



**REQUEST for QUOTES
INDEPENDENT AUDIT SERVICES**

The Greater Attleboro-Taunton Regional Transit Authority (GATRA) is seeking to contract with a qualified independent audit firm (hereinafter referred to as CPA) to:

- 1.) Perform a Financial Statement Audit of the annual financial statement,
- 2.) Perform a Federal Single Audit,
- 3.) Perform an Agreed Upon Procedures Engagement on the National Transit Database Federal Funding Allocation Statistics forms,
- 4.) Perform a Financial Schedule Audit on the Attleboro Commuter Rail Station and Parking Lot Schedule of Income and Calculation of MBTA Share of Income

with options to renew annually for up to two subsequent fiscal years by mutual agreement of the parties. No Non-Audit services are included in these engagements, as GATRA seeks an Auditor who is independent in fact and appearance, and has no threats to its independence.

The Firm selected will have to be qualified to do business in the Commonwealth of Massachusetts. The firm will be under contract with GATRA and report directly to the GATRA Administrator, and CFO.

I. THE AUTHORITY

The Greater Attleboro-Taunton Regional Transit Authority (GATRA) was created pursuant to the provisions of Chapter 161B of the Massachusetts General Laws of the Acts of 1973. The Authority is given general responsibility to develop, finance, and contract for the operation of mass transportation facilities and services within its territory.

Prior Audited Financial Statements

The following financial statements have been audited by Hague, Sahady & Co., P.C.:

Fiscal Year End	Auditors' Opinion on FS	Internal Control Deficiency Disclosed
6-30-2021	Unmodified	None
6-30-2020	Unmodified	None
6-30-2019	Unmodified	None
6-30-2018	Unmodified	None
6-30-2017	Unmodified	None
6-30-2016	Unmodified	None

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The 6-30-2021 audited financial statement can be found on the Open Government section of GATRA's website.

Prior Single Audits

The following Single Audits have been performed by Hague, Sahady & Co.,P.C.

Fiscal Year End	Auditors' Opinion on Compliance	IC Over Compliance Deficiency Disclosed
6-30-2021	Unmodified	None
6-30-2020	Unmodified	None
6-30-2019	Unmodified	None
6-30-2018	Unmodified	None
6-30-2017	Unmodified	None
6-30-2016	Unmodified	None

The 6-30-2021 Single Audit can be found on the Open Government section of GATRA's website.

Prior Agreed Upon Procedures Engagements

The following Agreed Upon Procedures Engagements have been performed by Hague, Sahady & Co., P.C.:

Fiscal Year End	Accountants' Findings	Material Modifications Needed
6-30-2021	None	None
6-30-2020	None	None
6-30-2019	None	None
6-30-2018	None	None
6-30-2017	None	None
6-30-2016	None	None

The 6-30-2021 Agreed Upon Procedures Report can be furnished upon request.

Prior Audited Financial Schedule of Income and Calculation of MBTA Share of Income

The following schedule have been audited by Hague, Sahady & Co., P.C.:

Fiscal Year End	Auditors' Opinion on Financial Schedule
6-30-2021	Unmodified
6-30-2020	Unmodified
6-30-2019	Unmodified
6-30-2018	Unmodified
6-30-2017	Unmodified
6-30-2016	Unmodified

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The 6-30-2021 audited financial schedule can be furnished upon request.

Accounting Practices

GATRA's Accounting Department consists of the Chief Financial Officer (with CPA credential) and additional staff performing bookkeeping activities. The annual general-purpose financial statements are prepared, in house with the assistance from a Consulting CPA Firm, and presented in accordance with GAAP.

The Authority's General ledger is maintained using the QuickBooks Accountant Desktop 2020 accounting software and fix assets and depreciation is maintained on FAS fixed asset software by Best Software, Inc.

II. SCOPE OF SERVICES

Qualified CPA firms should plan the engagements to take maximum advantage of existing Authority resources. GATRA will provide all supporting documents electronically. GATRA's expectation is that with proper planning and sequencing, approximately 95% of the audit can be performed off-site.

- A. The CPA firm will perform an independent audit of the financial statements of the Authority for the year ended June 30, 2022, in accordance with generally accepted auditing standards and Governmental Auditing Standards issued by the Comptroller General of the United States. The audit reports must be delivered to the Administrator no later than 90 days following the fiscal year ending June 30.
- B. The CPA firm will perform a federal single audit of the of the Authority for the year ended June 30, 2022, in accordance with generally accepted auditing standards and Governmental Auditing Standards issued by the Comptroller General of the United States. The audit reports must be delivered to the Administrator no later than 90 days following the fiscal year ending June 30.
- C. The CPA firm will perform an agreed-upon procedures engagement related to GATRA's annual National Transit Database Federal Funding Allocation Statistics forms.
- D. The CPA firm will perform a financial schedule audit of the Attleboro Commuter Rail Station and Parking Lot Schedule of Income and Calculation of MBTA Share of Income.

The above financial statement audit, and single audit engagements must be completed by an anticipated due date of October 4, 2022. This due date is annually set by the Massachusetts Department of Transportation (MassDOT).

The Agreed-upon procedures engagement and the Attleboro Commuter Rail Station and Parking Lot engagement are due by October 30, 2022.

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III. MINIMUM RFQ RESPONSIVENESS REQUIREMENT

- A. The CPA Firm must be licensed as a CPA Firm.
- B. The CPA Firm must have obtained a recent Report on the Firm's System of Quality Control which includes a reference that engagements selected for review included engagements performed under Government Audit Standards, including compliance audits under the Single Audit Act, and which indicates a peer review rating of pass.
- C. The CPA Firm must carry professional liability insurance coverage with a per claim coverage of at least \$1,000,000 as evidenced by a Certificate of Insurance.
- D. The CPA Firm must prepare the Audit Bid Price Sheet, as formatted by GATRA.
- E. The CPA Firm must guarantee issuing reports by the due dates detailed in the Scope of Services section.

IV. QUOTE CONTENT

All quotes shall include, at a minimum, the following:

1. Signed cover letter on official business letterhead to include the following:
 - a. Name of firm, address, name of contact person, and phone number.
 - b. The signature of an official authorized to bind the firm to all of the RFQ's provisions.
2. Independent Audit Services Quote Form

V. EVALUATION PROCESS

Quotes will be evaluated for the responsibility of the bidder and the price. GATRA will award the contract as soon as possible after the bid response date.

VI. QUOTE SUBMISSION SPECIFICATIONS

One electronic PDF copy of the bid should be delivered to: Daniel Burgess, CFO, dburgess@gatra.org prior to 2:00 p.m. on Wednesday, June 22, 2022. Issuance of the Request for Quotes does not commit the Authority to award a contract, to pay any costs incurred in preparation of the quote, or to contract for services or supplies. The Authority reserves the right to reject any and all bids, in whole or in part, to waive any formalities, and to re-advertise or to discontinue this process without prejudice.

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REQUEST FOR QUOTES
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QUOTE FORM

	<u>6/30/2022</u>	<u>6/30/2023</u>	<u>6/30/2024</u>
Financial Statement Audit Engagement	_____	_____	_____
Federal Compliance Single Audit Engagements	_____	_____	_____
Agreed Upon Procedures Engagement	_____	_____	_____
Financial Schedule – Rail Station \ Parking Lot Audit Engagement	_____	_____	_____
<u>TOTAL QUOTE</u>	=====	=====	=====

FIRM NAME

SIGNATURE of AUTHORIZED OFFICIAL

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