



May 6, 2020

Re: RFP # 2020-001 for Audit Services for FY 2020-2022

Dear Mr./Ms.,

The Eastern Panhandle Transit Authority (EPTA or Authority) hereby invites your organization to submit a competitive Proposal for Audit Services for FY 2020-2022.

Please find the attached information, EPTA is seeking written proposals to perform our annual examination in accordance with the standards, requirements, terms, and conditions specified by the WV State Auditor's Office, Chief Inspector Division's *Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments*, which is incorporated into this Request for Proposal by reference.

The sealed audit proposal and cost must be received by June 8, 2020. One original and five (5) copies of the proposal will be accepted until 4:00 PM EST. Proposals should be forwarded to:

Christina Lee, Finance  
Eastern Panhandle Transit Authority  
446 Novak Drive  
Martinsburg, WV 25405

Proposals will be reviewed by a committee made up of members of the EPTA Board of Directors and staff. A contract for services will be awarded by the full Board of Directors upon recommendation of this committee. EPTA reserves the right to postpone, accept or reject any and all proposals, in whole or in part, or to waive formalities as it deems to be in its best interest.

Please feel free to contact Christina Lee at 304-263-0876 ext. 8452 with any questions.

A handwritten signature in black ink that reads "Elaine Bartoldson".

**Elaine Bartoldson, Executive Director**

Eastern Panhandle Transit Authority

446 Novak Drive, Martinsburg WV 25405

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