the firm.

9. Disposition of Proposals – The Air District reserves the right to reject any or all proposals. All responses become the property of the Air District. One copy of the proposal shall be retained for District files. Additional copies and materials will be returned only if requested and at the bidder's expense.

10. Modification or Withdrawal - Once submitted, proposals, including the composition of the contracting team cannot be altered without the prior written consent of the Air District. All proposals shall constitute firm offers valid for ninety (90) days from the August 25, 2017 due date.

SECTION VI – PROPOSAL EVALUATION

A panel of Air District staff will evaluate all proposals. The panel will recommend the selection of the contractor to the Air Pollution Control Officer (APCO), who will, in turn, make a recommendation to the Air District Board of Directors. The Air District Board of Directors must approve the contract to carry out the work described in this RFP. An example of a typical contract for professional services used by the Air District is included in Section VIII.

Proposal will be evaluated on the responsiveness to all work (Part A and Part B) and requirements described in the RFP on the following criteria. Proposals addressing only one Part of the RFP will not be evaluated.

Criteria	Description	Percentage
Expertise	Technical expertise, size and structure of the firm and personnel assigned to RFP tasks; firm's ability to perform and complete the work in a professional and timely manner.	25%
Skill	Past experience of the firm and, in particular, experience of the team working on projects of similar scope for other governmental agencies.	15%
Approach	Responsiveness of the proposal, based upon a clear understanding of the work to be performed.	25%
Cost	Cost or cost effectiveness and resource allocation strategy.	25%
References	References of the firm	5%
Firm's Specialty Focus Area	Local Business/Green Business*	5%
Total		100%

* The Air District gives preferences to local businesses and those that are certified as green businesses by a government agency or independent private rating organization. Local business refers to firm's headquarters located in the 9 counties of the Air District's jurisdiction.

The Air District reserves the right to reject any and all proposals submitted and/or request additional information. During the selection process, the Air District's evaluation panel may interview bidders. The interviews will be for clarification only. The submittal of new material will not be permitted at that time.

If two or more proposals receive the same number of points, the Air District will accept the lower cost offer.

SECTION VII – SCHEDULE

Audit Proposal Schedule

Milestone	Date
RFP Release Date	July 17, 2017
Pre-Bid Conference	August 3, 2017
Questions Due Date	August 10, 2017
Answers Provided via Website	August 17, 2017
Proposal Submission Due Date	August 25, 2017
Finalist Interviews (if needed)	September 5-8, 2017*
Selection of Finalist	September 27, 2017*
Contract Submission for Board Consideration	October 4, 2017*
Commencement of Contract	October 5, 2017*

* Dates are tentative and subject to change

SECTION VIII – SAMPLE CONTRACT

A sample contract to carry out the work described in this RFP is available on the District's website at <http://www.baaqmd.gov/about-the-air-district/request-for-proposals-rfp-rfq/samples-previous>

Attachment A

AUDIT COST PROPOSAL FORM

FY2017 Audit RFP Cost Proposal Summary			
	Year 1	Year 2	Year 3
1. Financial Audit			
Annual Financial Report			
Single Audit Report			
Total	\$ -	\$ -	\$ -
2. Compliance Audits			
a) TFCA Regional Fund			
Average Cost Per project			
Estimated # of Projects	70	70	70
	\$ -	\$ -	\$ -
b) TFCA County Program Manager Fund			
Average Cost Per project			
Estimated # of Projects		120	
	\$ -	\$ -	\$ -
c) Summary Financial Reports:			
Regional Fund (all years)			
County Program Manager Fund (for year 2)			
Total	\$ -	\$ -	\$ -
TOTAL PROPOSAL COST	\$ -	\$ -	\$ -

Financial & Compliance Audit Hourly Rates			
	Year 1 rate (\$)	Year 2 rate (\$)	Year 3 rate (\$)
Audit Team			
Partner			
Reviewer			
Manager			
Senior			
Staff			
Administrative			

Attachment B

SAMPLE LIST OF REGIONAL FUND AND COUNTY PROGRAM MANAGER PROJECTS

REGIONAL FUND PROJECTS:

