



**ATL Solicitation No. 19-016
RFP for Annual Report and Audit Services
May 15, 2019**

Question #1: Does the ATL consider work with local transit agencies as a potential conflict of interest?

Answer #1: No, the ATL does not consider work with local transit agencies as a potential conflict of interest.

Question #2: Will the selection committee be comprised of ATL staff only, or other local agency or state agency staff as well?

Answer #2: The selection committee will be of a combination of ATL and other state agency staff.

Question #3: Will the performance measures developed in the Annual Report and Audit document be connected directly to any future funding or investment decisions?

Answer #3: At this time, it is not the intent to link performance measures developed in the Annual Report and Audit to any future funding or investment decisions.

Question #4: Beyond reporting to NTD, how many of the local transit agencies currently have public-facing performance reports?

Answer #4: MARTA has historically published an annual report and budget document that is public facing. The other systems may have public-facing performance reports on their websites. Nevertheless, ATL staff will work in partnership with the selected contractor to gather performance reports and budget documents from the transit agencies.

Question #5: Does the 10pt font requirement apply to graphics and table text? (Reference: Part 1- Solicitation, Offer & Award, page 12)

Answer #5: Yes.

Question #6: Both Sections 3.4. and 3.10 reference as for proof of DBE certification to be attached. Is it necessary to include DBE proof in both sections?

Answer #6: The DBE certification proof required in Section 3.4 is for the prime contractor. The DBE certification proof required in Section 3.10 is for DBE subcontractors that will be a part of the prime contractor's team.

Question #7: Can you please share financial information or provide a link to download so that we can plan and estimate the time budget for this engagement? (Reference: Part 2-Scope of Services, page 20)

Answer #7: It is unclear what financial information is being requested given that the selected contractor will be developing the ATL's first Annual Report and Audit. However, ATL's budget information can be accessed here: <https://atltransit.ga.gov/wp-content/uploads/2019/04/Admin-Comm-Combined-PowerPoint-4.16.19.pdf>.

Question #8: How many transit agencies or components fall under ATL? How many transit authority's financial information will be consolidated under ATL's annual report? (Reference: Part 2-Scope of Services)

Answer #8: There are 12 public transit agencies within the ATL region. There are also university systems and private transit providers; however, only the 12 public transit agencies will be included in the ATL Annual Report.

Question #9: Please confirm the number of transit partners who's financial and operational data will be a part of the audit. (Reference: Part 2-Scope of Services, page 20)

Answer #9: The financial and operational data for 12 public transit agencies will be included in the ATL Annual Report and Audit.

Question #10: Of the various partners, have they been audited in the past; and if so, how many of them were?

Answer #10: Public transit systems undergo a Triennial Review in accordance with FTA requirements.

Question #11: Which transit partners, if any, have a 2019 fiscal year extending past June 30, 2019?

Answer #11: There are operators that operate on a federal fiscal year, fiscal year and calendar year. Determining which operators fall under which reporting period will be part of the Scope of Services.

Question #12: Sections 3.6 and 3.7 allow for respondent to use an open format in Offer Documents 6 and 7. Offer Document 7 is limited to 30 pages. Is there a page limit for Offer Document 6?

Answer #12: Offer Document 6 shall be limited to 10 pages.

Question #13: The Scope of Services indicates the methodology to measure KPIs must be consistent. Does ATL foresee a single point of contact at each operator or multiple points of contact based upon type of data being collect (financial data, operational performance data, capital vs. operating budget etc.) to gain an understanding of the methodologies in place at each operator and assess the accuracy?

Answer #13: Yes. With the exception of MARTA, there will be a single point of contact at each operator. This point of contract generally will be the transit director at each system.

Question #14: Do original Offer Documents require inked signatures or are digital signatures acceptable?

Answer #14: Ink signatures are not required. Digital signatures are acceptable.

Question #15: Section 1.2 specifies a contract term of one (1) initial year and up to four (4) renewal options of one (1) year each. This appears to be in conflict with other sections of the RFP, including Section 4 of the contract document which establishes two (2) renewal periods and Offer Document #8, which also specifies two (2) renewal periods. Please confirm the intended maximum term of this contract.

Answer #15: The maximum term of this contract is three years—an initial term of one-year with up to two (2) one-year renewal options that may exercised at the ATL’s discretion.

Question #16: Section 3.7 specifies a limit of 30 pages for the Project Team and Approach. Is there a page limit for Section 3.6?

Answer #16: Please see Answer #12 above.

Question #17: Are subcontractors required to fill out forms? If so, please specify which forms subcontractors shall complete.

Answer #17: No, subcontractors are not required to fill out any of the Offer Documents. However, please note, Offer Document #9-Contract Affidavit under O.C.G.A. 13-10-91 does require the prime contractor to secure an E-Verify Affidavit from its subcontractors, if any, and supply a copy of the affidavit to the ATL.

Question #18: Are additional cost assumptions (i.e. hours, rates, direct expenses) required to be included with Offer Document #8?

Answer #18: Proposers may, but are not required, to submit additional cost assumptions with Offer Document #8. However, Proposers are advised that the assumptions provided may or may not be acceptable to the ATL.

