



REQUEST FOR PROPOSALS NUMBER 927-10-00005

AUDIT SERVICES

Submit Response To: **The State Road and Tollway Authority**
Attn: Barbara Harris Chappel
RFP Number 927-10-00005
State Road and Tollway Authority
47 Trinity Avenue
4th Floor
Atlanta, GA 30334

PROPOSAL SUBMISSION DEADLINE: 1:00 PM, June 1, 2010

All spaces below are to be filled in and this sheet must be incorporated within as the first page of the response to this Request for Proposals (RFP). Response of:

Offeror Name: _____

Contact Name: _____

Address: _____

Telephone: _____ Facsimile: _____

Email: _____

By my signature below, I certify that I am authorized to sign this proposal for the Offeror named above. I further certify that this proposal is made without prior understanding, agreement, or connection with any other company or person submitting a separate proposal for the same services, and is in all respects fair and without collusion or fraud. I further certify that the provisions of OCGA §§45-10-20 et seq. have not been violated and will not be violated in any respect. This offer shall remain open for acceptance for 150 days from the Amended Proposal Due Date. On behalf of the Offeror named above, I further certify that such Offeror has and will abide by all conditions set forth in this RFP.

Signature _____

Name and Title _____

Date _____

Refer ALL Inquiries to: **Barbara Harris Chappel**
SRTA Contracting Officer
procurement@georgiatolls.com
Only email inquiries accepted

Please indicate your intent to submit a proposal by completing a Notification of Interest in accordance with the sample format shown in Attachment D of this Request for Proposals. Return this Notification of Interest to the address listed below by May 17, 2010. Note that failure to return the Notification of Interest does not preclude prospective bidders from submitting a proposal within the specified time period. The purpose is to improve the efficiency of the proposal process and communicate timely information to interested parties on this RFP as well as future RFPs.

*State Road and Tollway Authority
47 Trinity Avenue, S. W. 4th Floor
Atlanta, Georgia 30334-9006*

Completed proposals must be received at the address shown on the cover by the date and time shown in the Schedule of Events. Late proposals will be disqualified. In order to be considered for selection, Offerors must submit a complete response to the RFP. Incomplete proposals may not be considered. SRTA reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be awarded to the Offeror, who based upon evaluation of all proposals is determined to have submitted the best proposal considering both technical factors and cost.

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I. **GENERAL INFORMATION**

A. PURPOSE

The purpose of this Request for Proposals is to establish a contract for the professional services of a Certified Public Accountant (the "Contractor") for annual financial and compliance audits. The contract will be for three consecutive fiscal years beginning with the fiscal year ended June 30, 2010, and ending with the fiscal year ended June 30, 2012, subject to annual review and the annual availability of an appropriation for audit services by SRTA.

B. SCHEDULE OF EVENTS

<u>Activity</u>	<u>Target Date</u>
Issue Request for Proposals	May 12, 2010
Due Date for Notification of Interest	May 17, 2010
Deadline for Written Questions Submit Written Questions to Barbara Harris Chappel: procurement@georgiatolls.com	1:00 PM EST, May 19, 2010
Answers Posted to SRTA's Website http://www.georgiatolls.com/procurement.aspx	May 25, 2010
Proposals due by Dates may be adjusted based on SRTA's needs.	1:00 PM EST, June 1, 2010

II. SRTA RECORDS AND INFORMATION

Information regarding SRTA's records, systems, procedures, expenditure levels, and other relevant data is included as Attachment A to this Request for Proposals. Copies of prior audit reports, internal control survey documents, management letters, financial statements, budgets and other documents relevant to the audit engagement may be viewed by appointment by contacting the Contracting Officer listed on the cover page of this RFP.

III. STATEMENT OF NEEDS

A. AUDIT REQUIREMENTS

As required by the Official Code of Georgia Annotated, the audit shall be conducted in accordance with auditing standards generally accepted in the United States of America, promulgated by the American Institute of Certified Public Accountants (AICPA) and in accordance with the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. If a Single Audit is required as a part of the annual audit, the audit shall be performed in accordance with American Institute of Certified Public Accountants (AICPA) Standards, Government Auditing Standards, the Single Audit Act Amendments of 1996, and the Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

The Audit shall be designed to accomplish the following objectives:

1. To determine whether the financial statements which will be prepared by the successful bidder or the selected auditing firm present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information and the respective changes in financial position and where applicable, cash flows, thereof [and the respective budgetary comparison for the SRTA funds involved] in conformity with

accounting principles generally accepted in the United States of America. In addition, to determine whether the combining and individual nonmajor fund financial statements of SRTA are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

2. To obtain an understanding of the five components of internal control that is sufficient to assess the risks of material misstatement of the financial statements whether due to error or fraud, and to design the nature, timing, and extent of further audit procedures. Because an audit of a government's financial statements is based on opinion units, the Contractor's consideration of internal control in assessing the risks of material misstatement should address each opinion unit. The Contractor should obtain a sufficient understanding by performing risk assessment procedures to (a) evaluate the design of controls and (b) determine whether they have been implemented. The Contractor should use such knowledge to identify types of potential misstatements; consider factors that affect the risks of material misstatement; and design tests of controls, when applicable, and subsequent procedures. In acquiring an understanding of and assessing internal control, the Contractor should consider computer controls as well as the controls over manual portions of the system.

3. To plan and perform the audit to obtain reasonable assurance about whether the financial statements, including note disclosures, are free of material misstatement, whether caused by error or fraud, and material misstatements arising from illegal acts that have a direct and material effect on the determination of financial statement amounts. Illegal acts are defined in auditing standards as violations of laws or governmental regulations. Although not explicitly stated in auditing standards, the phrase "laws and governmental regulations" generally has been interpreted to implicitly include the provisions of contract and grant agreements. The AICPA Codification of Statements on Auditing Standards, Section AU 317 requires the Contractor to consider laws and regulations that are generally recognized by Contractors to have a direct and material effect on the determination

of SRTA's financial statement amounts. The Contractor's responsibility to detect and report misstatements resulting from illegal acts having a direct and material effect on the determination of financial statement amounts is the same as that for misstatements caused by error or fraud. In addition, the Contractor should be aware of the possibility that illegal acts that may, in particular circumstances, be regarded as having material but indirect effects on financial statements may have occurred. If specific information comes to the Contractor's attention that provides evidence concerning the existence of possible illegal acts that could have a material indirect effect on the financial statements, the Contractor should apply audit procedures specifically directed to ascertaining whether an illegal act has occurred.

