



RFP S20130 Compliance Audit Services for the 2000 Measure A Citizens Watchdog Committee

September 16, 2020

To: Prospective Proposers

From: Norman David, Contracts Administrator

Subject: Q&A for RFP S20130 Compliance Audit Services for the 2000 Measure A Citizens Watchdog Committee

The following pages contain responses to questions submitted by prospective Proposers. Do not submit the attached “Q&A” document in your proposal.

Q1. Page 4 the RFP indicates “Proposer(s) selected...” Does the VTA envision potentially selecting more than one contractor for this work?

A1. VTA will award to only one contractor.

Q2. Do you have an estimated budget for the proposed services?

A2. VTA does not disclose cost estimate information for professional services.

Q3. Has the VTA used vendors for these services in the past? If so, which firms and what were the annual fees spent for these services

A3. The current contractor is Macias Gini O’Connell LLP. The contract is for 5 years for a maximum compensation of \$145,150.00.

Q4. Page 4, paragraph 2, of the RFP indicates that the services could be “annual compliance and/or performance audit services”. Page 4, paragraph 5, refers to compliance and/or performance reports suggesting there could be multiple reports? Other areas of the RFP seem to suggest there will be a single annual compliance audit report.

a. If applicable, can the VTA elaborate on examples of the type and number of compliance reports the selected vendor would be expected to complete (perhaps listing prior examples)?

b. If applicable, can the VTA elaborate on examples of the type and number of performance audit reports the selected vendor would be expected to complete (perhaps listing prior examples)?

A4. To clarify, one compliance audit report is required each year that covers the most recently completed fiscal year. However, the general scope will be defined in the contract scope and special areas of focus or concern will be determined each year based on discussions between the Committee and its Contractor on the audit plan,



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scope, schedule, and deliverables. Please refer to Section VIII, Scope of Services on page 16 of the RFP, for more information.

Please [follow this link](#) to view the prior 2000 Measure A compliance audit reports.

Q5. Page 4 indicates that the Selected firm must perform the Services; subcontracting is not allowed. However, there is an 18% MWBE aspirational goal as well as a SB goal specified on page 14. Can you clarify whether subcontracting is allowed and encouraged?

A5. *The MWBE aspirational and SBE goals specified in the RFP are overall goals for VTA. Although subcontracting is not allowed for the Services, MWBE/SBE certified firms are encouraged to participate in order to meet VTA's overall goals. Non-MWBE/SBE firms are NOT disqualified and are encouraged to participate.*

Q6. RFP indicates that this will be a Firm-Fixed Price Contract and the RFP requests that we provide an hourly rate schedule. How does the VTA plan to develop the Firm-Fixed Price Contract amount with the selected firm?

A6. *As per the RFP, VTA will award a contract based on best value, where VTA will evaluate each proposers' submittal as per Section III, Evaluation and Selection on page 11 of the RFP, which includes evaluation of the details within Cost Proposal. The Firm-Fixed Price contract amount will be based on the annual costs.*

Q7. Page 16 of the RFP indicates that "If this project is financed with federal assistance..." Does the VTA envision that this project will be federally funded?

A7. *VTA does not anticipate the project to be federally funded.*

Q8. The RFP requests that the hourly rate schedule be delineated into components of the rate (e.g., Direct Labor Rate, Overhead Rate, Profit, and Fully Burdened Rate). Would the VTA consider allowing bidders to just provide a combined overall rate rather than individual components of the rate noted above, particularly if the answer to question directly above is that no federal funds will be used?

A8. *VTA will allow proposers to provide a combined overall rate. Exhibit D on page 41 is a sample rate schedule for the proposed contract but will be changed accordingly to reflect the combined overall rates.*