Question #19: Our proposal is being made subject to the understanding that, if Deloitte Consulting is awarded this engagement, Atlanta-region Transit Link Authority and Deloitte Consulting subsequently negotiate, reach agreement on, and enter into a mutually acceptable definitive written agreement for these proposed services. Deloitte Consulting and Atlanta-region Transit Link Authority have successfully negotiated and finalized attached Contract #ATL19-000. We propose leveraging the same terms as those in Contract #ATL19-000 between the parties for this opportunity if we're awarded this engagement.

Answer #19: Conditional proposals will be rejected as non-responsive. The firm awarded the contract is expected to comply with all terms and conditions of Part 3-Contract of this RFP.

Question #20: Is the existing and historical performance and financial data readily available and is it currently stored in one system or numerous systems? (Part 2-Scope of Services, page 20 of 64)

Answer #20: The collection of the existing and historical performance and financial data will be part of the Scope of Services and will be collected from each operator and/or NTD.

Question #21: Of the performance and financial measures and indicators mentioned in the RFP what format(s) will this information be provided in and will we have access to the source data/systems? (Part 2-Scope of Services, page 21 of 64)

Answer #21: The collection of the existing and historical performance and financial data will be part of the Scope of Services and will be collected from each operator and/or NTD. It will most likely be collected in excel format or PDF documents. The direct access will be through public facing system websites, where applicable, and NTD. Additional information required will be from the transit operators directly.

Question #22: Of the data points referenced in the RFP related to performance and financial information, to what degree do the combined authorities or operators have this information or is there an expectation that his information will have to be collected from external sources? (Part 2-Scope of Services, page 21 of 64)

Answer #22: All information will be collected from NTD, public-facing reports or operators directly.

Question #23: For the purpose of comparison and analysis, is there any uniformity in the structure and format of finance and performance data that is sourced directly from the operators? Please provide additional detail, if possible, on both structure and format where possible. (Part 2-Scope of Services, page 22 of 64)

Answer #23: Determining the structure and format of operational and finance data not available through NTD will be part of the Scope of Services. Data collected from NTD will be consistent and available for download in an excel file format.

Question #24: To what extent does each authority have their own system for collection of finance and performance data – or is there a central location where all of the data is collected? (Part 2-Scope of Services, page 20 of 64)

Answer #24: Each transit operator has its own system for collection of finance and performance data; however, because submission of the data is required as part of monthly, quarterly and annual NTD reporting, the data should be reasonably consistent across all operators. The central location, nationally, for transit data collection is NTD.

Question #25: What methods should be assumed for access to finance and performance data that comes directly from the operators? For example, will we have direct access to the systems that house this information, will we have to make requests for data extracts from these systems, or will ATL Link make the request OR retrieve on our behalf? (Part 2-Scope of Services, page 20 of 64)

Answer #25: Data will come from the operators via coordinated requests between the contractor, ATL and operators. Except for NTD data, which is publicly available, there will be no direct access to individual operator systems housing the performance or financial data.

Question #26: For data/information requests to operators, what is the expected turnaround time we should assume? (Part 2-Scope of Services, page 20 of 64)

Answer #26: Generally, contractor may assume no more than a 30-day turn around; however, this may vary for operators that may be in the process of closing out a fiscal year at or around the time that the data/information request is made. Operators in the process of closing out a fiscal year may need additional time to respond to the request.

Question #27: Please provide any additional details on customer satisfaction data/information that has already been collected from the operators? How is this information formatted? (Part 2-Scope of Services, page 22 of 64)

Answer #27: Some commonly collected customer satisfaction data includes on-time performance, number of complaints, customer complaints by category, number of road calls, accidents and incidents. This is not an exhaustive list; after assessing the types of customer satisfaction data available, a final list will be developed in coordination with operators, ATL staff and the contractor.

Question #28: What, if any, audit review committees or external third parties would need to support this annual report and audit process and/or review project deliverables? (Part 2-Scope of Services, page 22 of 64)

Answer #28: Because this is in no way a formal financial audit or formal performance audit, there will be no audit review committees or external third parties needed. The information may be presented to the Transit Operator Group and Transit Executives Working Group as well as the ATL Board or the appropriate ATL Committee to get any feedback on the information to be included in the Annual Report and Audit. The deliverable is intended to be a snapshot of transit in the region that can highlight successes and areas of need.

Question #29: Does each authority have their own way of calculating financial performance metrics or is there a consistent approach and process? Part 2-Scope of Services, page 21 of 64)

Answer #29: Under the Scope of Services, it is expected that the selected contractor will collect the financial information and the performance data and then calculate the financial performance metrics in order to ensure consistency across the region. This is because financial performance metrics may very well be calculated inconsistently across the region.

Question #30: Would ATL consider engaging with a vendor under their management consulting statewide contract for Strategic Planning and Operations as opposed to drafting new terms and conditions. Our active management consulting statewide contract number is 99999-SPD-SPD0000 162-0013. Please feel free to speak to Janet.Pytelewski@doas.ga.gov (404.656.5361) if you required further details on this statewide contract.

Answer #30: The ATL will not be utilizing the referenced Statewide Contract for this engagement.