4. To provide reasonable assurance of detecting material misstatements that result from violations of provisions of contracts or grant agreements that could have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives. If specific information comes to the Contractor's attention that provides evidence concerning the existence of possible violations of provisions of contracts or grant agreements that could have a material indirect effect on the financial statements, the Contractor should apply audit procedures specifically directed to ascertaining whether such violations have occurred. If during the course of the audit, Contractor becomes aware of abuse that could be quantitatively or qualitatively material to the financial statements, the Contractor should apply audit procedures specifically directed to ascertain the potential effect on the financial statements or other financial data significant to the audit objectives.
5. To evaluate whether SRTA has taken appropriate corrective action to address findings and recommendations from previous engagements that could have a material effect on the financial statements. Contractor should use this information from previous engagements in assessing risk and determining the nature, timing, and extent of current audit work, including determining the extent to which testing the implementation of the corrective actions is applicable to the current audit

objectives.

6. To ensure that audit documentation is prepared in sufficient detail to provide a clear understanding of the nature, timing, and extent of auditing procedures performed to comply with generally accepted government auditing standards and other applicable standards and requirements; the results of the audit procedures performed and the audit evidence obtained; the conclusions reached on significant matters; and that the accounting records agree or reconcile with the audited financial statements. Contractor should also document, before the audit report is issued, evidence of supervisory review of the work performed that supports findings, conclusions, and recommendations contained in the audit report.

The Single Audit Act and OMB Circular A-133 require nonfederal entities that expend \$500,000 or more of federal awards in a fiscal year to have a single audit. Entities that expend less than \$500,000 in a fiscal year in federal awards are exempt from audit requirements in the Single Audit Act and Circular A-133. SRTA may have some years when it will expend in excess of \$500,000 in federal awards and others in which it will not. Therefore, the Offeror shall complete the Cost Proposal with and without a single audit.

7. To determine whether SRTA complied with laws, regulations, and the provisions of contracts or grant agreements pertaining to federal awards that may have a direct and material effect on each major program. With regard to internal control over compliance, the Contractor is required to do the following (in addition to meeting the requirements of Government Auditing Standards): (1) perform procedures to obtain an understanding of internal control over federal programs that is sufficient to plan the audit to support a low assessed level of control risk for major programs, (2) plan the testing of internal control over major programs to support a low assessed level of control risk for the assertions relevant to the compliance requirements for each major program, and (3) perform tests of internal control (unless the internal control is likely to be ineffective in preventing or detecting

noncompliance).

8. To verify that personal service, travel, and per diem and fees reports submitted to the State Auditor agree to the financial records maintained by SRTA. If a reconciliation of the reports to the financial records is necessary, the auditor should verify the accuracy of the reconciliation prepared by SRTA.

B. REPORTING AND DELIVERY REQUIREMENTS

The auditor will prepare the required audit reports including those required by Government Auditing Standards Board and Office of Management and Budget Circular A-133 and the Official Code of Georgia Annotated at the completion of the audit, and by any deadlines imposed by all applicable governmental authorities and by SRTA.

1. a. Standard report on the financial statements.

Reference should be made that the audit was conducted in accordance with generally accepted government auditing standards. In the same or in separate report(s), the auditor should include a description of the scope of the auditor's testing of internal control over financial reporting and compliance with laws, regulations, and provisions of contracts or grant agreements. Auditor should state in the report whether the tests performed provided sufficient, appropriate evidence to support an opinion on the effectiveness internal control over financial reporting and on compliance with laws, regulations, and provisions of contracts or grant agreements. When auditor reports separately (including separate reports bound in the same document) on internal control over financial reporting and on compliance with laws and regulations and provisions of contracts or grant agreements, they should state in the financial statement audit report that they are issuing those additional reports.

- b. Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards. The report should include a

description of the scope of the auditor's testing of internal control over financial reporting and compliance with laws, regulations, and provisions of contracts or grant agreements. The auditor should report, as applicable to the objectives of the audit, and based upon the audit work performed, (i) significant deficiencies in internal control, identifying those considered to be material weaknesses; (ii) all instances of fraud and illegal acts unless inconsequential; and (iii) violations of provisions of contracts or grant agreements and abuse that could have a material effect on the financial statements.

- c. Report on Compliance With Requirements Applicable to Each Major Program and on Internal Control Over Compliance in Accordance With OMB Circular A-133. This report should include an opinion (or disclaimer of opinion) on whether the auditee complied with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program, and where applicable, refer to the separate schedule of findings and questioned costs. The report on internal control related to major programs should describe the scope of testing of internal control and the results of the tests and where applicable, refer to the separate schedule of findings and questioned costs.

- d. In accordance with OMB Circular A-133, the auditor's report(s) may be in the form of either combined or separate reports. The auditor's report(s) shall include an opinion (or disclaimer of opinion) on whether the financial statements are presented fairly in all material respects in conformity with generally accepted accounting principles and an opinion (or a disclaimer of opinion) on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements taken as a whole. Auditors should follow the guidance contained in the American Institute of Certified Public Accountants' Audit Guide: Government Auditing Standards and Circular A-133 Audits.

