



CENTRAL TEXAS REGIONAL
MOBILITY AUTHORITY

Request for Qualifications for **Financial Auditing Services**

ISSUING DATE:	January 13, 2025
ISSUING AGENCY:	Central Texas Regional Mobility Authority
CONTACT PERSON:	Finance Department, Controller
RESPONSE DUE DATE:	4:00 p.m. C.S.T., February 17, 2025

1. INTRODUCTION

The Central Texas Regional Mobility Authority (the “Mobility Authority”), a political subdivision of the State of Texas, is soliciting statements of interest and qualifications from professional accounting firms to serve as external auditors for financial statements produced by the Mobility Authority.

Firms responding must have an established reputation in the accounting community for experience, expertise, and reliability in finance, and auditing the financial statements of other tax-exempt autonomous or semi-autonomous government agencies such as regional mobility authorities or local government enterprises. Firms should be knowledgeable of auditing systems, Texas law, federal tax law and all other rules and regulations applicable to the preparation and examination of Mobility Authority’s financial records and the preparation of financial statements and opinions related thereto. The selected firm will assist the Mobility Authority by auditing the Mobility Authority’s balance sheet as prepared, and the related statements of revenues, expenses and changes in retained earnings and cash flow for the period then ending, for the purpose of expressing an opinion on them, in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States. In addition, the firm will prepare a Single Audit Report as required by all applicable state and federal regulations and requirements.

The successful firm will also be expected to: (i) prepare audits that include the testing of state grants and federal aid appropriations; (ii) plan and perform the audit to obtain reasonable assurance that the financial statements are free of material misstatement; (iii) study and evaluate the system of internal accounting control to establish a basis for reliance thereon in determining the nature and extent of other auditing procedures necessary for expressing an opinion on the financial statements and to assist in planning and performing the audit of the financial statements; (iv) create procedures that will test documentary evidence supporting the transactions recorded in the accounts, and direct correspondence with selected creditors, legal counsel and banks; and (v) request certain written representations from the Mobility Authority about the financial statements and matters related thereto.

Fees or budgets shall not be submitted with any initial response or other communication from the responding firm.

The Mobility Authority encourages the participation of Disadvantaged Business Enterprises (“DBEs”), Historically Underutilized Businesses (“HUBs”), minorities, and women in all facets of its activities. To this end, the extent to which DBEs, HUBs, minorities, and women participate in the ownership, management and professional work force of a firm will be considered by the Mobility Authority in the selection of a firm to serve as auditor. Firms shall submit a current profile of the firm with responses to this RFQ.

Each firm will be evaluated on its experience in providing auditing services of the type anticipated to be required by the Mobility Authority, the expertise of personnel who will be assigned to the Mobility Authority, the firm’s office location(s), size, and reputation in the accounting community and industry.

2. DESCRIPTION OF THE CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY

The Mobility Authority is a Texas political subdivision with broad powers to study, design, construct, operate, expand, enlarge, and extend transportation projects in Travis County, Williamson County, and adjacent counties, as permitted by law.

The powers and duties of the Mobility Authority and its Board of Directors are established by and subject to state and federal laws and regulations. The Mobility Authority operates the System which is comprised of: the 183A Toll Road, the 290 Toll Road, the 183 Toll Road, the 71 Toll Lane and the 45SW Toll Road, the 183A Phase III project (under construction) and the 183N Mobility project (under construction).

The Mobility Authority also operates the Mopac Express Lane, a managed lane toll road, which is not required to be audited and is held outside the System. The Mobility Authority also manages and coordinates road projects for Travis County.

The Mobility Authority is developing additional transportation projects intended to address congestion and improve mobility in the Central Texas region. The Mobility Authority works cooperatively with the Texas Department of Transportation and the Capital Area Metropolitan Area Planning Organization to identify and implement necessary transportation projects in the Central Texas area.

3. THE MOBILITY AUTHORITY'S GOVERNMENT FINANCIAL SYSTEM

The Mobility Authority maintains its financial information on an enterprise-wide accounting basis with multiple funds created as required by bond indentures and trust agreements. The Mobility Authority's Fiscal Year 2024 Audited Financial Report and 2022 Single Audit Report can be found on the Authority's website at: <https://www.mobilityauthority.com/business/finance/fin-inv-info/>.

