



REQUEST FOR QUALIFICATIONS & PROPOSAL

PROFESSIONAL AUDITING SERVICES

The Measure J Traffic Congestion Relief Agency (TRAFFIX) is issuing a Request for Qualifications & Proposal (RFQ/RFP) from qualified firms of certified public accountants to audit its financial statements for two (2) fiscal periods ending June 30, 2009 and June 30, 2010, with an opportunity for two (2) two-year extensions.

GENERAL INFORMATION

The Measure J Traffic Congestion Relief Agency (TRAFFIX) is requesting proposals and qualifications from certified public accountants to audit its financial statements for the fiscal years ending June 30, 2009 and 2010. These audits are to be performed in accordance with all applicable and generally accepted auditing standards including but not limited to: the standards set forth for financial audits by the Governmental Accounting Standards Board (GASB) and the U.S. Office of Management and Budget (OMB).

DESCRIPTION OF THE GOVERNMENT AGENCY

Overview

The Measure J Traffic Congestion Relief Agency (dba TRAFFIX), is an independent joint powers authority. Formed in October 2008, TRAFFIX was established to provide student transportation services in the San Ramon Valley for the purpose of reducing traffic congestion.

As a Joint Powers Authority (JPA), TRAFFIX's member agencies include the Town of Danville (the "Town"), City of San Ramon (the "City"), County of Contra Costa (the "County"), and the San Ramon Valley Unified School District (the "District"). Operations began in the 2009/2010 School Year.

The Agency is a public entity separate and distinct from the municipalities and school district with a 7-member board of directors comprised of officials from the member agencies' governing councils/boards. TRAFFIX's day-to-day operations is managed by a contract program manager with the Technical Advisory Committee (TAC) comprised of member agency staff. The City of San Ramon serves as Treasurer for the Agency. In FY 2010/11, the City will also serve as the Chair, and the District will serve as Vice Chair, of the TAC.

Accounting/Fund Structure

TRAFFIX's current operating budget is approximately \$1.5 million. The Agency does not have any employees, and therefore has no payroll.

TRAFFIX's revenues are from two main sources: (1) the Contra Costa's Measure J-2004 ½-cent sales tax for transportation, received in quarterly installments from the Contra Costa Transportation Authority (CCTA) and (2) the sales of annual student bus passes. TRAFFIX also anticipates the receipt of periodical federal or state grants.

TRAFFIX currently maintains two financial accounts, one for each of the two main sources of revenue: one held by the City of San Ramon and one held independently by TRAFFIX at a local banking institution. The account held at the City of San Ramon serves to receive revenues from the Contra Costa Transportation Authority (CCTA) and is used to pay three major contractors on a monthly basis: the student transportation provider, program manager and legal counsel. The account held at the independent banking institution serves to receive revenues from the sale of annual student bus passes (mostly purchased online and credited to the TRAFFIX banking account via a merchant processor on a daily basis). The independent banking account is used to pay miscellaneous operating expenses, including supplies, equipment, insurance, and marketing services.

TRAFFIX does not have any special fund types.

Volume of Financial Activity

TRAFFIX's volume of financial activity is small compared to other governmental entities. The monthly activity across both accounts average sixty (60) transactions per month.

TRAFFIX was established in October 2008 but did not begin financial activity until May 2009. Auditing services for Fiscal Year 2008/2009 will be limited to nine transactions in amounts fewer than \$1,000 each.

Financial Operations

Both TRAFFIX accounts are tracked using Intuit QuickBooks Online software. TRAFFIX's financial operations are managed by staff from the agency serving as Treasurer. Signature authorization for expenses is dependent upon the amount of the expense, as defined in the TRAFFIX Joint Exercise of Powers Agreement (JEPA) and its Bylaws.

SCOPE OF WORK

TRAFFIX desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with the minimum requirements prescribed by the State Controller for special districts under Government Code Section 26909 and generally accepted accounting principles, including GASB 34.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards. At the completion of this contract, the auditor will make available all work papers to the successor auditor in a timely manner.