- e. In accordance with OMB Circular A-133, a schedule of findings and questioned costs is required and should include the following three sections: (1) a summary of the auditor's results; (2) findings related to the financial statements that are required to be reported in accordance with generally accepted government auditing standards; and (3) findings and questioned costs for federal awards.
2. Up to thirty (30) printed copies and one electronic copy in an agreed upon format of each of the above reports are required by deadlines set forth by SRTA in writing to Contractor.
3. A written management letter should be used to communicate violations of provisions of contracts or grant agreements or abuse that have an effect on the financial statements that is less than material but more than inconsequential; the management letter should also communicate information about ways to improve operational efficiency and effectiveness or otherwise improve internal control or other policies or procedures (other than those for which communication is required by generally accepted auditing standards or Government Auditing Standards). If the management letter contains items required to be communicated to officials by auditing standards, the auditor should refer to the management letter in the Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
4. The auditor must offer recommendations for appropriate corrective action for each item reported in accordance with AICPA Statement on Auditing Standards No. 112; or included in the Report on Internal Control Over Financial Reporting and On Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards or contained in the management letter.
5. Any other reports required shall be submitted to SRTA upon request within the

timeframes requested in writing by SRТА.

6. A preliminary draft of all reports shall be submitted to SRТА prior to their release. SRТА will review and approve the release of all draft reports. Draft reports should be submitted to Henry Li, Treasurer/Director of Administration, State Road and Tollway Authority, 47 Trinity Avenue, 4th Floor, Atlanta, GA 30334, 404-893-6140.
7. The auditor shall send copies of the reports listed above directly to Henry Li, Treasurer/Director of Administration, State Road and Tollway Authority, 47 Trinity Avenue, 4th Floor, Atlanta, GA 30334.
8. Auditing services will commence on July 20th and a final report shall be delivered by September 20th of each calendar year during the term.

IV. **PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS**

A. GENERAL PROPOSAL PREPARATION REQUIREMENTS

1. Proposal Preparation
 - a. Proposals shall be signed by an authorized representative of the auditor. All information requested must be submitted. The requirements listed in Part IV, Section B, Paragraph 1b are required by law or regulation will not be waived and are not subject to negotiation.
 - b. Proposals shall be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
 - c. Each copy of the technical proposal shall be bound in a single volume and relate

solely to the response to the RFP. Nothing shall be included in the technical proposal which would indicate, in whole or in part, the cost component of the proposal or would be otherwise indicative of the dollar amount associated with the technical proposal. All cost component documentation should be included in a separate sealed envelope clearly labeled as to contents. Proposals should be organized in accordance with Attachment C: Model Format of Proposal.

- d. Ownership of all data, materials and documentation prepared for and submitted to SRTA in response to the RFP shall belong exclusively to SRTA and will be considered a record prepared and maintained or received in the course of operations of a public office or agency and subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-70, et. seq., unless otherwise provided by law.
2. Oral presentation: Offerors who submit a proposal in response to the RFP may be required to give an oral presentation of their proposal to SRTA's representatives. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not contemplate or authorize negotiation. Oral presentation is an option of SRTA in its sole discretion at SRTA's request.
 3. Costs incurred to prepare a proposal are solely those of the Offeror. Nothing contained within this RFP is indicative of intent by SRTA to reimburse the proposer, in whole or in part, for any costs associated with preparation, submission, or presentation of proposals.
 4. Number of copies of proposals
 - a. Complete Copy of the Request for Proposal
 - an original (marked "Original")
 - b. Technical Proposal

- an original (marked “Original”)
- five (5) copies
- six (6) CDs (MUST be in Microsoft Office Word, Windows 2000 version or more recent or your proposal may be DISQUALIFIED)

c. Cost Proposal

- an original (marked “Original”)
- two (2) copies
- Three (3) CDs (MUST be in Microsoft Excel or your proposal may be DISQUALIFIED. Do not submit in any other format)

Technical Proposal and Cost Proposal CDs must be labeled and packaged separately. The complete copy of the RFP may be packaged with the Original Technical Proposal

B. SPECIFIC PROPOSAL PREPARATION REQUIREMENTS

Proposals shall be as thorough and detailed as possible so that SRTA may properly evaluate the Offeror's capabilities to provide the required services. Proposals should be organized in accordance with Attachment C: Model Format of Proposal. Offerors shall submit the following items as a complete proposal:

1. COMPLETE, SIGNED COPY OF THE REQUEST FOR PROPOSALS

- a. The return of this complete RFP signed and filled out as required.
- b. The completed Mandatory Pre-Qualification Form, Attachment B. The purpose of the Mandatory Pre-Qualification Form is to determine if the Offeror meets the following mandatory criteria:
 1. The proposer is properly licensed for public practice as a certified public accountant.
 2. The proposer meets the independence requirements of the Government Auditing Standards issued by the Comptroller General of the United States.
 3. The Offeror's staff working on or associated with the engagement must meet the continuing education requirements of the Government Auditing Standards.
 4. The Offeror does not have a record of substandard audit work.

5. The proposer agrees to abide by the terms and conditions established in Section VI, General Terms and Conditions and Section VII, Special Terms and Conditions.
6. All other requirements stated in Attachment B.

Failure to meet the mandatory criteria will result in immediate rejection of the entire proposal and no evaluation of the remainder of the technical component or of the cost proposal will be made.

2. TECHNICAL COMPONENT OF PROPOSAL

a. Detailed written narrative statements on each of the following:

1. A description of the Offeror's rendering the proposal, including whether the Offeror is international, national, regional, or local; the number of years in business; and the number of employees in the local office.
2. Experience in providing the services described herein, including relevant knowledge of and experience in applying applicable federal and state regulations.
3. Biographies, including experience of the individuals who will be assigned to the engagement, relevant experience of each in performing financial and compliance audits of entities similar to SRTA, and recent (past 24 months) continuing professional education of each individual assigned to the engagement.
4. A work plan to accomplish the scope defined in Section III of the RFP, including information on the timing of field work, and any overview and start up work that would be required in the first audit year. Include the approximate date the audit will begin and end for the first year, as well as approximate dates for delivery of the required reports. The work plan must include time estimates for and identification of each significant segment of

the work and the staff level to be assigned. The work plan must also include an explanation of the audit methodology to be followed to perform the services required in this request for proposals. The planned use of specialists must also be specified. In developing the work plan, reference should be made to such sources as SRTA's budget and related materials, organizational charts, programs, and financial and other management information systems. Proposers will be required to provide the following information on their audit approach:

- a. Sampling techniques and the extent to which statistical sampling may be used in the engagement;
 - b. Extent of the use of EDP software in the engagement;
 - c. Type and extent of analytical procedures that may be used in the engagement;
 - d. Approach to be taken to gain and document an understanding of SRTA's internal control;
 - e. Approach to be taken in determining laws and regulations that will be subject to audit test work; and
 - f. Approach to be taken in drawing audit samples for purposes of tests of compliance.
5. The proposal should identify and describe anticipated audit problems (if any), the approach to resolving these problems, and any special assistance that will be requested from SRTA.
6. For the office that would be assigned responsibility for the audit, list the most significant audit engagements (maximum of five) performed in the last three (3) years that are similar to the engagement described in this request for proposals. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partner(s), total hours, and the name and telephone number of the client contact.

