



Request for Proposals (RFP)  
for Consulting Services for  
Auditing Services

**RFP Release Date:** 12/9/2024

**RFP Due Date:** 1/30/2025

**Contact:**

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## GENERAL INFORMATION

The Transportation Agency for Monterey County (Agency) is a statutorily designated association of local officials who have joined together to solve transportation problems throughout Monterey County. Officials from each of the twelve incorporated cities in Monterey County and all five County Supervisors represent the public on the Board of Directors. The Agency's goal is to make it safer and easier for travelers to get where they want to go, whether they are commuting to work or school, transporting goods to market, visiting local attractions, going shopping, or traveling to medical appointments. The Agency works to improve safety and reduce future traffic congestion, using a combination of solutions, such as roads, buses, trains, and trails. The Agency's mission is to "develop and maintain a multimodal transportation system that enhances mobility, safety, access, environmental quality, and economic activities in Monterey County."

The Board of Directors sets policy, and the Executive Director oversees a professional staff of 16 full-time employees. About 65% of the Agency's funding comes from state and federal grants. Local funding is primarily from member agency contributions, lease revenues, and Measure X.

The Agency currently utilizes QuickBooks Software for accounts payable, accounts receivable, payroll, and general ledger activities.

The Agency is requesting proposals from qualified professional firm(s) of certified public accountants for conducting the annual fiscal and Transportation Development Act compliance audits of the Agency and the five funds it administers and express an opinion on the Agency's general purpose financial statements and supplemental financial schedules.

## SCHEDULE OF PROPOSED ACTIVITIES

The Agency has made every effort to include sufficient information within this Request for Proposal for a firm of Certified Public Accountants (Consultant) to prepare a responsive and comprehensive proposal. The timing of the proposal process is subject to change, depending on the needs of the Agency, but is anticipated as follows:

| Activity                             | Date                     |
|--------------------------------------|--------------------------|
| RFP Issued                           | 12/09/2024               |
| Proposal Submittal Deadline          | 01/30/2025               |
| Administration and Finance Review    | February 2025            |
| Board of Directors Review & Approval | Anticipated - 03/26/2025 |
| Commence Work                        | Anticipated - 08/01/2025 |

Additional details on the proposal activity and deadlines are provided below:

- a) **RFP Issued:** 12/09/2024
- b) **Proposal Submittal Deadline:** Electronic proposals must be submitted to the following via email no later than 4:00pm 01/30/2025:

Jefferson Kise Director of Finance & Administration [jeff@tamcmonterey.org](mailto:jeff@tamcmonterey.org)  
Mi Ra Park, Finance Officer [mira@tamcmonterey.org](mailto:mira@tamcmonterey.org)

Late submissions after the deadline or proposals delivered via fax will not be accepted.

- c) **Proposal Review:** The Agency will evaluate each proposal submitted. It is anticipated that the Administration and Finance and Board of Directors review process will be completed by March 26, 2025.
- d) **Results:** Notification will be sent to unsuccessful bidders.

Correspondence will be sent notifying known prospective bidders of any modifications or clarifications to this RFP. It is also the responsibility of the bidder to carefully examine this RFP and any addenda, which, if issued, will be posted on the Agency's website (<http://www.tamcmonterey.org>). Firms interested in being added to the prospective bidders list, can do so by emailing their contact information to [maria@tamcmonterey.org](mailto:maria@tamcmonterey.org).

# FORMAT OF PROPOSAL

## Letter of Interest:

Please include a letter expressing the firm's interest in providing the Agency with auditing services. In this letter, please include the following:

- A statement regarding the firm's availability to dedicate time, personnel, and resources to this effort during the period of five (5) Fiscal Years, beginning with the fiscal year ending June 30, 2025, with two optional one (1) year extensions.
- A commitment to the availability of the firm and all key project staff during the contract period.
- A description of your approach to successfully fulfilling the requirements within the proposed budget and schedule.

## Relevant Experience:

Please include information describing the Consultant's experience, demonstrating competence and professional qualifications for the satisfactory performance of the services outlined in the Proposed Scope of Work (Attachment B) of this RFP. At a minimum, the Consultant should provide a list of the most recent clients for which the Consultant has performed similar services of similar size, scope, and complexity. This list shall include the name, contact person, address, phone number, and/or e-mail of each party for whom the service was provided, as well as a description of the service performed, the dollar amount of the contract, and the date of performance.

## Partner, Supervisory, and Staff Qualifications and Experience:

1. Consultant shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a Certified Public Accountant in California. The audit Firm should also provide information on the governmental auditing experience, including the scope of audit services requested by the Agency, of each person, and information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.
2. Consultant should provide as much information as possible, including resumes, regarding the number, qualifications, experience and training of the specific staff to be assigned to this agreement. The Firm should also indicate how the quality of staff over the term of the agreement will be assured and how continuity of audit service will be achieved.

## Proposed Scope of Work:

Provide a Proposed Scope of Work, which is based on the scope of work contained in Attachment B of this RFP, and discuss any ideas for modifying, clarifying, or

improving the Agency's proposed Scope of Work. With this Scope of Work, please describe how your firm will approach the audit, the communication process before, during and after the audit, technology used to complete the audit and the estimated timeline of each audit.

