



To: All Prospective Bidders
From: Purchasing Department
Date: February 26, 2020
Subject: Inquiries and Responses
RFP #: 101-2020 Auditing Services

Inquiries and Responses:

1. Were there significant deficiencies reported in the prior year? If so, will you share the management letter?
There were no significant deficiencies in the prior year.
2. When do you anticipate starting the Metro Employees Savings Trust Audit?
We would like to begin the Employee Savings Trust audit as soon as practicable considering the award of this RFP and availability of relevant information and reports from our record keeper. Our intent would be to file the 5500 with auditor's report attached well in advance of the October 15 deadline.
3. When do you anticipate starting the financial audit?
We typically begin the financial statement audit in early August.
4. What considerations has MCC made in consideration of implementation of GASB 84?
The CCA is currently evaluating the impact of GASB Statement 84.
5. Will the Authority require assistance in implementation of GASB 84?
It is unclear at this time if what level of assistance would be required.

6. What has been the typical schedule for fieldwork for the interim and final fieldwork phases?
Approximately how many weeks were auditors onsite?

The fieldwork schedule varies based on the testing requirements and data location.
Much of the fieldwork can be done remotely.

7. Were there any audit adjustments recorded, or audit adjustments proposed, but not recorded in the 2019 audit?

No

8. Please provide the total all-inclusive fees for each of the prior five years.

The total contract fee is \$53,000 per year

9. Is all fieldwork performed onsite at the Authority?

No. However, there may be situations where on-site fieldwork is needed.

10. Have there been any significant events or transactions during fiscal year 2020 that would significantly impact the FY20 audit in terms of complexity or number of hours?

No

11. Will the Authority draft the financial statements?

Yes

12. Have there been any changes to federal award programs or funding in the current year?

No

13. Is DBE participation level required or a recommended goal? What has been the historic participation for the last three years?

The DBE participation is a recommended goal. DBE participation for the last three years was 30%.

14. Is the DBE participation based on total contract hours or total contract value?

DBE participation is based on the contract value.

15. Is the incumbent allowed to rebid?

Yes

16. Who is the custodian of the Employee Savings Trust assets?

Matrix (MG Trust)

17. Who is the recordkeeper of the Plan?

CUNA

18. Would the Authority be willing to consider a proposal for the benefit plan audit only?

No

19. In Section III of the RFP, it's noted a good diversity plan should include a monthly reconciliation of payments via canceled checks. Please clarify your expectation of the prime firm performing a monthly reconciliation of canceled checks.

The Purchasing/DBE department will coordinate with the prime to perform a canceled checks reconciliation during the timeframe the DBE partner was utilized.

20. Please clarify if reference being made to "CAFR" on page 13, tab 2, 3rd bullet point of the RFP refers to Metro's CAFR or the Authority's standalone financial statements? If the Authority would like a level of review by the Authority's auditor of Authority's disclosures in Metro's CAFR, what historically has been the timing of the review?

That bullet point specifically applies to the CCA's financial statements that will be included within the Metro CAFR.

21. Is Metro running Oracle 12 on Oracle's Cloud?

Metro is running a system called R12 which is an Oracle product that has been customized for Metro.

22. What software products is the Authority using for time and attendance, client invoicing/billing, and parking receipts?

We use:

Kronos for time and attendance

R12 for HR/payroll/GL/Cash Receipts/AP/FA/etc

Concentrics for generating invoices that are then recorded in R12

Amano McGann for parking transaction processing and reporting

23. Does Metro and the Authority have access to source code changes for any of these software products?

The Authority does not have access to source code for R12, Amano McGann, or Kronos.

As an acting participant in IACU the Authority would have access to the source code if there is a major issue with Concentrics.

The Authority does not have knowledge if Metro has access to source code changes.

24. Is it permissible for a subcontractor to sign a report without the prime?

No

25. If an agreement can be reached by both firms, is the Authority open to a teaming arrangement where a DBE firm is the Prime and a large non-DBE firm is the sub-contractor on the Financial Statement audit engagement?

The RFP is for both the FS and Savings Trust audits, therefore Prime needs to be the same on both engagements. If a DBE firm wants to be the Prime, they should submit a formal bid.

26. If an agreement can be reached by both firms, is the Authority open to a teaming arrangement where a DBE firm is the Prime and a large non-DBE firm is the sub-contractor on the Employee Savings Trust audit engagement?

The RFP is for both the FS and Savings Trust audits, therefore the Prime needs to be the same on both engagements. If a DBE firm wants to be the Prime, they should submit a formal bid.