Project Number	Project Sponsor	Project Title	City	Award Amount
11R16	City of Alameda	Estuary Crossing Bicycle/College Shuttle	Alameda	\$114,380
16EV057	Town of Atherton	Install 2 dual-port Level 2 charging stations	Atherton	\$6,000
07R65	City of Burlingame	Bayshore Highway Corridor Interconnect	Burlingame	\$147,900
16R22	City of Campbell	Purchase and install 8 eLockers	Campbell	\$20,000
09R24	UC Davis Fleet	(1) CNG Bus	Davis	\$41,350
16RFG01	Chabot Las Positas Comm College District	Install 12 Dual-Port level 2 charging stations	Dublin	\$65,112
06R07	City of El Cerrito	San Pablo Avenue Transit, Streetscape, Bicycle and Pedestrian Access Improvements	El Cerrito	\$172,441
16EV062	Carrara at Tuscany Hills Owners' Assoc.	Install 5 single-port Level 2 charging stations in San Jose	Fremont	\$15,000
16RFG02	City of Fremont	Install 9 dual port level 2 charging stations in Fremont	Fremont	\$81,486
16EV060	Verasa Napa Condominium Owners Assoc. Inc .	Install 2 dual-port Level 2 chargers in Napa	Mammoth Lakes	\$12,000
16EV056	Bay Area Headquarters Authority	Install 1 dual-connector DC fast and 21 dual-port Level 2 charging stations in San Francisco	Oakland	\$442,000
16R23	Bay Area Rapid Transit District	Purchase and install 80 eLockers	Oakland	\$200,000
16R24	Capitol Corridor Joint Powers Authority	Purchase and install 16 eLockers	Oakland	\$40,000
12R18	City of Oakland	Oakland "B" Shuttle	Oakland	\$177,302
16R18	City of Oakland	Broadway Shuttle	Oakland	\$186,500
16EV058	City of Oakland	Install 4 dual-connector DC fast and 24 dual-port Level 2 charging stations in Oakland	Oakland	\$250,000
03R24	City of Oakland	Coliseum Transit Hub Streetscape Improvements	Oakland	\$303,188
09R39	County of Alameda	(40) Electric Vehicle Charging Spots	Oakland	\$84,760
11R05	Metropolitan Transportation Commission	511 Rideshare Program	Oakland	\$1,000,000
16EV061	Amy's Kitchen	Install 3 dual-port Level 2 charging stations	Petaluma	\$10,500
12R07	City of Redwood City	Midpoint Caltrain Shuttle	Redwood City	\$20,000
11R12	City of Richmond	Transmetro (Richmond Circular & Marina Bay Shuttles)	Richmond	\$313,036
12R14	Peninsula Corridor Joint Powers Board	Caltrain Shuttles	San Carlos	\$1,000,000
16R19	Peninsula Corridor Joint Powers Board	Caltrain Shuttle Program	San Carlos	\$767,100
14R03	BAAQMD	Mobile Source Enforcement	San Francisco	\$514,820
14R02	BAAQMD	Spare the Air	San Francisco	\$1,443,668
14R01	BAAQMD	Administration	San Francisco	\$1,187,250
09R32	City & County of San Francisco	(60) Electric Vehicle Charging Spots	San Francisco	\$98,334
16R17	Presidio Trust	PresidiGo Shuttle	San Francisco	\$100,000
07BFP24	SF Recreation and Parks Dept.	Marina Pedestrian and Bicycle Improvement Project	San Francisco	\$40,045
12R12	Associated Students, San Jose State University	SJSU Ridesharing & Trip Reduction	San Jose	\$120,000
09R35	County of Santa Clara	(40) Electric Vehicle Charging Spots	San Jose	\$85,720
16R20	Santa Clara Valley TA (SCVTA)	ACE Shuttle Bus Program	San Jose	\$960,000
12R15	SCVTA	ACE Shuttles	San Jose	\$960,000
16EV059	Sikh Gurdwara - San Jose	Install 3 dual-port Level 2 charging stations in San Jose	San Jose	\$33,165
08R71	City of San Ramon	Crow Canyon Rd. Signal Timing	San Ramon	\$124,700

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08R72	City of San Ramon	Bollinger Canyon Road Signal Timing Project	San Ramon	\$264,450
09R59	McDonalds	(54) Electric Vehicle Charging Spots	San Ramon	\$98,004
08BFP03	County of Sonoma	County of Sonoma Electronic Bicycle Locker Program	Santa Rosa	\$70,000
12R06	San Joaquin Regional Rail Commission	Shuttle Route 53	Stockton	\$44,000
12R08	San Joaquin Regional Rail Commission	Shuttle Route 54	Stockton	\$50,000
16R15	San Joaquin Regional Rail Commission	ACE Shuttle 53 and 54	Stockton	\$80,000
08R76	Solano Transportation Authority	Safe Route to School Program	Suisun City	\$400,000
16R30	Contra Costa Transportation Agency	Deploy and operate Shared Autonomous Vehicles	Walnut Creek	\$1,000,000