**Budget and Schedule:**

Based on the Proposed Scope of Work (Attachment B), please provide a detailed pricing schedule and conditions that meet the five (5) year timeframe (FY24-25, FY25-26, FY26-27, FY27-28, FY28-29) proposed by the Agency.

**Conversion Plan**

Please describe how the transition from our current firm would be coordinated in order to ensure a smooth transition without causing any lapse in services.

**Disclosures**

Provide a disclosure of any litigation or administrative proceedings that your firm is currently involved with, including any investigations being conducted by State or Federal agencies or the Attorney General's Office. Include proof that the firm is in good standing with the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants.

## **SELECTION PROCESS**

The Agency will evaluate proposals and select the Consultant who possesses the best combination of demonstrated competence and the necessary qualifications to complete the services in a satisfactory manner, at a fair and reasonable price. In making this determination, the Agency may consider the following criteria:

- The Consultant's demonstrated understanding of the proposed Scope of Work and the Transportation Agency for Monterey County, and its demonstrated ability to successfully work with clients in a timely manner.
- The Consultant's proposed approach to the work and work plan.
- The Consultant's past experience working with clients of a similar type, size, sector, and complexity.
- The quality and experience of the Partner, and key staff person(s), who will be working with the Staff on a regular basis.
- The Consultant's proposed costs for the engagement and ability to deliver the proposed Scope of Work within their proposed schedule.
- The Consultant's ability to meet the Agency's standard contract and insurance requirements.

Upon completion of the evaluation of proposals and presentations, the Agency will notify

the selected Consultant and send a Consultant Services Agreement (sample copy included in Attachment C of this RFP) to that firm. No proposal shall be binding with the Agency until after the Consultant Services Agreement is signed by a duly authorized representative of both the Consultant and the Agency.

The Agency will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, disability, or national origin in the contract award.

## **CONDITIONS OF REQUEST**

### **General Conditions:**

The Agency reserves the right to exercise discretion and apply its judgment with respect to all proposals submitted.

The Agency reserves the right to reject all proposals, either in part or in its entirety, or to request and obtain, from one or more of the consulting firms submitting proposals, supplementary information as may be necessary for Agency staff to analyze the proposals.

The Agency may elect to award a contract in multiple phases, as is deemed to be in the Agency's best interest. Should the Agency award projects in phases, the Agency reserves the right to award the phases to the same firm.

The Consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

The Agency reserves the right to cancel, in part or in its entirety, this RFP including, but not limited to: selection procedures, submittal date, and submittal requirements. No letters or correspondence will be sent notifying prospective bidders of any modifications or clarifications to this RFP. It is the responsibility of the bidder to carefully examine this RFP and any addenda, which if issued, will be posted on the Agency's website.

The Agency reserves the right to reject any and all proposals, cancel all or part of this RFP, waive any minor irregularities and to request additional information from proposing firms. By requesting proposals, the Agency is in no way obligated to award a contract or pay expenses of the proposing consultant in connection with the preparation or submission of a proposal.

The Agency's decision to award a contract will be based on many factors, including

but not limited to service, cost, experience, and quality. No single factor, such as cost, will determine the final decision to award.

**Liability of Costs and Responsibility:**

The Agency shall not be liable for any costs incurred in response to this Request for Proposals. All costs shall be borne by the person or organization responding to the request. The person or organization responding to the request shall hold the Agency harmless from any and all liability, claim, or expense whatsoever incurred by or on behalf of that person or organization. All submitted material becomes the property of the Agency and public records and, as such, may be subject to public review.

The selected organization will be required to assume responsibility for all services offered in the Proposal whether or not they possess them within their organization. The selected organization will be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

**Standard Consultant Agreement:**

A sample consultant agreement has been provided in Attachment C of this RFP. The agreement will not be executed by the Agency without first being signed by the bidder.

**Permits and Licenses:**

Bidder, and all of bidder's subcontractor's, at its and/or their sole expense, shall obtain and maintain during the term of any agreement, all appropriate permits, certificates, and licenses.

**Insurance:**

Prior to the beginning of and throughout the duration of work, the Consultant will maintain insurance in conformance with the requirements set forth in section 10 of the Standard Consultant Agreement (Attachment C of this RFP).

**Bidder's Representative:**

The person signing the Proposal must be a legal representative of the firm authorized to bind the firm to an agreement in the event of the award.



# ATTACHMENT A LIST OF KEY DOCUMENTS

*Click to go to the following weblinks:*

## **Fiscal Year 2024/25 Approved Budget**

[24-25 Budget May - Board of Directors final.pdf](#)

## **Annual Audit and Compliance Reports**

[TAMC FY23 Audit Final.pdf](#)

[RDIF FY22-23 Final Audit.pdf](#)

[TAMC 2023 Measure X.pdf](#)

## **ATTACHMENT B PROPOSED SCOPE OF WORK**

*Click to go to the following weblink:*

[FY25-29 SOW.docx](#)

# ATTACHMENT C STANDARD CONSULTANT AGREEMENT

*Click to go to the following weblinks:*

Responding bidder to provide their standard Professional Services Agreement with RFP submission.

[2024 TAMC Contract Template.docx](#)

[19\\_1231 Exhibit D- ADA Best Practices.docx](#)