- b. There should be no dollar units or total costs included in the technical component of the proposal.

3. COST COMPONENT OF PROPOSAL

For use following the technical phase of the procurement, the following information must be included in a **separate sealed** envelope marked "For Cost Phase Only" as specified in this RFP, Section VII, Part F:

- Total hours required to complete the engagement for each year by personnel levels (i.e., total hours for partner, manager, supervisor, senior and junior). This is for informational purposes only. The Contractor will be responsible for completing all work within the "Total for Services Described in RFP" as shown on the Pricing Pages
- Total fees for audit services for each year.
- An amount of professional services, in hours, allowed each year without additional cost to SRTA. Such services will not be directly related to the annual audit.

A separate cost proposal is required for each year of the contract period. Offeror's cost should take into consideration the insurance and liability provisions in the enclosed contract.

There are no out-of-pocket expenses anticipated for personnel (e.g., travel, lodging and subsistence). Reimbursement, if any must be approved in writing in advance by SRTA.

V. **EVALUATION AND AWARD CRITERIA**

The following factors will be considered during the evaluation:

A. TECHNICAL FACTORS

1. Attachment B must be completed in its entirety (Sections A and B) and all answers to Section B must be affirmative or the proposal will be disqualified.
2. Responsiveness of the proposal in clearly stating an understanding of the work to be performed, including making all required statements and affirmations. Proposals should be organized in accordance with Attachment C: Model Format of Proposal.

The following elements will be considered:

Appropriateness and adequacy of proposed procedures.

Necessity of procedures.

Reasonableness of time estimates.

Appropriateness of assigned staff levels.

Timeliness of projected completion.

2. Technical experience of the Offeror.
3. Qualifications of staff, including recent pertinent continuing education.
4. Size and structure of the Offeror.
5. Prior experience with the Offeror with emphasis on report and work paper quality and track record of meeting agreed upon delivery dates.

B. COST FACTORS

Although cost is a significant factor, it will not be the dominant factor. Cost will be given more importance when all the other evaluation criteria are relatively equal. The general approach is to first identify all qualified, responsive proposers and then to award the audit to the lowest cost Offeror in that group. If there is reason to believe that an unreasonably low proposal has been made, it will be rejected. One method of measuring reasonableness is to divide the proposed cost by a reasonable average hourly rate to show hours of effort that might be expected. Any proposal which does not include all the required statements and affirmations called for in this RFP may be automatically rejected as not being responsive.

VI. GENERAL TERMS AND CONDITIONS

A form of Agreement for Audit Services to be executed between the Offeror and SRTA is included herein as Attachment E.

A. APPLICABLE LAW AND COURTS

This solicitation and any resulting contract shall be governed in all respects by the laws of the State of Georgia. The Offeror shall comply with applicable federal, state, and local laws and regulations.

B. ETHICS IN PUBLIC CONTRACTING

By submitting their proposals, all Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their proposals, and that they have not conferred on any government entity employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. Offerors specifically certify by submitting their proposal that they are not in violation of the Official Code of Georgia Annotated, Sections 16-10-2 and 16-10-22, for acts of bribery and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions. Offerors contracting with the State of Georgia (as defined in the Official Code of Georgia Annotated, Section 45-10-20) further certify that Official Code of Georgia Annotated, Title 45, Chapter 10, Article 2, which prohibits certain public officials and employees of the State of Georgia from transacting business with certain state agencies, has not been and will not be violated in any respect by execution of this proposal and any contract resulting therefrom.

C. DEBARMENT STATUS

By submitting their proposals, all Offerors certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia or the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.

D. MANDATORY USE OF TERMS AND CONDITIONS

Return of the complete document is required. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, SRTA reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a proposal.

E. QUESTIONS

If any prospective Offeror has questions about the specifications or other solicitation documents, the prospective proposer should contact the Contracting Officer whose name appears on the face of the solicitation no later than the time and date shown in the Schedule of Events (Section I. B.). Answers to questions will be published on STRA's Website at: <http://www.georgiatolls.com/procurement.aspx>. The answers are not binding and not a part of the RFP unless specifically reflected in an amendment to the RFP.

F. COSTS FOR PREPARING PROPOSALS

Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the proposal and participating in the procurement process (including the protest/informal complaint process) is the sole responsibility of the Offeror. SRTA will not provide reimbursement for such costs.

G. ASSIGNMENT OF CONTRACT

A contract shall not be assignable by the Offeror in whole or in part without the written consent of SRTA, which may be withheld for any or no reason.

H. DEFAULT

In case of failure to deliver services in accordance with the contract terms and conditions, SRTA, after due notice may procure them from other sources and hold the Offeror responsible for any resulting additional purchase and administrative costs. This

remedy shall be in addition to any other remedies which SRTA may have.

I. RESTRICTIONS ON COMMUNICATING WITH STAFF

From the issue date of this RFP until the intended award is announced, Offerors are not allowed to communicate for any reason with any State officials, officers or staff except through the Issuing Officer named herein, or as defined in this RFP or as provided by existing work agreement(s). SRTA reserves the right to reject the proposal of any Offeror violating this provision.

Violation of the foregoing may result in the disqualification of your organization from participation in the RFP process. No oral conversations or agreements with any official, officer, agent, or employee of the State or, in particular SRTA, regarding this RFP are authorized and if the same shall occur they shall not affect or modify any terms of this RFP. No written statements of any persons other than SRTA Contracting Officer are authorized, and if the same shall occur, they shall not affect or modify any terms of this RFP.

