

**R A F C  
R E G I O N A L  
A D M I N I S T R A T I V E  
F A C I L I T Y  
C O R P O R A T I O N**

**March 17, 2014**

**ADDENDUM NO. 1 TO  
REQUEST FOR PROPOSAL  
FOR PROFESSIONAL AUDITING SERVICES  
DATED MARCH 3, 2014**

**JOSEPH P. BORT  
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Dear Proposer:

This letter is Addendum No. 1 to the Professional Auditing Services, Request for Proposal (RFP) dated March 3, 2014. Where text is revised, deleted text is shown in strike-through format; added text is *italicized*. The RFP is revised as follows:

Metropolitan  
Transportation  
Commission

**Steve Heminger**  
President

Association of  
Bay Area Governments  
**Ezra Rapport**  
Vice-President

San Francisco  
Bay Area Rapid Transit  
District  
**Grace Crunican**  
Secretary-Treasurer

San Francisco  
Bay Area Rapid Transit  
District  
**Jeff Ordway**  
Assistant  
Secretary-Treasurer

<u>Addendum Item</u>	<u>Reference</u>	<u>Change</u>
1	Paragraph 1, Page 1.	The Regional Administrative Facility Corporation (RAFC) invites your firm to submit a proposal to perform the annual fiscal audits of RAFC and to prepare annual tax returns for the fiscal year ending June 30, <del>2014</del> <i>2015</i> , with an option to renew the audit agreement for three (3) subsequent fiscal years, ending on June 30, 2018. The selected firm also may be asked to provide other professional consulting assistance.
2	Appendix A, Pages 7.	<b>Task 1: Audit of RAFC's Financial Statements for the Fiscal Year ending June 30, <del>2014</del> <i>2011</i>.</b>

The remaining provisions of the RFP, dated March 3, 2014, remain unchanged. In the event of a conflict between this Addendum and the previous version(s), this Addendum takes precedence.

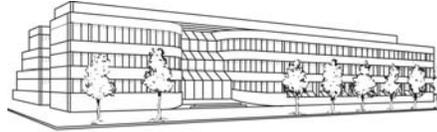
Questions and Answers regarding this RFP are enclosed with this Addendum.

Any questions concerning this addendum to the RFP should be directed to Mamie Lai, Project Manager, at (510) 817-5860 or mlai@mtc.ca.gov.

Sincerely,

**Steve Heminger**  
President

SH:DR



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F A C I L I T Y  
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March 17, 2014

**REQUEST FOR PROPOSAL (RFP), DATED MARCH 3, 2014**  
**REGIONAL ADMINISTRATIVE FACILITY CORPORATION (RAFC)**  
**PROFESSIONAL AUDITING SERVICES**  
**QUESTIONS AND ANSWER DOCUMENT**

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Q1: Page one of the RFP state the audit period to be June 30, 2015. However, page four states the audit period to be June 30, 2014. Based on the timing of information requested this request covers the initial period ending June 30, 2014. Is that correct?

**A1: The period covered under the RFP is Fiscal Year (FY) 13/14, which begins on July 1, 2013 and ends on June 30, 2014. Please see Addendum #1, item #1 for more information.**

Q2: We are requesting a copy of the audit report for the period ending June 30, 2013, as this will have information covering the Federal Programs which are included in the scope of the audit.

**A2: The audit reports ending June 30, 2013 are posted on the MTC website at <http://bids.mtc.ca.gov/procurements/158>. There are no federal monies included in the RAFC audit.**

Q3: Please provide the program types by CFDA Number covered in the 2013 RAFC Audit.

**A3: This is not applicable to the RAFC audit.**

Q4: What was the prior audit fee for this service? Please identify the audit fees for each audit/task.

**A4: The prior audit fee for this service was thirteen thousand five hundred forty-eight dollars (\$13,548), the audit fees per audit/task are listed below:**

Draft audit report, draft management letter, camera-ready copy of final management letter and final audit report.	\$9,145
Final Tax Returns	\$2,403
Professional Consulting Services	NTE \$2,000

Q5: Are your prior year auditors included or excluded from the current RFP process?

**A5: The prior year Auditor is not excluded from the RFP process, and may submit a proposal in response to the current RFP if they choose to do so.**

Q6: Were there any major changes in the engagement requested in the RFP compared to last year's engagement?

**A6: No.**

Q7: How many auditors were onsite by week for both interim testing and final fieldwork?

**A7: This information is not available. Please see Question and Answer #8 below for information on the total number of hours for the previous audit.**

Q8: What were the hours of the previous audit?

**A8: Approximately 80.**

Q9: How many adjusting entries did the prior year auditors recommend?

**A9: No adjusting entries were required.**

Q10: Did the prior year auditor issue a management letter? If so, please provide a copy.

**A10: The audit reports for FY 12/13 are posted on the MTC website at <http://bids.mtc.ca.gov/procurements/158>.**