COUNTY PROGRAM MANAGER PROJECTS:

Project #	Project Sponsor	End Recipient	Project Title	Award
09ALA07	ACTC	AC Transit	Easy Pass Transit Incentive Program	\$350,000.00
11ALA03	ACTC	City of Albany	Buchanan Bike Path	\$100,000.00
11ALA04	ACTC	Cal State University East Bay	CSUEB -2nd Campus BART Shuttle	\$194,000.00
11ALA06	ACTC	City of Fremont	North Fremont Arterial Management	\$256,000.00
11ALA12	ACTC	City of San Leandro	San Leandro LINKS Shuttle	\$47,500.00
11ALA13	ACTC	Alameda CTC	Alameda County Guaranteed Ride Home (GRH) Program	\$245,000.00
12ALA00	ACTC	Alameda CTC	Program Administration	\$92,392.73
12ALA01	ACTC	City of Oakland, Economic Development	Oakland Broadway Shuttle - Fri and Sat Evening Service	\$35,300.00
12ALA02	ACTC	City of Pleasanton	Pleasanton Trip Reduction Program	\$57,507.00
12ALA03	ACTC	Cal State University East Bay	CSU East Bay Second Campus to BART Shuttle- Ext, Hours	\$56,350.00
12ALA04	ACTC	Livermore Amador Valley Transit Authority (LAVTA)	Route 10 FY 12/13 Operations	\$144,346.00
12ALA05	ACTC	LAVTA	Route 53 Operations, FY 12/13	\$34,180.00
12ALA06	ACTC	LAVTA	Route 54 Operations, FY 12/13	\$37,299.00
14ALA03	ACTC	East Bay Regional Park District	Iron Horse Trail Dublin/Pleasanton BART Santa Rita Road	\$180,000.00
14ALA13	ACTC	California State University, East Bay	CSUEB Campus Shuttle II, FY 13/14	\$130,000.00
04CC13	Contra Costa Co TA(CCTA)	City of Martinez	San Francisco Bay Trail, Phase II	\$87,508.00
08CC01	CCCTA	West Contra Costa Transportation Advisory Committee (WCCTAC)	I-80 Plus Commute Incentive Program	\$163,096.00
09CC01	CCCTA	WCCTAC	WCC Commute Incentive Prgm	\$76,164.00
09CC02	CCCTA	WCCTAC	West County Employer Outreach	\$107,164.00
10CC06	CCCTA	City of San Ramon	511 South Contra Costa County Student Program	\$166,626.00
11CC03	CCCTA	WCCTAC	Countywide Guaranteed Ride Home Program	\$151,081.00
11CC05	CCCTA	City of San Ramon	511CC Southwest Employer Program	\$43,195.00
12CC00	CCCTA	Contra Costa Transportation Authority	Program Administration	\$67,073.00
12CC03	CCCTA	WCCTAC	Countywide Guaranteed Ride Home Program	\$151,424.00
12CC04	CCCTA	TRANSPAC/City of Pleasant Hill	Central/East SOV Trip/Emissions Reduction Program	\$730,527.00
12CC05	CCCTA	City of San Ramon	511CC Southwest Employer Program	\$48,695.00
12CC06	CCCTA	City of San Ramon	511CC Countywide Vanpool Incentive Program	\$39,334.99
14CC00	CCCTA	Contra Costa Transportation Authority	Program Administration	\$69,291.26
14CC04	CCCTA	TRANSPAC/City of Pleasant Hill	Central/East SOV Trip Emissions Reduction Program	\$754,046.00

