

Request for Proposals

December 1, 2022

The Washtenaw Area Transportation Study (WATS) is soliciting proposals for: **Auditing Services using Generally Accepted Auditing Standards (GAAS). Examples of previous Audited Financial Statements can be found at www.miwats.org/financials.**

Scope of Work

WATS is requesting quotes for financial statement audits for the fiscal year (FY) 2022 (ending June 30, 2022) and review of FY 2021. The quote should include an audit of expenses, billings, and receivables. The audit should also include adjusting journal entries, findings, and recommendations as needed. Copies of previously audited statements provide a general guide of the expected final product and can be found at www.miwats.org/financials.

WATS *prefers* the audit be completed early in calendar year 2023. The audit must be filed with the Michigan Department of Treasury following acceptance by the WATS Policy Committee.

A contract may be extended annually between WATS and the selected firm. *Approximately* \$7,500 may be budgeted towards annual auditing expenses, although that number is subject to change.

General Information

The Washtenaw Area Transportation Study (WATS) is an intergovernmental agency responsible for transportation planning in Washtenaw County. WATS provides the Michigan State Department of Treasury a financial statement audit following each fiscal year.

WATS receives its funding primarily from four sources, the Federal Highway Administration (FHWA); the Federal Transit Administration (FTA); the Michigan Department of Transportation (MDOT); annual dues from local governments, transportation agencies and educational institutions. Occasionally, WATS receives funding for special studies from other sources. For more information visit www.miwats.org.

POLICY COMMITTEE MEMBERS

City of Ann Arbor • Ann Arbor DDA • Ann Arbor Township • City of Chelsea • City of Dexter
Dexter Township • Eastern Michigan University • Michigan Department of Transportation • City of Milan • Northfield Township •
Pittsfield Township • City of Saline • Scio Township • Southwest Washtenaw Council of Governments • Superior Township • The Ride
University of Michigan • Washtenaw County Board of Commissioners • Washtenaw County Road Commission • City of Ypsilanti • Ypsilanti Township •
• Ex Officio: Federal Highway Administration • Southeast Michigan Council of Governments •

Submission Information

Quotes should be submitted via email to buckr@miwats.org by **5:00 p.m on Friday, December 16th, 2022**. Please use "Auditing Services" as the email's subject line.

Interested bidders should direct questions regarding this quote request to Ryan Buck via email at buckr@miwats.org. Answers to all questions will be provided on the WATS website. Firms submitting proposals will, be notified of next steps no later than Thursday, December 22, 2022

EVALUATION CRITERIA AND FINAL SELECTION

The Washtenaw Area Transportation Study will select a firm based upon its review of the proposals submitted. The Washtenaw Area Transportation Study may request clarification of any items in the proposal.

Factors to be used in evaluating the proposals include:

Mandatory Elements

1. The audit firm is independent and licensed to practice in the State of Michigan.
2. The audit firm's professional personnel have received adequate continuing professional education within the preceding three years.
3. The firm has no conflicts of interest with regard to any other work performed by the firm for the Washtenaw Area Transportation Study.
4. The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work.
5. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
6. The firm has an understanding of the specific needs of the Washtenaw Area Transportation Study as it relates to the audit engagement.

Technical Qualifications

1. The firm exhibits expertise based on past experience and performance on comparable government engagements.
2. The education and experience of the firm's professional personnel to be assigned to the engagement.

Other Factors That May Be Considered

1. Past performance on related projects for the Washtenaw Area Transportation Study.
2. Other items the consultant may include deemed pertinent to this project.

Price Consideration

Cost will be an important, but not the primary factor in the selection of an audit firm.