Currently, the Mobility Authority relies heavily on Excel spreadsheets to supplement Microsoft Navision, the software package that has been in place for over seven years. The Mobility Authority seeks to implement an ERP software package and to limit the number of customizations to the base application. It is the Mobility Authority's plan to use the 2025-2026 years for implementation since the Mobility Authority would also like to revise its chart of accounts, integrate Excel spreadsheets into the software, convert spreadsheets into financial reports, and redesign business processes.

The Mobility Authority's toll facilities utilize modern Electronic Toll Collection System (ETCS) technology to capture data from passing vehicles enabling the Mobility Authority to collect tolls electronically. The Mobility Authority employs All Electronic Tolling (AET), in which roadside equipment identifies radio frequency transponders when present and mounted in the vehicles of customers with transponder-based accounts.

Data is initially transmitted to the Mobility Authority's Data Platform System (DPS) and then directed to either the Central United States (CUSIOP) or Southeastern United States (SEIOP) interoperable hub systems for posting and debiting of eligible customer home agency accounts. The Mobility Authority does not issue, manage, or distribute transponders but may choose to do so in the future. The Mobility Authority facilities are interoperable with multiple electronic toll providers and

currently accept North Texas Tollway Authority's TollTag, Harris County Toll Road Authority's EZ Tag, Kansas Turnpike Authority's K-TAG, Oklahoma Turnpike Authority's PikePass, Florida Turnpike Enterprise's SunPass, Colorado Public Highway Authority's E470 tag, and other tag and electronic products facilitated by their interoperable partners.

For the remaining vehicles not deemed eligible for CUSIOP or SEIOP posting, the roadside system captures images of the vehicle's license plate(s). Through the process of Optical Character Recognition (OCR) and/or Human Image Review, image-based transactions, along with the transactional information (location, date/time, classification of the vehicle, toll amount, license plate information, etc.) are sent to Mobility Authority's Pay By Mail system for video toll revenue collection using a third party vendor. Video tolls are tolls that do not post to a registered pre-paid account with an interoperability agency and can include pre-paid and post-paid toll accounts. Pay By Mail processing generally includes invoicing, payment processing, customer support/call center services, enhanced enforcement remedies, legal action, and collections activities.

All violators are eligible to be pursued in local Justice Courts under Texas Transportation Code Sec. 370.177, using evidence packages prepared by the Pay By Mail services provider. The Pay By Mail services provider also supports toll enforcement related to egregious violators using the Habitual Violator Program authorized by Transportation Code Sec. 372.101. et. seq.

While the Mobility Authority's preference is to promote the use of their interoperable partner's transponder-based accounts, the Mobility Authority encourages customer payment choice and has established a program whereby its customers can open license plate-based accounts. The Mobility Authority's license plate accounts are available pre-paid to the public and post-paid to commercial customers. License plate-based accounts function in a manner like current industry-norm transponder-based toll accounts.

4. SCOPE OF SERVICES

4.1. SERVICES TO BE PROVIDED

The anticipated scope of financial auditing services is attached as Attachment A hereto.

4.2. CONTRACT DURATION

The Contract's duration will be for three (3) years with two (2) one-year options to be exercisable by the Mobility Authority in its sole discretion.

5. RESPONSE FORMAT AND EVALUATION

5.1. RESPONSE FORMAT

Each firm responding to this RFQ must prepare its response to incorporate the following information:

5.1.1. General Information

All responses must provide the following information. To ease evaluation, please provide the information in the following order:

- a. Firm's Name
- b. Firm's Corporate Headquarters address (if a joint venture, the corporate headquarters of each joint venture partner).
- c. The address of office(s) where staff assigned to service the Mobility Authority account will be stationed.
- d. General description of the firm's accounting and audit capabilities; and
- e. Disclosure of any claims pending, or past judgments entered against the firm or the proposed individuals to service the account since January 1, 2020.