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5CC00	CCCTA	Contra Costa Transportation Authority	Program Administration	\$70,592.86
7-Mar-03	TAM	County of Marin	Class II Bike Lane - Sir Francis Drake Blvd	\$29,163.00
9-Mar-06	TAM	County of Marin	Sir Francis Drake Boulevard Bicycle Lane	\$45,837.00
9-Mar-07	TAM	County of Marin	Tennessee Valley Pathway	\$265,000.00
9-Mar-10	TAM	Town of Tiburon	Tiburon Blvd. and Lyford Dr. Multi-modal Commuter Lot	\$314,207.00
10-Mar-01	TAM	Transportation Authority of Marin (TAM)	Vanpool Program	\$50,000.00
10-Mar-02	TAM	Transportation Authority of Marin	Emergency Ride Home Program	\$50,000.00
10-Mar-04	TAM	Transportation Authority of Marin	Electric Vehicle Charging Stations	\$112,000.00
10-Mar-06	TAM	Transportation Authority of Marin	Dynamic Rideshare	\$60,000.00
11-Mar-01	TAM	Town of Fairfax	Fairfax Spine Project	\$110,000.00
11-Mar-03	TAM	County of Marin	Bel Marin Keys Boulevard Class 2 Bicycle Lanes	\$35,000.00
12-Mar-00	TAM	Transportation Authority of Marin	Program Administration	\$16,770.00
12-Mar-01	TAM	Transportation Authority of Marin	Emergency Ride Home Program	\$22,000.00
14-Mar-00	TAM	Transportation Authority of Marin	Program Administration	\$17,735.76
14-Mar-05	TAM	Town of San Anselmo	Electric Assist Utility Bicycle for Town Staff	\$6,000.00
10NAP01	Napa TA	City of Napa	Lincoln Class II Bike Lane	\$71,750.00
10NAP04	Napa TA	Solano Napa Commuter Information	SNCI Commuter Incentives and Marketing Materials	\$40,000.00
11NAP01	Napa TA	City of Napa	Bicycle Racks and Bicycle Locker	\$10,443.00
11NAP02	Napa TA	City of Napa	Lincoln Ave Class II bike lane	\$148,100.00
11NAP03	Napa TA	City of St. Helena	Wappo Class I Multi-Purpose Trail Gap Closure	\$90,000.00
12NAP00	Napa TA	Napa Co Transportation and Planning Agency	Program Administration	\$9,300.90
12NAP05	Napa TA	City of Napa	Saratoga Class II Bike Lane	\$31,154.00
14NAP00	Napa TA	NC Transportation and Planning Agency	Program Administration	\$9,616.47
10SF08	SFCTA	University of California San Francisco	Parnassus Campus Bike Cage	\$50,000.00
11SF01	SFCTA	SF Department of the Environment	CCSF Bicycle Fleet	\$38,479.00
11SF03	SFCTA	SF Department of the Environment	Emergency Ride Home Program	\$18,000.00
11SF04	SFCTA	SF Department of the Environment	SF/MTC School Ride-matching Program	\$103,596.00
11SF09	SFCTA	SF Municipal Transportation Agency	Regional Bicycle Sharing Pilot	\$401,250.00
12SF00	SFCTA	SF County Transportation Authority (SFCTA)	Program Administration	\$35,810.04
12SF02	SFCTA	SF Department of the Environment	CCSF Bicycle Fleet	\$40,063.00
12SF03	SFCTA	SF Department of the Environment	Commuter Benefits Program	\$71,732.00
12SF05	SFCTA	SF Municipal Transportation Agency	Alternative Fuel Taxicab Vehicle Incentive Program	\$70,875.00
12SF07	SFCTA	SF Municipal Transportation Agency	Short Term Bicycle Parking	\$165,000.00
12SF08	SFCTA	SF Municipal Transportation Agency	Sloat Boulevard Bicycle Lanes	\$85,000.00
14SF00	SFCTA	SFCTA	Program Administration	\$36,588.64
14SF01	SFCTA	SF Department of the Environment	Emergency Ride Home Program	\$5,000.00
14SF02	SFCTA	SF Department of the Environment	Commuter Benefits Program	\$111,127.00
14SF03	SFCTA	SF Department of the Environment	San Francisco School Pool	\$25,073.00
14SF06	SFCTA	SF State University	Abundant Bicycle Parking (Outdoor Racks)	\$51,923.00
12SM00	CCAG	City/County Association of Governments (CCAG)	Program Administration	\$47,781.01
12SM01	CCAG	Peninsula Traffic Congestion Relief Alliance	County-wide Voluntary Trip Reduction Program	\$435,600.00
12SM02	CCAG	SamTrans	SamTrans Shuttle Bus Program	\$554,400.00

