

**Attachment 1**

**VENTURA COUNTY TRANSPORTATION COMMISSION**

**REQUEST FOR PROPOSALS  
FOR  
PROFESSIONAL SERVICES  
FOR  
GASB 87, LEASES**



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**November 5, 2021**

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**INTRODUCTION and BACKGROUND**

**General Information**

The Ventura County Transportation Commission (VCTC) is requesting proposals from qualified consultants well versed in the reporting and disclosure requirements of Governmental Accounting Standards Board (GASB) pronouncements, including but not limited to Statement No. 87 Leases, in order to assist Ventura County Transportation Commission in determining the leases and the values of the leases to be reported in the annual financial statements.

To respond to this Request for Proposals (RFP), an interested consultant should submit a proposal electronically (in Adobe Acrobat PDF file format) to the Ventura County Transportation Commission via email by 3:00 PM on Thursday, December 2, 2021, to:

Ventura County Transportation Commission  
Sally DeGeorge, Finance Director  
ssellers@goventura.org

There is no expressed or implied obligation for VCTC to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Proposals submitted are subject to public inspection and will be evaluated by a review committee.

During the evaluation process, VCTC reserves the right, where it may serve the agency's best interest, to request additional information or clarification from proposers, or to allow corrections of errors and/or omissions. At the discretion of VCTC, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

VCTC reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the VCTC and the firm selected.

It is anticipated the selection of a firm will be completed by January 2022. Following the notification of the selected firm, it is anticipated that a recommendation and proposed contract will be prepared for review and approval by the Commission at its January meeting. VCTC reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items.

**Description of Government**

The Ventura County Transportation Commission was created by Senate Bill 1880 (Davis), Chapter 1136 of the Public Utilities Code in September of 1988. On January 1, 1989, VCTC became operational and assumed the resources and transportation responsibilities of the Ventura County Association of Governments (VCAG).

The Commission is responsible for establishing transportation policies, setting priorities and coordinating activities between the various transportation operators, agencies, cities and the County. Its mission is to improve mobility within the county and increase funding to meet transportation needs.

The VCTC is currently governed by a seventeen-member board composed of one elected official from each of the ten cities, all five supervisors and two citizens. In addition to the above membership, the Governor appoints an Ex-Officio member to the Commission, usually the Caltrans District Director.

For more information about VCTC, please visit our website at [www.goventura.org](http://www.goventura.org).

## **Scope of Work**

VCTC seeks the services of an accounting professional or firm to review the VCTC's lease contracts and perform required analysis under GASB 87 for the fiscal year ending 2022 financial statement and audits. The assessment will be for VCTC both as a lessee and lessor.

VCTC estimates at the time of the RFP issuance, VCTC anticipates approximately 100 leases to be reviewed and evaluated; however, additional currently unidentified leases may be required for review upon discussion with the consultant.

### **Lessee:**

- 2 - Office equipment leases (postage machine and water system)
- 2 - Office and storage leases
- Potential subscription-based technology arrangements (SBITAs)

### **Lessor:**

- 93 - Railroad leases
- 2 - Railroad building leases

The selected firm will be responsible to perform the GASB 87 Review and Implementation services, including but not limited to the following tasks:

1. Review with staff typical leases and business areas that fall within GASB 87 and potential types of leases that are required under GASB 87 that may have potential qualifying lease arrangements.
2. Review all lease contracts and document approach to determine the lease eligibility under GASB 87.
3. Provide a comprehensive list of all contracts reviewed and indicate whether they meet the GASB 87 definition for lessee/lessor and provide reason and documentation to support the decision.
  - a. For leases that meet the GASB 87 definition, gather and include in the list key data and information to determine, at a minimum, the lease term, payment terms, calculated lease liability/asset and deferred outflow/inflow for GASB 87 calculations.
4. Provide a master schedule summarizing the calculation and other relevant information used to determine the value for each lease including prior year expense, current year expense and remaining life expense.
5. Prepare and provide the appropriate journal entries for the yearend implementation of GASB 87 (Fiscal Year 2021/2022 – including current year and prior years restatement entries) and the footnote disclosures for the annual comprehensive financial report.
6. Develop matrix to track leases going forward and provide ability for finance staff to maintain and use a tool for yearend journal entries/accruals.
7. Assist in developing on-going process and controls to maintain the lease inventory and accounting and reporting process.
8. Respond to VCTC's follow-up audit questions and provide additional information as needed to complete GASB 87 lease accounting and disclosures during the Fiscal Year 2021/2022 audit.