5.1.2. Financial Audit Expertise:

- a. Provide a listing of governmental entities, to whom the firm has served as financial auditor over the past five (5) years, including names, addresses and phone numbers of no less than three contact persons, each from a separate one of such governmental entities. If the firm performed financial audit services for any such entity as part of a joint venture, please disclose the identity of the joint venture partner.
- b. Provide the name and location of the individual who will serve as the primary account representative.
- c. Provide the resumes of staff who will directly work on the account on a day-to-day basis and their office location. Please describe their availability to service the account.
- d. For each governmental entity listed in clause (a) immediately preceding, please describe the amount and nature of services performed for the entity. Please describe any novel or unusual aspects of such audits that the responding firm believes may be of interest to the Mobility Authority in connection with the implementation of its financial audit program.
- e. Describe the firm's approach to conducting the audit. Include in the description your proposed utilization of the Mobility Authority staff, methodology for accomplishing the various audit requirements in a timely and efficient manner and any special techniques you may employ to facilitate the first-year engagement.
- f. Describe procedures and/or work schedule that would be used to facilitate the completion of the audit within the Mobility Authority's time constraints. The Mobility Authority follows Texas Administrative Code Title 43, Part 1, Chapter 26, Subchapter G, which requires the annual audit to be performed within 120 days after fiscal year end. The Mobility Authority's fiscal year begins on July 1 and ends on June 30.
- g. Describe the depth and breadth of the firm's experience in performing financial audits.
- h. Describe the firm's in-house technical capabilities and resources.

5.1.3. Historically Underutilized Business and Disadvantage Business Enterprise Participation:

Indicate whether the firm is a qualified /Historically Underutilized Business (“HUB”) or Disadvantaged Business Enterprise (“DBE”) and, if so, provide supporting documentation including letters of certification. All responses shall be in compliance with the CTRMA DBE Policy Statement (§ 401.097) which may be reviewed at: <https://www.mobilityauthority.com/about/policy-disclaimers/code>

6. EVALUATION OF RESPONSES

6.1. Scoring Criteria

Scoring of the responses shall be based on the following criteria:

Scoring Criteria	Possible Points
Qualifications and experience of the Firm will be evaluated based on the depth and breadth of the Firm’s experience as a whole in the performance of comparable financial audit assignments.	40
Qualifications and experience of the specific individuals who will perform and oversee the work.	30
Accessibility and availability to the Mobility Authority staff for consultation, support, and short notice attendance at the Mobility Authority meetings.	20
Technical ability of the Firm to perform financial audit services based on references of former and current clients.	10
TOTAL	100

7. SUBMITTAL RESTRICTIONS:

Submittal text shall be limited to fifteen (15) pages in length, exclusive of professional resumes, cover sheets, flyleaves, tables of content, dividers, etc., and printed on two sides and double-spaced. Materials in excess of the specified 15 pages will not be reviewed.

Preprinted brochure material may be included in the submittal if desired and will not be counted in the 15-page maximum.

The Mobility Authority reserves the right to reject any submission as non-responsive if the firm fails to include any of the required information.

8. SELECTION OF AUDITOR:

The Board of Directors of the Mobility Authority will make its selection based on demonstrated competence, experience, knowledge, and qualifications, in accordance with this RFQ and the procedures for procuring Professional Services established by Chapter 4, Article 18, of the Mobility Authority Policy Code, a copy of which can be viewed at the following website: <https://www.mobilityauthority.com/about/policy-disclaimers/code/> .

Members of the Mobility Authority’s staff will score the responses based on the Scoring Criteria set forth above and will recommend the most qualified firm to the Executive Director. The Audit Committee Chair will recommend a firm to the Board of Directors. The ultimate selection of a firm, if any, will be made by the Board of Directors.

By issuing this RFQ, the Mobility Authority has not committed and is not obligated to employ any firm for financial auditing services, and neither the suggested scope of services nor the terms of the proposed agreement should be construed to require approval of a contract with a firm. The Mobility Authority reserves the right to make those decisions, and the Board of Director’s decision on these matters is final.

9. ANTI-LOBBYING PROVISION

Except as provided below relating to questions and clarifications concerning this RFQ, from the date this RFQ is issued until a contract under this RFQ is executed by the Mobility Authority and the selected firm, no firm or representative of a firm may directly or indirectly contact any member of the Board of Directors, Mobility Authority employees, consultants, or a contractor performing work for the Mobility Authority concerning the subject matter of this RFQ. A violation of this restriction is grounds for the Mobility Authority to disqualify the firm making such contact from further consideration.