J. CONTRACT TERMS AND CONDITIONS

The contract that the SRTA expects to award as a result of this RFP will be based upon the RFP, the contract terms and conditions attached below, the final cost and final technical proposals submitted by the awarded Offeror and any subsequent revisions to the awarded Offeror's cost and technical proposals and the contract terms and conditions due to written clarifications or changes made in accordance with the provisions of the RFP, and any other terms deemed necessary by SRTA, except that no objection or amendment by an Offeror to the RFP requirements or the contract terms and conditions shall be incorporated by reference into the contract unless SRTA has explicitly accepted the Offeror's objection or amendment in writing. The contract SRTA intends to use with the successful Offeror is attached as Attachment E, Contract.

The contract terms and conditions may be supplemented or revised before contract execution and are provided to enable Offerors to better evaluate the costs associated with the RFP and the potential resulting contract. Offerors should plan on the contract

terms and conditions contained in this RFP being included in any contract awarded as a result of this RFP. All costs associated with complying with these requirements should be included in any pricing quoted by the Offeror.

K. EXCEPTIONS TO CONTRACT

By submitting a proposal, Offeror acknowledges its acceptance of the RFP specifications and the contract terms and conditions without change except as otherwise expressly stated in the submitted proposal. If an Offeror takes exception to a contract provision, the Offeror must state the reason for the exception and state the specific contract language it proposes to include in place of the provision. Any exceptions to the contract must be included in Offeror's Proposal. Exceptions must be in an original document clearly marked and may not be submitted in the form of hand written changes to the original contract. Proposed exceptions must not conflict with or attempt to preempt requirements specified in the RFP.

At the end of the evaluation process, the SRTA shall contact the apparent successful Offeror. Prior to the contract award, the apparent successful Offeror will be required to enter into negotiations/discussions with the SRTA to resolve any contractual differences before an award is made. These negotiations/discussions are to be finalized and all exceptions resolved within one (1) week of notification. Failure to resolve any contractual issues may lead to rejection of the Offeror. SRTA reserves the right to proceed to discussions with the next highest ranked Offeror.

SRTA reserves the right to modify the contract to be consistent with the successful offer, and to negotiate other modifications with the apparent successful Offeror. Exceptions that materially change the terms or the requirements of the RFP may be deemed non-responsive by SRTA, in its sole discretion, and rejected. Contract exceptions that grant the Offeror an impermissible competitive advantage, as determined by SRTA in its sole discretion, will be rejected.

L. SRTA'S RIGHT TO AMEND AND/OR CANCEL THE RFP

SRTA reserves the right to amend this RFP prior to the final Amended Proposal submission date and time. Amendments will be made in writing and publicly posted as one or more addenda to the State Road and Toll Authority website. Offerors are responsible to check the website often to see if any amendments to the RFP have been posted.

Finally, SRTA reserves the right to cancel this RFP at any time.

M. FORMAL PROTEST PROCESS AND INFORMAL COMPLAINT PROCESS

Offerors should familiarize themselves with the procedures set forth at: <http://www.georgiatolls.com/PDFs/ProtestPolicy1.pdf>

N. REGISTERED LOBBYISTS

By submitting a response to this RFP, the Offeror hereby certifies that the Offeror and its lobbyists are in compliance with the Lobbyist Registration Requirements in accordance with the Georgia Vendor Manual.

O. SMALL AND/OR MINORITY BUSINESS

It is the policy of the State of Georgia that small and/or minority business enterprises shall have a fair and equal opportunity to participate in the State purchasing process. Therefore, the State of Georgia encourages all small and minority business enterprises to compete for, win, and receive contracts for goods, services, and construction. Also, the State encourages all companies to sub-contract portions of any state contract to small and minority business enterprises. Offerors interested in taking advantage of the Georgia income tax incentives provided for by the Official Code of Georgia Annotated Section 48-7-38, relative to the use of minority subcontractors in the performance of contracts awarded by the State of Georgia, should contact the Vendor Relations Administrator.

P. PROPOSAL WITHDRAWAL AND/OR REVISION FOLLOWING SUBMISSION

A submitted proposal may be withdrawn and changes to a submitted proposal can be made prior to the RFP close date. In the event an Offeror notes an error or omission in its response which was overlooked during the Offeror's review prior to submitting the response, the Offeror may contact the Contracting Officer to request the response be withdrawn. Please take note of the following limitations and risks regarding regaining access to the response:

SRTA cannot guarantee granting your request for withdrawal within a certain period of time after the Offeror's response has been submitted. In addition, please note the Contracting Officer may be out of the office from time to time.

Please note in order to reinstate the Offeror's ability to resubmit a response, the Offeror's original response must first be withdrawn. Once the Offeror's response is withdrawn, SRTA has no response from the Offeror. Unless and until the Offeror resubmits the revised response, SRTA will have no offer from the Offeror to evaluate for possible contract award.

Please permit adequate time to revise and then resubmit the response. Please note submission is not instantaneous and may be affected by several events.

Q. CONFLICT OF INTEREST

The Offeror must disclose in detail anything that may create a conflict or appearance of a conflict of interest. If no conflict of interest exists, please note below "No Conflict of Interest Exists."

VII. SPECIAL TERMS AND CONDITIONS

A. QUALIFICATIONS OF OFFERORS

SRTA may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the work and the Offeror shall furnish to SRTA all such information and data for this purpose as may be requested. SRTA

further reserves the right to reject any bid if the evidence submitted by or investigations of such Offeror fails to satisfy SRTA that such Offeror is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.

B. AUDIT

The Offeror hereby agrees to retain all books, records, working papers, and other documents relative to this contract for five (5) years after final payment. The Offeror further acknowledges that the AICPA's Statement on Auditing Standards No. 103 requires the Offeror to adopt reasonable procedures to retain and access audit documentation for a period of time sufficient to meet the needs of his or her practice and to satisfy any applicable legal or regulatory requirements for records retention. Such retention period, however, should not be shorter than five years from the report release date. SRTA, its authorized agents, and federal and state regulatory and grantor agencies, including the Georgia Department of Audits and Accounts, shall have full access to and the right to examine any of said materials during said period at no cost to either SRTA or any other entity authorized to examine said materials.