## **Working Paper Retention**

All working papers and reports must be retained, at the consultant's expense, for a minimum of seven (7) years after the last year of the contract, unless the consultant is notified in writing by the VCTC of the need to extend the retention period. The consultant will be required to make working papers available, upon request, including, but not limited to the Ventura County Transportation Commission or its designees. The consultant shall work with VCTC's staff and financial auditors as needed to comply with GASB 87 requirements and annual comprehensive financial report preparation and audits.

In addition, the consultant shall respond to the reasonable inquiries of successor consultants and auditors and allow successor consultants and auditors to review working papers relating to matters of continuing GASB and accounting significance, if needed.

## **Irregularities and Illegal Acts**

Consultants shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware of to the following parties: Executive Director; Agency Attorney and the Finance Director.

## **Use of Valuations and Reports**

VCTC shall be free to publish the reports as they see fit without obtaining prior permission from the actuary as long as they are not used in a potentially misleading manner and no material subsequent event has occurred that might render the valuation and reports potentially misleading.

## **Term of Engagement**

It is the intent of VCTC to contract for the services presented herein at a price acceptable to both VCTC and the selected firm. Fees shall be billed monthly based on work completed. Payments will be made in arrears. VCTC shall reimburse the actuary within 30 days of approval and as practical after receipt and acceptance of invoices that detail the expenses and the period for which payment is requested.

## **Insurance**

All proposers doing business with the Commission are required to obtain appropriate insurance coverage.

## **PROPOSAL REQUIREMENTS**

### **Proposer Representation**

By submitting a proposal, each proposer represents that it:

- Has thoroughly examined and become familiar with the work described in the Scope of Work
- Understands the requirements, nature of work and matters that could affect the work as indicated in the proposal
- Has reviewed the sample contract
- Agrees to comply with all requirements set forth in this RFP and in the ensuing contract, if awarded.

## Addenda

VCTC reserves the right to revise or amend the RFP documents prior to the stated proposal submitted deadline. Any such revisions will be made by written addenda to this RFP and posted on the Commission's website. Since such postings of addenda on the Commission's website is considered constructive notice of the document change, potential proposers are encouraged to check the Commission's website routinely for relevant postings.

## Questions

All requests for clarification and/or additional information shall be made by proposer in writing by emailing the project manager, Sally DeGeorge, at [ssellers@goventura.org](mailto:ssellers@goventura.org). All requests must be submitted before the stated deadline. The Commission will respond to all written questions within a reasonable time. If changes to the RFP document are required, a written addendum will be issued. Questions and responses will be posted on the Commission's website and are considered constructive notice. Potential proposers are encouraged to check the Commission's website routinely for relevant postings.

## Proposal Dates

The following is a list of key dates. VCTC reserves the right to modify this schedule if it is in their best interest to do so. If VCTC does modify the schedule, it shall provide written notice of such to all parties known to have received copies of this RFP.

<b>Activity</b>	<b>Date</b>
Proposal Release	November 5, 2021
Question deadline/cut-off	November 19, 2021, at 3:00 p.m.
Response to questions posted by	November 26, 2021
Proposal due date	December 2, 2021, at 3:00 p.m.
Optional Interviews (if necessary)	TBD*
Proposer selection/Commission approval	January 7, 2022*
Delivery date, on or before	May 31, 2022

\*Tentative dates subject to change at VCTC's discretion.

## General Proposal Requirements

Any inquiries concerning the request for proposals should be directed to Sally DeGeorge, Finance Director, via email at [ssellers@goventura.org](mailto:ssellers@goventura.org). Questions and answers will be posted on the VCTC website at [www.goventura.org](http://www.goventura.org) on the "Work with VCTC – Contracts" page. Contact with personnel of the agency other than the above regarding this request for proposals may be grounds for elimination from the selection process.

In response to the RFP, each proposer shall submit a proposal and bid electronically (in Adobe Acrobat PDF file format) no later than 3:00 p.m. on December 2, 2021 for a proposing firm to be considered.

