

**REQUEST FOR PROPOSAL**  
For Audit/Review Services

As of May 8, 2020, the Eastern Panhandle Transit Authority (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 audit proposal and cost must be received by June 15, 2020.

Firms must be given two weeks or greater from date proposal is sent.

Is this audit contract being solicited under a federal award (i.e., the non-audit services fee, audit fee and/or processing fee is being paid from federal award money)? Yes X No \_\_\_

1. Entity name and address:  
Eastern Panhandle Transit Authority  
446 Novak Drive  
Martinsburg, WV 25405
2. Contact person, email address, and phone number:  
Elaine Bartoldson, Director (304) 263-0876
3. Location and phone number of the office where the accounting records are maintained, if different from above.  
Same as above

4.

|   |             |             |             |
|---|-------------|-------------|-------------|
| Fiscal Year Ending:                       | <u>2021</u> | <u>2022</u> | <u>2023</u> |
| Type of Audit Code:                       | A           | A           | A           |
| Dates the Audits Need to be Completed by: | 2/28/2021   | 2/28/2022   | 2/28/2023   |

5. Financial statements and accounting records will be ready for audit on: February 15
6. Approximate date we would like the audit to be scheduled: February 15
7. We would like the following separate legal organizations (i.e. component units) audited with our entity: N/A
8. The primary type of service provided to our citizens:  
Public transit for Berkeley and Jefferson counties
9. The total number of bank accounts maintained:  
Four accounts (general checking account, money market account, capital reserve account, and MVB DDA – Race Street account) and a Certificate of Deposit
10. The name of each fund maintained, type of fund (governmental, enterprise, pension, trust) with the approximate amount of revenue for each fund:

| <u>Fund Name</u> | <u>Fund Type</u>         | <u>Total Annual Revenue</u> |
|------------------|--------------------------|-----------------------------|
| <u>5307</u>      | <u>Operating/PM</u>      | <u>\$976,000.00</u>         |
| <u>5339</u>      | <u>Capital Equipment</u> | <u>\$500,000.00</u>         |
| <u>5339</u>      | <u>Capital Building</u>  | <u>\$13 Million</u>         |

11. We participated in the following Federal Grant Programs with the CFDA number and the total dollars expended or anticipated to be expended during the fiscal year for each. Attach a copy of the Schedule of Expenditures of Federal Awards if appropriate.

|                       |  |  |  |
|-----------------------|--|--|--|
| Fiscal Year Ending    | <u>2020-2022</u>                       | <u>2020-2022</u>                             | <u>2020-2022</u>                               |
| CFDA #                | <u>20.507</u>                          | <u>20.526</u>                                | <u>20.526</u>                                  |
| Total Amount Expended | <u>\$976,000</u><br>(Estimated annual) | <u>\$500,000</u><br>(Amount varies annually) | <u>\$13 MILLION</u><br>(3-year project period) |

12. If your entity received and/or expended state grants during any period covered in this Request for Proposal, you should contact the state granting agencies to determine if the requirements of Chapter 12, Article 4, Section 14 of the West Virginia Code must be met during any of these periods.

N/A

13. Form of accounting records (manual or computerized; include the name of the software used):

Computerized - QuickBooks Online

14. We have the following numbers of employees:

37 Full-time          9 Part-time

15. We have the following approximate number of invoices paid per year:

Approximately 1,000 invoices per year

16. Our employees participate in the following pension plans:

N/A

17. We instituted the following material accounting pronouncements that were not previously applicable:

N/A

18. We entered into the following material debt agreements that were not applicable in the previous year:

Loan with MVB for acquiring the Race Street property for the construction of the new EPTA Transit Center Project.

19. We would like assistance with the following areas of financial statement preparation:

- Proofing of final financial statements
- Maintenance of depreciation schedules for the organization's assets

20. The following billing limitation applies to this engagement (for Class IV municipalities only): N/A

N/A

- 21. We require the following number of copies of the issued report be sent to the following individual to disseminate to officials within the entity:  
No. of copies (20) No. of electronic (PDF) copies (1) Individual: Elaine Bartoldson Title: Director
- 22. We request the firm to provide any other pertinent information in order for the proposal to be evaluated in accordance with the criteria outlined in the Chief Inspector Division's *Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments*.
- 23. We have attached an additional sheet for additional requests to the CPA firm:  
Yes \_\_\_\_\_ No X
- 24. We would like the proposal delivered via:

Sealed Bid X Attention: Christina Lee, Finance Director

Entity: Eastern Panhandle Transit Authority

By: \_\_\_\_\_  
Signature

Title: Director

Date: May 8, 2020