

## **Addendum #1**

### **Request for Proposals – Fiscal Audits for Mendocino Council of Governments**

September 9, 2019

Pursuant to the Request for Proposals dated August 23, 2019, this Addendum addresses questions received prior to the proposal due date of September 13, 2019.

1. **What is the reason that you are considering changing the auditor?** This is a routine, periodic (5-7 years) comparison of available services.
2. **Will your prior auditors be invited to bid?** Yes.
3. **How many staff did the audit team consist of in the past and when did the auditors come on site?** The team has typically consisted of 3-4, not counting clerical/administration. For Mendocino Transit Authority (MTA), an inventory count may have been done in July. Other onsite audit work is typically between December and February, although MCOG needs work done in January at latest.
4. **Is the scope of the service requested the same as last year?** Yes.
5. **Have there been any changes in your accounting system or software since last year?** No. MCOG and MTA both use QuickBooks. The County Treasury uses Tyler Technologies' Munis.
6. **Do you expect to have any retirement or replacement of key employees?** No.
7. **How many weeks did your prior auditors encounter for your last audit? How many weeks/hours were spent by the prior auditors in the field?** Unknown. Work has been spread over 3-4 months.
8. **When did the on-site fieldwork take place?** January to February 2019.
9. **What were the prior year audit fees and can you please breakdown by components? Cost for MCOG's audit was \$12,000 and MTA's audit was \$13,500. What is the current year budget for auditing services?** As noted in the RFP, the budget is \$25,000. Cost has been within \$500 of that amount.
10. **When will a closed trial balance be available for the audit with all closing entries recorded?** September to October.
11. **Is there anything specific that you are looking for with the successor auditors?** Yes. As stated in the RFP, familiarity with California's Transportation Development Act and government agencies are major evaluation criteria.
12. **What are the things you liked and didn't like about your current auditors?** Decline to state.
13. **What are the things you liked and didn't like in the audit process followed by your current auditors?** MCOG staff appreciated FTP uploading of electronic documents and the onsite visit for face-to-face meeting with the auditor.

14. **How many adjusting entries you had last year?** MCOG did not have many. MTA had accounting services for this purpose.
15. **Do you expect to have a single audit this year?** MCOG will not. If a single audit is required for MTA, it is expected to be an additional cost paid by MTA.
16. **How many major programs you had last year?** MCOG has Administration, Planning, Regional Surface Transportation Program (RSTP) and Service Authority for Freeway Emergencies (SAFE). MTA has Operations, Capital (Vehicles and Major Facilities), and Specialized Transportation.
17. **How much were the total federal expenditures last year?** None for MCOG. Federal expenditures by MTA are unknown at this writing.