C. REVIEW AND MONITORING

SRTA reserves the right to conduct any review it may deem advisable to assure services conform to the specifications. An employee of SRTA will be designated as audit monitor to discuss issues that need to be resolved and may require periodic progress reports. The monitor will review the financial statements and may provide limited assistance to the Offeror by way of comments and suggestions for enhancements to the report prior to its preparation in final form. The monitor will also be available for technical assistance concerning the interpretation of state laws, regulations and policies.

D. CONTRACT PERIOD

The contract period shall be for a period of three years beginning with the fiscal year ended June 30, 2010 through the fiscal year ended June 30, 2012 subject to annual

review and the annual availability of an appropriation for audit services by SRTA.

E. CONTRACT LIMITATIONS

During the contract period, the Offeror agrees not to submit proposals on or perform any accounting, consulting, compilation and review, or any other services outside the scope of this contract for SRTA without the prior written approval of SRTA.

F. IDENTIFICATION OF PROPOSAL ENVELOPE

The signed proposal shall be returned in a separate envelope or package, sealed and identified as follows:

From: _____

Name of Offeror	_____	_____
	Due Date	Time
_____	_____	
Street, or Box Number	RFP Number	
_____	_____	
City, State, Zip Code	RFP Title	

Attention Barbara Harris Chappel

G. SUBCONTRACTS

No portion of the work shall be subcontracted without prior written consent of SRTA. In the event that the Offeror desires to subcontract some part of the work specified herein, the Offeror shall furnish SRTA the names, qualifications and experience of their proposed subcontractors. The Offeror shall, however, remain fully liable and responsible for the work/service to be performed by his/her subcontractor(s) and shall assure compliance with all requirements of the contract.

H. PROPRIETARY INFORMATION

SRTA will not accept responses to Requests for Proposals in cases where the Offeror declares the entire response to the RFP to be proprietary information. SRTA is not interested and does not solicit any proprietary information.

I. OFFICE HOURS/LOCATION

Office space and a telephone will be provided for the representative of the Offeror to perform all field work. The location of this space will be as close as possible to the location of the accounting records and accounting staff. To the extent possible, schedules and other data will be prepared by SRTA's accounting department. It is SRTA's policy to aid in the audit process where deemed feasible and appropriate to help reduce costs. The audit monitor designated by SRTA will be responsible for notifying the contractor of the location of the accounting and financial records and office hours.

J. HIGHER LEVEL AUDIT SERVICES

If the Offeror becomes aware that SRTA is subject to audit requirements that may not be encompassed in the terms of the contract, he or she shall communicate this situation immediately to SRTA's audit monitor, that in accordance with the established contract certain relevant legal, regulatory, or contractual requirements may not be met.

K. CHANGES IN AUDITING STANDARDS/FEDERAL REQUIREMENTS

As professional auditing standards or Federal auditing requirements change, the Offeror shall adjust his/her auditing techniques and reporting formats and criteria so the new standards and requirements are met.

L. RATES FOR ADDITIONAL PROFESSIONAL SERVICES

If it should become necessary for SRTA to request the Offeror to render any additional services to either supplement the services requested in this request for proposals or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between SRTA and the Offeror. Any such

additional work agreed to between SRTA and the Offeror shall be performed at the same rates as set forth in the schedule of fees included in the sealed dollar cost bid. If the Cost Proposal does not include the necessary rates, then SRTA shall pay Contractor's actual cost plus a markup of 5%.

ATTACHMENT A: GOVERNMENT ENTITY AND RECORDS INFORMATION

1. State Road and Tollway Authority (the “Authority” or “SRTA”) is a public corporation and body corporate. The Authority maintains and operates a toll facility in the State of Georgia, manages a bond financing program to finance transportation projects in the State of Georgia, and manages government loans for a wide variety transportation projects in the State of Georgia. The fiscal year for the Authority is July 1 – June 30.
2. The Authority’s basic financial statements have three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. A fund is a grouping of related accounts used to maintain control over resources that have been segregated for specific activities or objectives. The Authority, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the Authority’s funds can be classified into the categories of Government Funds and Proprietary Funds.
3. Estimated revenues, appropriations, and encumbrances are not recorded in the accounting records; these are recorded as a part of the budget records.
4. Describe systems, records, and procedures:
 - a. Process manuals as well as policies are available for the accounting department.
 - b. The Authority uses Microsoft GP as their financial software system.
 - c. Policies and procedures have been established to ensure internal auditing between the various accounting functions/positions.
 - d. Reports are maintained and prepared by the accounting department.
 - e. There are no known problems related to the accounting system, internal control, or other problems. There are not any known exceptions to generally accepted accounting principles or any other accounting problems.
5. Copies of the prior year's audit reports, management letters, financial statements and budget are available.
6. The most recent audit was performed by Mauldin & Jenkins, Certified Public Accounts, LLC for the fiscal year ended June 30, 2009.
7. SRTA Cooperation
 - a. The accounting staff can prepare schedules, reproduce documents, pull documents, etc.

- b. Legal counsel is available.
- 8. Interfund and interdepartmental reconciliations have been made.
- 9. Work areas will be located as close to the accounting department as possible.

ATTACHMENT B: MANDATORY PRE-QUALIFICATION FORM

To be answered by Offeror

Section A - General Information

1. Offeror Name: _____
Contact Person: _____ Telephone Number: _____
2. Address: _____

3. Offeror FEI Number: _____
4. Offeror's Georgia CPA State License Registration Number: _____
5. Type of Accounting Practice (place an "X" next to the appropriate response)
- a. _____ Individual
 - b. _____ Partnership
 - c. _____ Corporation - Give name of the State where incorporated:

Section B - Offeror's Audit Qualifications

Please answer each of the following questions by placing an "X" in the proper column at the right. Answering "NO" to any questions will result in disqualification of Offeror's Proposal.