10. CONFLICT OF INTEREST DISCLOSURES

Firms must comply with the Conflict-of-Interest Policy for Consultants adopted by the Mobility Authority’s Board of Directors. Firms must disclose “the existence of any current or previous (defined as one terminating within 12 months prior to submission of the response) business relationship with any of the authority’s key personnel.”

Copies of the Conflict-of-Interest Policy for Consultants, and the required consultant’s “Disclosure Statement Form” are available under “CONSULTANT CONFLICT OF INTEREST POLICY,” incorporated in the Mobility Authority’s Policy Code, on the Mobility Authority’s website, at: <https://www.mobilityauthority.com/about/policy-disclaimers/code/>.

A copy of the list of the Mobility Authority’s “key personnel” can be found at the following website: <https://www.mobilityauthority.com/about/policy-disclaimers/key-firms/>

11. RELEASE OF INFORMATION AND OPEN RECORDS:

All responses submitted to this RFQ become the property of the Mobility Authority and may be subject to public disclosure under the Texas Public Information Act (“PIA”). Any material a firm considers to be proprietary, confidential, or otherwise exempt from disclosure under the PIA shall be clearly marked “CONFIDENTIAL” and submitted in a separate, sealed envelope with the envelope marked “CONFIDENTIAL” on the outside. It is not acceptable to designate all or substantially all of the responses to the RFQ as “confidential” or “proprietary,” and any such response will be returned to the firm without further consideration by the Mobility Authority.

In accordance with the PIA, the Mobility Authority will use its best efforts to notify the firm if a request for public information is received that may require the Mobility Authority to disclose any material in the response that the firm has clearly marked as proprietary, confidential, or otherwise exempt from disclosure under the PIA. The Mobility Authority does not have and does not assume any obligation to assert or argue on behalf of the firm that any information provided to the Mobility Authority is exempt from required disclosure.

12. COST OF RESPONSES:

All costs directly or indirectly related to the preparation of a response to this RFQ shall be the sole responsibility of, and shall be borne by, responding firms.

13. CONTACT PERSON FOR RFQ QUESTIONS

All questions regarding this RFQ must be received by the Mobility Authority no later than 4:00 p.m. C.S.T., February 3, 2025.

Informal verbal inquiries are not permitted.

NO QUESTIONS WILL BE ACCEPTED AFTER THIS DEADLINE. Written questions may be submitted by U.S. mail; in person; by facsimile transmission; or by email to the addresses shown immediately below:

The Central Texas Regional Mobility Authority
Attn: Controller
3300 North IH-35, Suite 300
Austin, TX 78705
Fax: (512) 996-9784
Email: financeprocurement@ctrma.org

Any revision or clarification to this RFQ as well as the response to any question received from any firm will be made available for review by all firms by posting that information on the Mobility Authorities website at: <https://www.mobilityauthority.com/business/opportunities/procurements/>

No notice of the posting of this information will be provided to any firm; and each firm is responsible for monitoring the website in a timely manner to ensure the response they submit complies with any supplemental information posted on the website.

14. DELIVERY AND DEADLINE FOR SUBMISSION OF RESPONSES

An unbound original and two (2) copies (a total of three (3) sets) of the complete response must be received by Monday, February 17, 2025, at 4:00 P.M., C.S.T.

The original and all copies must be submitted in a sealed envelope, or container, stating on the outside the firm's name, address, telephone number, the RFQ title, and RFQ Due Date to:

**Finance Department
Attn: Controller
Central Texas Regional Mobility Authority
3300 N IH-35, Suite 300
Austin, TX 78705**

Firms are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address appears on the outer packaging or envelope used by such service.

The firm's response must be signed by an officer of the firm who is legally authorized to enter into a contractual relationship in the name of the firm or joint venture.

ATTACHMENT A

1. SCOPE OF SERVICES

The purpose of this Request for Qualifications is to solicit responses from qualified financial accounting audit firms interested in providing ongoing services related to the review and audit of the Mobility Authority's System's financial statements.

