



**ADDENDUM #1 – River Parishes Transit Authority (RPTA) Request for Proposals (RFP):  
Independent Auditing Services, Years Ending 2018-2020**

**TO INTERESTED CERTIFIED PUBLIC ACCOUNTANTS (ICPAs)**

**A. Please note the following requests for clarification:**

- a. Are the financial statements and footnote and the schedule of expenditures of federal awards prepared by RPTA or the auditors?
- b. Do you anticipate that a single audit will be required in 2018 and future years?
- c. Any new federal funds or loss of federal grants from the prior year that may impact the Single Audit major program determination?
- d. What are your expectations regarding timing of the audit and report issuance?
- e. Did you have any significant audit adjustments for the 2017 audit? If so, what were the adjustments related to?
- f. When would you like for audit fieldwork to occur? How many weeks did the auditors spend out there? Was interim performed?
- g. When will the final trial balance and requested audit documentation be available to the auditors?
- h. How large is your accounting staff?
- i. What software do you use? Any changes in software in 2018 or anticipated changes in future years?
- j. Any new activities for 2018 or anticipated for future year that were not present in the 2017 audit?
- k. On page B7 of the RFP, there is reference to “DBE Letter of Intent (see below)” and “DBE Affidavit (see below),” however, no additional information is provided. Could you provide additional information about submission requirements for the DBE Letter of Intent and the DBE Affidavit?
- l. May we obtain copies of the FTA Monitoring/Review most recent reports?

B. Please note the following **responses to requests for clarification**:

- a. Financial statements and schedule of fed award expenditures are prepared by RPTA Accounting contractor (Solutient) and provided to auditors annually.
- b. RPTA does not anticipate a single audit will be required for year ending 2018.
- c. RPTA does not anticipate any changes to its single-audit eligibility.
- d. RPTA anticipates that proposers will cooperate with its oversight and operations contractors to ensure timely delivery of all required reporting.

Per the Contract Compliance section of the RFP (p. 11) – “The completion date for an engagement is June 15th of each year. The legislative auditor will closely monitor compliance. The reports must be completed by and transmitted to the legislative auditor within the time frames included in the agency specific information.”

- e. Adjustments for 2017 audit were related to adjustments in vehicle depreciation rate.
- f. No site visit was necessary to conduct the 2017 audit.
- g. RPTA anticipates that proposers will cooperate with its oversight and operations contractors to ensure timely delivery of all required reporting, upon contract execution.
- h. This is not a clarification related to the RFP for auditing services.
- i. QuickBooks software is used. RPTA does not anticipate any changes in software in 2018 or in future years at this time.
- j. RPTA is a transit service provider whose operations and activities are bound by enabling legislation and by-laws.
- k. The RPTA does not require DBE participation as a condition of the auditing services RFP. The DBE clause is a standard FTA Third-Party Contract Clause which outlines the parameters of compliance and eligibility.

Hence, if the proposer includes a DBE Participation Schedule with the proposal, each DBE firm must submit a DBE Letter of Intent and DBE Affidavit to accompany the proposal.

- l. This is not a clarification related to the RFP for auditing services.