CHECK ONE

YES NO

1. Quality Control: Does the Offeror have internal procedures to ensure proper quality control for its governmental audit assignments?
(If yes, ATTACH A DESCRIPTION OF THE PROCESS) _____
2. Quality Review: Does Offeror participate in an External Quality review program every 3 years? (If yes, ATTACH A

CHECK ONE

YES NO

COPY OF LAST PEER REVIEW OR QUALITY REVIEW REPORT AND LETTER OF COMMENT. PLEASE ENTER ENDING DATE OF LAST PERIOD COVERED BY REVIEW _____)

If no, explain the reason and your plan to participate. _____

3. Professional Membership: Do the partners of the Offeror belong to either the AICPA or the Georgia Society of CPAs? _____

4. Proper License: Is Offeror properly licensed to practice public accounting in Georgia? _____

5. Special Governmental Audit Requirements: Is Offeror familiar with the AICPA's ethical ruling called Interpretation 501-3, "Failure to Follow Standards and/or Procedures or other Requirements in Governmental Audits"? (According to this ruling, if a CPA agrees to follow specified standards, guides, rules and procedures in addition to GAAS, then the CPA is OBLIGATED to follow all such requirements. Also, the Offeror must report any deviations from the agreed-upon engagement procedures.) _____

6. Subcontracts: Does Offeror agree not to subcontract any work required without the prior express written consent of the auditee? _____

7. Federal Audit Laws and Rules: If federal audit work is required, does Offeror agree to perform the audit work in accordance with the Single Audit Act Amendments of 1996, the provisions of OMB Circular A-133 and AICPA Audit Guide "*Government Auditing Standards* and Circular A-133 _____

CHECK ONE

YES NO

Audits”, as necessary?

- 8. Confidentiality: Does Offeror agree not to publish or distribute any information concerning work done for auditee, except as provided by law or rule? _____
- 9. Access to Records and Workpapers: Does Offeror agree to keep workpapers and reasonable records to support work claims for at least **5 years** and make them available for audit or review by any authorized parties? _____
- 10. Other Federal and State Laws and Rules: Does Offeror agree to comply with all other Federal and State laws, rules and regulations which pertain to this engagement? _____
- 11. Independence: Does Offeror meet the independence standards of the current "Government Auditing Standards", issued by the Comptroller General of the United States?
(If "No", attach a brief summary of facts.) _____
- 12. Continuing Education: Does Offeror have sufficient staffs who meet continuing professional education requirements for government audits as set forth in "Government Auditing Standards"? _____
- 13. Conflict of Interest: Does Offeror declare that there is no public or private interest which would conflict in any manner with performance of an audit for the auditee or would violate any laws of the State of Georgia? _____
- 14. No Substandard Work: Do Offeror and all proposed Audit Team Members have a record of an acceptable standard of audit work? (Offeror must answer this question "No" if the

CHECK ONE

YES NO

Offeror or any Audit Team Member has received an enforcement action for substandard audit work during the past three years or has a related investigation pending by a professional or regulatory group. Attach a brief summary of any enforcement actions.)

15. Ethics: Does Offeror certify that its proposals are made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their proposals, and that it has not conferred on any government entity employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged; that it is not in violation of the Official Code of Georgia Annotated, Sections 16-10-2 and 16-10-22, for acts of bribery and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions?

16. Experience: Does the Offeror have at least three years of experience in auditing governmental entities. Please state the experience including the governmental entity name, date of the engagement, scope of services and contract information for the entity.

17. Provisions of RFP: Does Offeror agree to abide by all General Terms and Conditions and Special Terms and Conditions

ATTACHMENT C: FORMAT OF PROPOSAL

To simplify the review process and obtain the maximum degree of comparability, proposals should be organized in the manner specified by the RFP. The following outline includes all the information called for in the RFP.

COMPLETE COPY OF THE REQUEST FOR PROPOSALS

1. Provide a complete copy of the Request for Proposals, including all Attachments.
2. Sign the Request for Proposals in ALL places requiring signature.
3. Complete and sign the Mandatory Pre-Qualification Form.
4. Sign all Addenda to the RFP, if any.

TECHNICAL COMPONENT OF PROPOSAL

(To be included in a SEPARATE SEALED envelope)

Title Page

Show the RFP subject, the name of the Offeror, local address, telephone number, name of the contact person, and the date.

Table of Contents

Include a clear identification of the material by section and by page number.

Letter of Transmittal

Limit to one or two pages.

1. Briefly state the proposer's understanding of the work to be done. Make a positive statement that deadlines specified in the RFP will be met.
2. State the names of the persons who will be authorized to make representations for the proposer, their titles, addresses, and telephone numbers.
3. State that the person signing the letter will be authorized to bind the proposer.
4. State the name of the partner assigned to this engagement and the name of the partner assigned the responsibility for the quality of the report and working papers. (Key Personnel)

Profile of the Proposer

1. State whether the Offeror is local, regional, national or international.
2. State the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office.
3. Describe the range of activities performed by the local office such as auditing, accounting, tax service, or management services.

Summary of the Proposer's Qualifications

1. State the identity of the partners and managers who will work on the audit, including staff from other than the local office. Resumes including relevant experience and continuing education for each supervisory person to be assigned to the audit should be included. (The resumes may be included as an appendix.)

Specify governmental CPE attended in the past 24 months by the partner(s) and each person to be assigned to this engagement.

2. Describe the recent local office auditing experience similar to the type of audit requested. Rank these audit engagements according to total staff hours. Indicate the scope of work, dates when work was performed, engagement partner(s), total hours, and the name and telephone number of the client contact. A maximum of 5 (five) of the most significant audit engagements performed in the last three (3) years similar to the engagement described in this request for proposals should be provided.
3. Bond program auditing experience within the past three years that includes auditing a state-level municipal bond program with at least \$150 million of new original issuances and at least \$100 million of outstanding debt.