- a. Audit the Mobility Authority's balance sheets as prepared, and the related statements of revenues, expenses, and changes in retained earnings and cash flows for the periods then ended, for the purpose of expressing an opinion on them. Audits shall be made in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States and shall include the testing of state and federal grants and aid appropriations. The Auditor will prepare a Single Audit Report as required by applicable state and federal regulations and requirements.
- b. Plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.
- c. Study and evaluation of the system of internal accounting control to establish a basis for reliance thereon in determining the nature and extent of other auditing procedures necessary for expressing an opinion on the financial statements and to assist in planning and performing our audit of the financial statements. The successful firm shall disclose any deficiencies in the system.
- d. Audit procedures shall include tests of documentary evidence supporting the transactions recorded in the accounts, and direct correspondence with selected creditors, legal counsel, and banks; and request certain written representations from the Mobility Authority about the financial statements and matters related thereto.
- e. The audit shall consider the internal control structure, including the control environment, the accounting system and the control procedures established by management. Based on this consideration, the audit shall be designed to provide reasonable assurance of detecting errors and irregularities that are material to the general-purpose financial statements.
- f. Conduct an audit in accordance with generally accepted auditing standards to obtain reasonable assurance about the general-purpose financial statements. Including examining, on a test basis, evidence supporting the amounts and disclosures in the general-purpose financial statements. The audit shall also include assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

- g. In addition to the auditor services described above, the successful bidder's duties shall include the following:
- Assist and advise the Mobility Authority in maintaining and improving its accounting and record keeping systems.
 - Review the Mobility Authority's system of internal accounting controls, including but not limited to, the data platform system which derives transaction and revenue numbers, to the extent required by Generally Accepted Auditing Standards.
 - Perform certain limited procedures involving necessary supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.
 - Following the completion of the audit of each fiscal year's financial statements issue: (a) a report on the fair presentation of the financial statements in conformity with generally accepted accounting principles, (b) a report on the internal control structure based on the auditor's understanding on the control structure and assessment of control risk, and (c) a report on compliance with applicable law, regulations, the Mobility Authority's trust indenture and any other contracts relating to the Mobility Authority indebtedness.
 - In the required report on internal controls, communicate in writing any reportable conditions found during the audit to the Chair of the Audit Committee of the Mobility Authority.
 - Make an immediate written report to the Chair of the Audit Committee of the Mobility Authority of all irregularities for which the firm identifies.
 - Inform in writing the Chairman of the Audit Committee of the Mobility Authority of: (a) the firm's responsibilities under generally accepted auditing standards, (b) significant accounting policies, (c) management judgments and accounting estimates, (d) significant audit adjustments, (e) other information in documents containing audited financial statements, (f) disagreements with management, (g) management consultation with other accountants, (h) major issues discussed with management, and (i) difficulties encountered in performing the audit.
 - Present audit findings and report to the Audit Chair and Audit Committee, including public board meetings.

- Adhere to (a) generally accepted auditing standards applicable to governmental units, as promulgated by the AICPA, (b) governmental standards promulgated by the GASB, (c) federal and state statutes, (d) reporting requirements under the OMB Circulars, and (e) GAO standards, regulations and guidelines applicable in the State of Texas Single-Audit Circular in accordance with the State Uniform Grant Management Standards.
- Provide additional services that may be required, including the preparation of special reports as determined by the Mobility Authority.
- Make available without charge any work papers used in performance of the audit to any federal or state agency upon request and in accordance with federal and state law and regulations.
- Upon request of the Mobility Authority, issue a consent and citation of expertise letter and any necessary comfort or agreed upon procedures letter in connection with the preparation of any official statement or other disclosure document containing the general-purpose financial statements and the auditor's report thereon utilized by the Mobility Authority in connection with the sale of debt securities.
- Retain for a period of three years after the completion of any work provided in connection with the engagement with the Mobility Authority, all work papers and permit the Mobility Authority and its representatives to inspect the same and reproduce the same to the extent they deem necessary.
- Abide by the generally accepted auditing standards promulgated by the AICPA and all applicable laws and regulations.
- A compliance audit is required to evaluate management controls on investments and adherence to the Mobility Authority's established Investment Policy and the Public Funds Investment Act.