



January 13, 2022

NOTICE TO ALL PROPOSERS

AFFILIATED AGENCIES

*Orange County
Transit District*

*Local Transportation
Authority*

*Service Authority for
Freeway Emergencies*

*Consolidated Transportation
Service Authority*

*Congestion Management
Agency*

*Service Authority for
Abandoned Vehicles*

**SUBJECT: REQUEST FOR PROPOSALS (RFP) 1-3917
“On-Call Performance Audits and Agreed-Upon
Procedures Engagements”**

Gentlemen/Ladies:

This letter shall serve as Addendum No. 1 to the above RFP issued by the Orange County Transportation Authority (Authority).

Offerors are reminded that the proposal submittal date is at or before 2:00 p.m., February 14, 2022.

A pre-proposal conference will be held via teleconference on January 18, 2022, at 1:00 PM Pacific Standard Time. Prospective Offerors may join or call-in using the following credentials:

- [Click here to join the meeting](#)
- OR Call-in Number: 1-916-550-9867
- Conference ID: 17371686#

Offerors are advised the pre-proposal registration sheet is presented as Attachment A. Attendees are advised to complete the registration sheet and email it to the undersigned at ycrowder@octa.net at or before 4:30 p.m., January 19, 2022. The PowerPoint presentation is presented as Attachment B to this Addendum No. 1.

Offerors are reminded to acknowledge receipt of this Addendum No. 1 in their transmittal letter. All changes addressed in this Addendum No. 1 shall be incorporated into the final Agreement.

Questions regarding this Addendum No. 1 should be directed to the undersigned at ycrowder@oca.net.

Yvette Crowder
Senior Contract Administrator
Contracts Administration and Materials Management

PRE-PROPOSAL/PRE-BID CONFERENCE REGISTRATION



OCTA RFP #: 1-3917

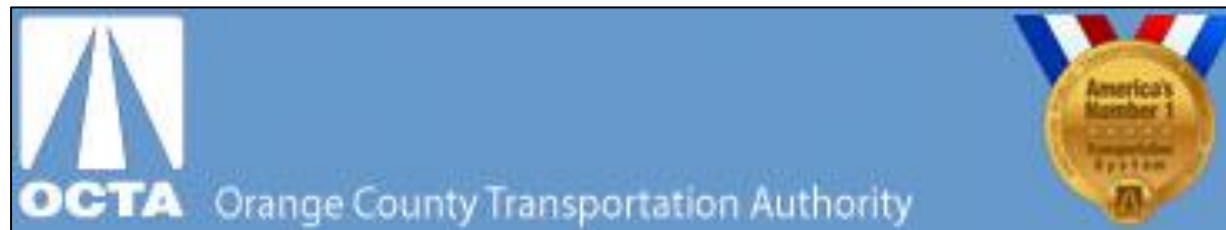
ATTACHMENT A TO ADDENDUM NO. 1

Date: January 18, 2022

Title: On-Call Performance Audits and Agreed-Upon Procedures Engagements

1. Company Name: _____
- Attendee: _____
- Address: _____
- City, State Zip: _____
- Phone Number: () _____ Registered on CAMM NET? ☐ Yes ☐ No
- Prime ☐ Sub ☐ DBE ☐
- E-Mail Address: _____
- : _____

Pre-Proposal Conference for RFP 1-3917: On-Call General Auditing and Agreed-Upon Procedures Engagements



Agenda

- Introductions
- Online Business and Networking Tools
- Key Procurement Information & Dates
- Review of RFP Documents
- Scope of Work
- Questions and Answer



CAMM NET Registration

Why register on CAMM NET?

<https://cammnet.octa.net/>

- To receive e-mail notifications of Solicitations, Addenda and Awards
- View and update your vendor profile
- Required for Award

Online Business & Networking Tools

- CAMM NET Connect
 - <https://www.facebook.com/CammnetConnect>
- Working with OCTA
 - <https://cammnet.octa.net/about-us/working/>
- Planholder's List
 - <https://cammnet.octa.net/procurements/planholders-list-selection/>

Key Procurement Dates

Written Questions Due:

January 19, 2022

OCTA Responds:

January 21, 2022

Proposals Due:

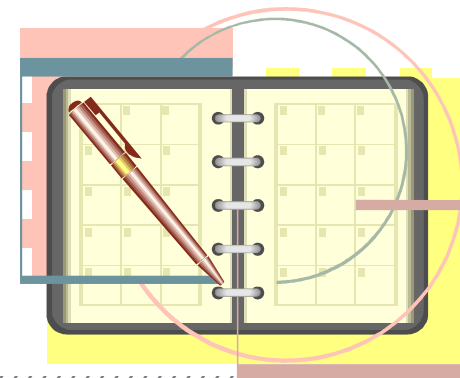
February 14, 2022, 2:00 PM

Interviews:

March 1, 2022

Board of Directors:

April 25, 2022



Key Procurement Information

- All questions/contact with Authority staff should be directed to the assigned Senior Contract Administrator, Yvette Crowder
- Award based on prime-sub relationship, not joint ventures
- Contract term is for a three-year initial term; with one, two-year option term
- Contract will be awarded to an on-call list of firms
- Each Contract Task Order will be issued on a **COMPETITIVE BASIS** with a specifically defined Scope of Work

Guidelines for Written Questions

- Questions must be submitted directly to Yvette Crowder, Senior Contract Administrator, in writing, by January 19, 2022, **4:30 p.m.**
- E-mail recommended: ycrowder@octa.net
- Any changes Authority makes to procurement documents will be by written Addenda only
- Addenda will be issued via CAMM NET
- Today's verbal discussions today are non-binding

Next...
Proposal Instructions

Followed by...
Review of Scope of Work

Proposal Submittal Instructions

- Proposals must be submitted electronically through the following URL link: <https://www.octa.net/Proposal Upload Link> at or before 2:00 p.m. on February 14, 2022. Select “RFP 1-3917” from the drop-down menu and follow the instructions as prompted.
- Hard copy proposal submission will not be accepted for this RFP. Proposals must be submitted electronically at the link stated above and by the date and time as indicated.

Proposal Submittal Instructions (continued)

- Authority has the right to:
 - accept or reject any and all proposals;
 - withdraw or cancel the RFP;
 - postpone proposal opening for its own convenience.
- Proposals received are considered public information
- Proposals are not to be copyrighted

Proposal Content

- Letter of Transmittal
- Technical Proposal
 - a) Qualifications, related experience and references of Offeror
 - b) Proposed staffing and project organization
 - c) Work plan
 - d) Cost and Price
 - e) Exceptions / Deviations (Technical vs. Contractual)

Proposal Content (continued)

Forms:

- Exhibit D – Status of Past and Present Contracts
- Exhibit E – Level 1 Safety Specifications (not submitted with proposal)
- Exhibit F – Proposal Exceptions and Deviations Form
- Exhibit G – Campaign Contribution Disclosure Form

Note: Forms excluded from 50-page proposal limit.

Proposal Content (continued)

- Cost and Price Proposal – Exhibit B
 - Offeror shall submit proposed pricing to provide services described in Exhibit A, Scope of Work
 - The Offeror shall complete and sign the “Price Summary Sheet” form included with this RFP (Exhibit B)

Evaluation and Award

- All proposals, timely received, will be evaluated using the following evaluation criteria:

Qualifications of the firm	35%
Staffing and project organization	25%
Work plan	15%
Cost & Price	25%

- Evaluation Committee is comprised of internal OCTA staff.

Evaluation and Award (continued)

- “Short-Listed” firms will be invited to interview
- Contract will be awarded to an on-call list of firms
- Interviews are scheduled for **March 1, 2022**
- Offerors are requested to keep this date available

Award

- Award Process

- Evaluation Committee recommends highest ranking Offeror to the Finance and Administration Committee (F&A) April 13, 2022 (tentative)
- The F&A Committee makes recommendation to Board of Directors (BOD) scheduled April 25, 2022 (tentative)
- BOD may accept/reject staff's recommendation
- All firms submitting a proposal will be notified of Award via CAMM NET

Proposed Agreement

- Proposed Agreement
 - Please review the Proposed Agreement (Exhibit C) so you are aware of the contractual requirements of the solicitation
- Exceptions
 - Any exceptions/deviations must be identified in Exhibit F – Proposal Exceptions and/or Deviations Form



Proposed Agreement

- Offerors are encouraged to review:

Article 3 - Scope of Work

Article 4 - Term of Agreement (3-Year Initial Term)

Article 5 - Payment (Time and Expense Contract Task Order Based) to an on-call list of firms

Article 7- Maximum Obligation

Article 9 - Insurance

Article 17 - Conflict of Interest/Prohibitions

Article 18 - Code of Conduct

Scope of Work

Name of Project Manager

Sereng Ng

Manager, Internal Audit

Project Overview and Scope of Work

Scope of Work (Continued)

- Internal Audit is seeking qualified firms to supplement department staff on an on-call basis in conducting performance audits and agreed-upon procedures engagements.
- Performance audits include compliance audits, internal controls audits, operational audits, and performance audits.
- Agreed-upon procedures engagements are conducted at the request of management and consist primarily of pre-award price reviews and Buy America reviews.

Scope of Work (Continued)

- All performance audits and agreed-upon procedures engagements are to be conducted in accordance with Government Auditing Standards issued by the Comptroller General of the United States. Agreed-upon procedures engagements must also be conducted in accordance with relevant standards issued by the American Institute of Certified Public Accountants.
- Proposers should provide a copy of their most recent peer review report on their system of quality control.

- Questions?



- Reminder.... Proposals are due @ 2:00 pm on February 14, 2022
- Please send your pre-proposal conference sign in sheets to ycrowder@octa.net at or before January 21, 2022, 4:30 p.m.
- Please register on CAMM NET
- Thank you for your interest in OCTA! Stay safe and healthy.