



July 11, 2016

**Re: Bay Area Transportation Authority Request for Proposal for Audit Services**

To Whom It May Concern:

The Bay Area Transportation Authority "BATA" requests qualified independent certified public accountants to submit proposals to enter into a contract to perform financial audits for the fiscal years ending September 30, 2016, 2017 and 2018.

BATA provides rural bus service in Grand Traverse and Leelanau Counties. We have approximately 110 employees with a total operating budget of approximately \$8 million. In addition, BATA receives various capital contracts from the Michigan Department of Transportation for the purchase of new vehicles, facility improvements and equipment.

BATA's revenues consist primarily of state and federal operating assistance, property taxes levied in the two-county service area, fares and other non-operating revenues such as intercity commissions and advertising revenues.

BATA maintains its accounting records in accordance with the Michigan Department of Transportation's "Local Public Transit Revenue and Expense Manual" and operates its financial records on Intuit QuickBooks Enterprise Solutions 16.0. BATA will need 20 copies of the audit report with a presentation to the BATA Board by the last Wednesday in January of each respective year. The Audit must be completed and the report submitted by January 15th of each year. If this deadline were missed the Board would reserve the right to impose a 1% of quoted fee per day late fee for such time, as the reports would be delinquent.

The following assistance would be provided to the auditor by BATA no later than November 15th:

- Books of Account – BATA represents that the books of account will be fully balanced, all subsidiary ledgers reconciled to control accounts, and that all bank accounts for all months reconcile to the general ledger.
- Schedules – the staff of BATA will prepare the following on forms acceptable to the auditor in electronic form if desired:
  - A final trial balance, general ledger detail and subsidiary ledgers
  - Financial statements including a schedule of expenditures of federal and state awards and required footnotes in accordance with the “Michigan Department of Transportation Audit Guide for Transportation Authorities”
  - Copies of all Board minutes and governing documents
  - Copies of all contracts in force including those with governmental grantors or grantee agencies
  - Narrative descriptions of internal controls
  - A schedule of insurance in force during the year and of insurance expense for the year
  - Detailed support for all balance sheet and income statement line items as of and for the year ending Sept 30.
  - Reconciliation of the fiscal year’s payroll tax returns
  - Such additional schedules as may be reasonably requested for financial audits
- Other Assistance – the staff of BATA and responsible management personnel will be available during the audit to assist the firm by providing information and explanation.

We also request that all on-site fieldwork be completed in a continuous block of time. If preliminary fieldwork is completed at a time separate from the year-end fieldwork, we would request that the work be completed in two continuous blocks of time.

The audit report submitted must comply with all current mandated items. In addition, all reports must comply with the “Michigan Department of Transportation’s Audit Guide for Transportation Authorities” suggested format. All other standards would be in accordance with generally accepted auditing and accounting practices and comply with the rules and regulations outlined in the “Local Public Transit Revenue and Expense Manual”.

In order to be considered for selection, offerors must submit a complete response to the RFP. Please submit quotes on a flat fee basis for each year with a description of the scope of work performed. If additional work and/or expenditures were to be required, i.e. single audit, travel, etc. please itemize those expenditures separately. In addition, a short resume of your firm including identification of the local resources and/or expertise available, the name and resume of personnel to be assigned to this audit including the audit partner, a copy of your most recent peer review, and a list of public transportation

authorities or similar entities you have audited should be included. Proposals must be received in our office by 4:30 pm, August 5, 2016 and addressed as follows:

Bay Area Transportation Authority  
Kelly Dunham, Executive Director  
3233 Cass Road  
Traverse City, MI 49684  
RE: Audit Quote

The BATA Board reserves the right to accept or reject in part or parcel any proposal, to waive any informalities therein, and to award to other than the lowest quotation when it is determined to be in the best interest of BATA.

If you have any questions, please contact me directly at (231) 933-5546 or at [thompsonn@bata.net](mailto:thompsonn@bata.net). Thank you for your consideration.

Regards,

A handwritten signature in cursive script that reads "Nichole Thompson".

Nichole Thompson  
Controller