During the course of the engagement, the auditor will meet with and provide status reports to the Treasurer or designee on a regular basis. Upon completion of field work, and before issuing any report or management letter, auditor shall schedule an exit conference with the Treasurer or designee. The auditor is expected to provide informal advice and consultation

throughout the contract term on matters relating to accounting and financial reporting. This would not include any task that entailed significant research on formal reporting.

The auditor will be expected to attend a meeting with the Technical Advisory Committee (TAC) and/or Board of Directors meeting to present the audit report.

SELECTION CRITERIA

The successful firm will be selected based on a combination of technical qualifications and price. A Selection Committee consisting of member agency staffs will evaluate the proposals submitted.

During the evaluation process, TRAFFIX may request additional information or clarifications from the proposers. The Agency reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether the proposal was selected.

PAYMENT FOR SERVICES

This is an annual service contract. The Firm shall be paid for services rendered and invoiced each month, unless otherwise agreed upon between the Agency and the Firm. Proposers are expected to estimate the price for services per year and complete Form B: Pricing Summary.

TERM OF CONTRACT

This is a one-year contract that would provide auditing services for two fiscal years. The contract would allow for two (2) two-year extensions upon mutual agreement of the Agency and the contractor.

INSURANCE COVERAGE

The selected Firm shall be required to procure and maintain automobile liability of \$300,000 or greater for each occurrence and \$100,000 or greater per person for bodily injury and property damage. If the Firm hires any employees, Worker's Compensation as required by the State of California, and Employers' Liability Insurance, one million dollars (\$1,000,000) per accident for bodily injury or disease.

RESPONSE FORMAT

All submittals shall include the following information:

- 1. Form "A" – Applicant Information:** Please complete all fields listed in Form "A" describing information about the Firm.
- 2. Form "B" – Price Summary:** Please complete all fields listed in Form "B." The price summary shall include an estimate of the cost for services. It should also include a fee scale or hourly rate for development of additional site functions.
- 3. Description of Experience and Qualifications:** Provide a description of your firm's experience, training and educational and professional background of your firm's staff.

This should include any relevant information in providing professional auditing services for a government entity.

4. **References:** Please provide at least three professional references (past clients or employers) relevant to this type of service.

DEADLINE AND DELIVERY

All RFQ/RFP responses must be submitted via e-mail in a single PDF file (preferred method to save resources) or postal mail to the following address:

E-Mail (preferred): nrojanasathira@ci.danville.ca.us

Postal Address:

Measure J Traffic Congestion Relief Agency (TRAFFIX)
Attn: Nat Rojanasathira
510 La Gonda Way
Danville, CA 94526

The deadline for the submittal is **June 30, 2010 at 5:00 p.m., Pacific Time**. Submittals received after the deadline will not be accepted. Proposals submitted via e-mail will be acknowledged within one business day.

CONTRACTOR/FIRM SELECTION SCHEDULE

The successful Contractor or Firm shall be selected based on a combination of relevant past experience, qualifications and the cost proposal.

Milestone	Date
Release RFQ/RFP	June 10, 2010
Proposals Due	June 30, 2010
Interviews with Firms	Week of July 5, 2010
Successful Firm Selected Contract Term Begins	Week of July 26, 2010

CONTACT

Any questions on this Request for Qualifications/Request for Proposals (RFQ/RFP) shall be directed to:

Nat Rojanasathira, Measure J Traffic Congestion Relief Agency (TRAFFIX)
E-Mail: nrojanasathira@ci.danville.ca.us
Telephone: 925.314.3382



FORM A
Applicant Information

Applicant Last Name (if individual is applying)		Applicant First Name		Applicant Middle Name	
Other Names Applicant is known by (if individual is applying)				Applicant Social Security No.	
Applicant Business Name (if a Contractor is applying)					
Applicant Business Representative Name (if Contractor is applying)					
Applicant Address			City		State
					ZIP Code
Phone ()		Fax ()		Mobile ()	
E-Mail Address					

FORM B
Price Summary

Cost Estimate (Total Cost)	\$