Proposer's Approach to the Audit

Submit a work plan to accomplish the scope defined in Section III of this RFP. The work

plan must include time estimates for and identify each significant segment of the work and the staff level to be assigned. The planned use of specialists must also be specified. In developing the work plan, reference should be made to such sources as SRTA's budget and related materials, organizational charts, programs, and financial and other management information systems. Proposers will be required to provide the following information on their audit approach:

1. Sampling techniques and the extent to which statistical sampling may be used in the engagement;
2. Extent of the use of EDP software in the engagement;
3. Type and extent of analytical procedures that may be used in the engagement;
4. Approach to be taken to gain and document an understanding of SRTA's internal control;
5. Approach to be taken in determining laws and regulations that will be subject to audit test work; and
6. Approach to be taken in drawing audit samples for purposes of tests of compliance.

The proposal should identify and describe anticipated audit problems (if any), the Offeror's approach to resolving these problems and any special assistance that will be requested from SRTA.

Additional Data

Since the preceding sections are to contain only data that is specifically requested, any additional information considered essential to the proposal should be separately bound. The proposer's general information publications, such as directories or client lists, should not be included. If there is no additional information to present, include a statement as the last section of the technical component of the proposal that "there is no additional information we wish to present".

COST COMPONENT OF PROPOSAL

(To be included in a SEPARATE SEALED envelope)

State the total hours and hourly rate required by staff classification and the resulting all-inclusive maximum fee, including out of pocket costs for which the requested work will be

done. State the amount of professional services, in hours, allowed each year without additional cost to the auditee. A separate all-inclusive fee must be stated for each audit for each year.

The format of the cost component is shown on the following pages.

OFFEROR NAME: _____

**SCHEDULE OF PROFESSIONAL FEES
FOR THE AUDIT OF THE YEAR ENDING JUNE 30, 2010 FINANCIAL STATEMENTS
WITHOUT SINGLE AUDIT**

	HOURS	HOURLY RATES	TOTAL
PARTNERS	_____	_____	_____
MANAGERS	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____
TOTAL FOR SERVICES DESCRIBED IN RFP			_____
TOTAL ALL-INCLUSIVE PRICE FOR FY 2010 AUDIT			_____
AMOUNT OF PROFESSIONAL SERVICES, IN HOURS, ALLOWED FOR FISCAL YEAR 2010 YEAR WITHOUT ADDITIONAL COST			_____

OFFEROR NAME: _____

SCHEDULE OF PROFESSIONAL FEES
FOR THE AUDIT OF THE YEAR ENDING JUNE 30, 2010 FINANCIAL STATEMENTS
WITH SINGLE AUDIT

	HOURS	HOURLY RATES	TOTAL
PARTNERS	_____	_____	_____
MANAGERS	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____
TOTAL FOR SERVICES DESCRIBED IN RFP			_____
AMOUNT OF PROFESSIONAL SERVICES, IN HOURS, ALLOWED FOR FISCAL YEAR 2010 YEAR WITHOUT ADDITIONAL COST			_____

OFFEROR NAME: _____

**SCHEDULE OF PROFESSIONAL FEES
FOR THE AUDIT OF THE YEAR ENDING JUNE 30, 2011 FINANCIAL STATEMENTS
WITHOUT SINGLE AUDIT**

	HOURS	HOURLY RATES	TOTAL
PARTNERS	_____	_____	_____
MANAGERS	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____
TOTAL FOR SERVICES DESCRIBED IN RFP			_____
TOTAL ALL-INCLUSIVE PRICE FOR FY 2011 AUDIT			_____
AMOUNT OF PROFESSIONAL SERVICES, IN HOURS, ALLOWED FOR FISCAL YEAR 2011 WITHOUT ADDITIONAL COST			_____

OFFEROR NAME: _____

SCHEDULE OF PROFESSIONAL FEES
FOR THE AUDIT OF THE YEAR ENDING JUNE 30, 2011 FINANCIAL STATEMENTS
WITH SINGLE AUDIT

	HOURS	HOURLY RATES	TOTAL
PARTNERS	_____	_____	_____
MANAGERS	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____
TOTAL FOR SERVICES DESCRIBED IN RFP			_____
TOTAL ALL-INCLUSIVE PRICE FOR FY 2011 AUDIT			_____
AMOUNT OF PROFESSIONAL SERVICES, IN HOURS, ALLOWED FOR FISCAL YEAR 2011 WITHOUT ADDITIONAL COST			_____

OFFEROR NAME: _____

SCHEDULE OF PROFESSIONAL FEES
FOR THE AUDIT OF THE YEAR ENDING JUNE 30, 2012 FINANCIAL STATEMENTS
WITHOUT SINGLE AUDIT

	HOURS	HOURLY RATES	TOTAL
PARTNERS	_____	_____	_____
MANAGERS	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____
TOTAL FOR SERVICES DESCRIBED IN RFP			_____
TOTAL ALL-INCLUSIVE PRICE FOR FY 2012 AUDIT			_____
AMOUNT OF PROFESSIONAL SERVICES, IN HOURS, ALLOWED FOR FISCAL YEAR 2012 WITHOUT ADDITIONAL COST			_____

OFFEROR NAME: _____

SCHEDULE OF PROFESSIONAL FEES
FOR THE AUDIT OF THE YEAR ENDING JUNE 30, 2012 FINANCIAL STATEMENTS
WITH SINGLE AUDIT

	HOURS	HOURLY RATES	TOTAL
PARTNERS	_____	_____	_____
MANAGERS	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____
TOTAL FOR SERVICES DESCRIBED IN RFP			_____
TOTAL ALL-INCLUSIVE PRICE FOR FY 2012 AUDIT			_____
AMOUNT OF PROFESSIONAL SERVICES, IN HOURS, ALLOWED FOR FISCAL YEAR 2012 WITHOUT ADDITIONAL COST			_____

ATTACHMENT D: SAMPLE FORMAT FOR NOTIFICATION OF INTEREST LETTER

State Road and Tollway Authority

Dear SRTA:

Our (my) firm is interested in submitting a proposal to audit SRTA's financial statements for the fiscal year ended June 30, 2010 and the two subsequent fiscal years as set forth in the Request for Proposals issued *Enter RFP Issue Date*.

Sincerely,

[Audit Firm]

ATTACHMENT E: AGREEMENT

This is a separate file downloadable from the SRTA URL:

<http://www.georgiatolls.com/procurement.aspx>