



INVITATION FOR BID
AUDIT SERVICES
October 17, 2016

IFB #AUD201609

I. ORGANIZATION BACKGROUND

The Bis-Man Transit Board was incorporated on April 28, 1987 and began providing door-to-door bus service in 1990 for persons with disabilities, and a short time later, the service was also extended to senior citizens. Bis-Man Transit also began a fixed route bus service for the cities of Bismarck & Mandan which would be available for everyone to use. In May of 2004, the first rides were given on the fixed route service Capital Area Transit (The CAT). Between the two modes of service, we are now providing approximately 300,000 passenger rides per year. It is the goal of the Bis-Man Transit Board to provide the safest, most cost effective service to the greatest portion of the population that we are able to, given the resources at our disposal.

Bis-Man Transit is comprised of two main programs:

- **Bis-Man Transit Board** – Maintains and operates both the demand response transit system and the fixed route CAT bus system in the Bismarck & Mandan communities. The demand response system offers 24/7 services while the fixed route system is from 6:00 am to 6:30 pm weekday and shortened hours on Saturdays.
- **Bus Depot** – Operates the Jefferson Line Bus Depot which operates everyday with buses leaving twice a day.

The majority of the funding for the Bis-Man Transit Board is received from federal and state government grants and reimbursements which totaled \$3.2M or 63% of total revenues. The 3 largest grants were from the Federal Transit Cluster consisting of the Capital & Preventive Maintenance grant, Operating grant, and State of Good Repair grant. Our 2015 audit reported an unmodified opinion with no material weaknesses or significant deficiencies.

II. NATURE OF SERVICES REQUIRED

A. GENERAL

The Bis-Man Transit Board is soliciting the services of a qualified independent certified public accountant and independent public accountants to audit the financial statements prepared by the Board for the fiscal years ending December 31, 2016, 2017, and 2018. The audit is to be performed in accordance with the provisions contained in this IFB. Along with the Form 990 and Data Collection Form (DCF).

B. SCOPE OF WORK PERFORMED

The auditor will be asked to express an opinion on the fair presentation of its financial statements in conformity with generally accepted accounting principles (GAAP). Audit fieldwork to be performed the end of March with report draft required by April 15th. Final issued audit deadline of April 30th.

C. AUDITING STANDARDS TO BE FOLLOWED

To meet the requirements of this IFB, the audit shall be performed in accordance with the generally accepted auditing standards (GAAP) as set forth by the American Institute of Certified Public Accountants (AICPA), and standards applicable to financial audits contained in Government Auditing Standards (GAS), issued by the Comptroller General of the United States.

D. REPORTS TO BE ISSUED

For Audits of Financial Statements Prepared in Accordance with Generally Accepted Accounting Principles (GAAP).

Following completion of the audit of the Board's fiscal year-end financial statements, where applicable, the auditor shall include:

- a. Independent Auditor's Report
- b. Basic Financial Statements
 - I. Consolidated Financial Statements
 - II. Notes to Financial Statements
- c. Required Supplemental Information
- d. Supplemental Information, as required by the Office of the State Comptroller
- e. Report on Compliance and on Internal Control Over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

III. INFORMATION REQUIREMENTS FOR RESPONSE TO IFB

A. FIRM INFORMATION

1. Firm size, location and history
2. Number of clients in industry
3. States firm is licensed to practice
4. 3 references of similar type of entities with contact information
5. Copy of latest Peer Review Report
6. Any litigation currently pending with the firm
7. Evidence that firm meets independence standards of the AICPA
8. Managing partner of the firm
9. Partner in charge of non-profit industry
10. Partner in charge of audit
11. Continuing professional education in industry for past 3 years

B. PROPOSED FEE

1. Fee to perform audit
2. Fee to perform single audit of grants
3. Fee to perform Form 990 (Bis-Man Transit is a tax-exempt entity)
4. Fee to perform Data Collection Form (DCF)

IV. SELECTION PROCESS

A. SUBMISSION OF QUALIFICATIONS

The Bis-Man Transit Board will determine which firm is best qualified to complete the audits based on the information requested in the IFB.

B. SCHEDULE FOR SELECTION PROCESS

Issuance of IFB – **October 17, 2016**
Responses Due – **November 18, 2016**
Award of contract – **December 1, 2016**

C. REQUEST FOR ADDITIONAL INFORMATION

The Bis-Man Transit Board reserves the right to request any additional information that it deems necessary to assist with the review and contract award process.

D. FEDERAL CLAUSES AND CERTIFICATIONS

As a sub-recipient of federal grant monies all federal clauses must be adhered to and all applicable certifications must be signed.

E. CANCELLATION OF REQUEST FOR LETTERS OF INTEREST

The Bis-Man Transit Board reserves the right to cancel this request for professional services at any time, to elect not to award the work listed, to reject any or all of the responses, to waive any informality or irregularity in any response received, and is the sole judge of the merits of the respective responses received.

While the Bis-Man Transit Board intends to award all tasks included in this request for proposal to one firm, the Bis-Man Transit Board also reserves the right to contract any task or portion of this work separately.

Any questions or comments to this request may be made to Roy Rickert – Executive Director by phone at 701.258.6817 or email at royr.bisman@midconetwork.com.