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14SM00	CCAG	CCAG	Program Administration	\$52,526.42
14SM01	CCAG	Peninsula Traffic Congestion Relief Alliance	County-wide Voluntary Trip Reduction Program	\$445,000.00
14SM02	CCAG	San Mateo County Transit District	SamTrans Shuttle Program	\$566,000.00
08SC05	SCVTA	City of Milpitas	Milpitas - Traffic Signal Management System	\$775,000.00
08SC07	SCVTA	City of Mountain View	Grant Road Adaptive Signal Project	\$330,058.00
09SC10	SCVTA	City of San Jose	Signal Retiming for Traffic Light Synchronization Project	\$501,674.00
10SC01	SCVTA	City of Santa Clara	SAN TOMAS AQUINO CREEK SPUR TRAIL	\$260,000.00
10SC02	SCVTA	City of Santa Clara	Santa Clara Traffic Signal & Interconnect Project	\$315,000.00
10SC05	SCVTA	City of Gilroy	Tenth Street - Adaptive Signal Synchronization	\$52,118.00
10SC06	SCVTA	City of San Jose	San Jose TLSP Signal Timing PH II	\$635,000.00
11SC04	SCVTA	City of Santa Clara	Stevens Creek Colorized Bike Lanes	\$59,200.00
11SC05	SCVTA	City of Mountain View	Permanete Creek Trail - Old Middlefield Way to Rock St	\$100,000.00
11SC06	SCVTA	City of San Jose	Park/San Fernando/San Antonio Bikeway -VTP ID B70	\$43,000.00
11SC07	SCVTA	City of San Jose	Hedding Street Bike Lanes - VTP ID B66	\$86,450.00
12SC00	SCVTA	Santa Clara Valley TA (SCVTA)	Program Administration	\$113,468.78
12SC01	SCVTA	City of San Jose	City of San Jose Bike Racks	\$48,000.00
12SC02	SCVTA	Santa Clara Valley Transportation Authority	Light Rail Shuttles	\$665,000.00
12SC04	SCVTA	Co. of Santa Clara Roads & Airports Dept	San Tomas Expressway Weekend Traffic Responsive Signal Timing	\$53,250.00
14SC00	SCVTA	Santa Clara Valley Transportation Authority	Program Administration	\$112,250.68
14SC05	SCVTA	Santa Clara Valley Transportation Authority	Light Rail Shuttles	\$625,000.00
14SC07	SCVTA	City of Cupertino	Stevens Creek "Corridor Park"	\$95,000.00
14SC09	SCVTA	City of Sunnyvale	El Camino Real Bicycle Lanes	\$15,000.00
14SC10	SCVTA	City of Campbell	Winchester Boulevard Signal Timing Project	\$130,000.00
11SOL01	STA	Solano Transportation Authority (STA)	STA Safe Routes to School Incentives & Prog. Coord	\$47,909.00
12SOL01	STA	City of Benicia	Mathew Elementary Smart Growth Project	\$25,500.00
12SOL02	STA	Solano Transportation Authority	Solano Commute Alt. Incentive Activities & Outreach.	\$254,328.00
14SOL00	STA	Solano Transportation Authority	Program Administration	\$15,176.88
03SON05	SCTA	Sonoma County Transit	CNG Fueling Station Expansion	\$270,000.00
04SON04	SCTA	Sonoma County Transit	Cotati Intermodal Facility/ Park & Ride	\$26,369.00
05SON03	SCTA	Sonoma County Transit	Cotati Intermodal Facility / Park & Ride	\$9,695.00
06SON02	SCTA	Sonoma County Transit	Cotati Intermodal Facility / Park & Ride	\$32,000.00
08SON01	SCTA	Sonoma County Transit	Cotati Intermodal Facility/Park & Ride	\$360,000.00
10SON03	SCTA	Sonoma County Transit	Transit Marketing Program	\$59,356.00
11SON04	SCTA	City of Petaluma - Public Works	Sonoma Mtn. Pkwy & McDowell Corridor Signal Timing	\$100,000.00
12SON03	SCTA	City of Santa Rosa	Santa Rosa Free Ride Trip Reduction Incentive Program	\$170,788.00
12SON04	SCTA	City of Santa Rosa - Transit	Student/Youth Pass Subsidy Program	\$65,000.00
12SON05	SCTA	Sonoma County Transit	Transit Marketing Program	\$60,000.00
14SON00	SCTA	Sonoma Co Transportation Authority (SCTA)	Program Administration	\$29,275.64
14SON01	SCTA	City of Santa Rosa - Transit	Youth Bus Pass Subsidy Program	\$75,000.00
14SON02	SCTA	City of Santa Rosa - Transit	Santa Rosa Free Ride Trip Reduction Incentive Program	\$153,636.00
14SON07	SCTA	City of Petaluma	Petaluma Transit Marketing II	\$60,000.00