All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements is grounds for rejection of the proposal. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid. VCTC reserves the right to reject any and all proposals. Costs for developing the proposal is the responsibility of the bidder, and shall not be chargeable to VCTC.

The proposal shall include:

1. Introduction/Background – Briefly introduce your firm and provide:
  - a. The RFP you are responding to.
  - b. The person(s) authorized to make representations for and to bind the firm including their titles, mailing addresses, e-mail addresses and telephone numbers.
  - c. A statement committing to perform the work within the time specified in the RFP.
  - d. A signed statement that the proposal is a firm and irrevocable offer for 90 days.
2. Qualifications/Credentials – Briefly explain:
  - a. Your understanding of the work to be performed and why the firm believes it to be best qualified to perform the engagement.
  - b. Brief biographies of key staff.
  - c. Experience with government accounting, Governmental Accounting Standards Board (GASB) and specifically GASB Statement 87, Leases.
3. References – The consultant’s general experience and reputation with the municipal government field are an important part of the firm’s qualifications. Please include
  - a. a list of agencies that the firm has experience providing GASB 87 support to.
  - b. a minimum of three municipal government agency references, preferably with GASB 87 implementation if possible. Reference contact information should include contact information, scope of work and dates of service that the firm performed similar services for within the last thirty-six (36) months.
  - c. VCTC reserves the right to contact any or all of the listed references/clients regarding services performed by the proposer.
4. Plan Approach – The proposal should set forth a work plan and timeline for the requested services of this RFP. The plan at a minimum should include:
  - a. A timeline with milestones or benchmarks for completion expected by or before May 31, 2022.
  - b. Approach and methodology for the valuation and reports to be provided.
  - c. List and format of potential documentation needed from VCTC.
  - d. Identify any special issues or problems that might be encountered with the requested services identified herein and how you would propose to address or not address them.
5. Price Proposal – The cost of services to be provided should include fully-burdened rates and estimated hours for staff involved. The price proposal shall be detailed to provide component costs at a minimum of inspection and listing of leases and costs for journal entries and note disclosures. The price proposal does not need to be a separate, sealed document.

## **Proposal Evaluation**

VCTC staff shall examine and evaluate all proposals for ascertaining their completeness and responsiveness to the provisions of this RFP. The Commission may at its discretion schedule interviews as part of the evaluation process. A “shortlist” of firms to be interviewed will be developed by Commission staff if necessary. Interviews, if held, would occur in December. Firms will be notified as soon as possible if interviews are deemed necessary. Failure to interview will cause the proposer to be eliminated from further evaluation. The top proposer will be invited to participate in contract negotiations with the VCTC. If these negotiations should fail to produce an agreement, the second ranked proposer will be invited to participate in contract negotiations.

The VCTC reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected. VCTC also reserves the right, without prejudice, to reject any or all proposals submitted. Award of the contract will be made to the actuary firm, who, based on evaluation of all responses and criteria, is determined to be the best qualified to perform the audits and meet the Commission needs. Proposals will be evaluated based on the following criteria:

## Professional Services RFP Evaluation Form

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

VCTC staff shall examine and evaluate all proposals for ascertaining their completeness and responsiveness to the provisions of this RFP.

1. Technical Qualifications – Points for technical qualifications will be awarded as follows:

a.	<b>Expertise</b> - The proposing firm and assigned staff have technical and governmental accounting expertise; firms' ability to perform and complete the work in a professional and timely manner.	(0-25 points)	
b.	<b>Complete/Comprehensive proposal</b> - The proposal addresses the needs and issues in RFP. The information is clearly presented with adequate detail.	(0-25 points)	
c.	<b>Skill</b> – Past experience of the firm and staff on GASB and specifically GASB 87 work including but not limited to review, evaluation, journal entries and footnote disclosure.	(0-25 points)	
d.	<b>References</b> - The required reference information is accurately provided and appropriate. Reference responses are positive.	(0-10 points)	
e.	<b>Cost Effectiveness</b> - The cost proposal is appropriate and reasonable for the time needed/involved, services provided, and level of experience and knowledge provided.	(0-15 points)	
	<b>Total</b>	<b>Maximum 100</b>	

Prepared by \_\_\_\_\_