



**REQUEST FOR QUALIFICATIONS
TO PROVIDE AUDITING SERVICES
TO THE CAMINO REAL REGIONAL MOBILITY AUTHORITY**

QUESTIONS & ANSWERS

June 26, 2020

**CRRMA Responses to Questions Received from the
Request for Qualifications to Provide Auditing Services
Issued June 5, 2020**

1. Does CRRMA have a preference for either on-site or remote fieldwork?

Due to the COVID-19 pandemic, remote fieldwork is preferred, when possible.

2. Does the current audit firm normally assist CRRMA with the preparation of year-end adjustments?

No, but when identified, adjustments are provided by the audit team during the course of the audit.

3. Will CRRMA allow the auditor to request confirmations for selected accounts receivable balance from various governmental agencies?

Yes, the selected audit firm may request confirmations from governmental agencies.

4. Does CRRMA regularly request assistance from the current audit firm to prepare the Schedule of Expenditures of Federal and State Awards?

Historically, the CRRMA has provided a preliminary schedule to its auditor, but reserves the right to request assistance on the completion of the Schedule of Expenditures of Federal and State awards.

5. Does CRRMA use separate systems to track certain transaction cycles, such as collections or construction projects, which are not integrated with the main accounting system?

No, all transactions cycles are tracked via PeopleSoft.

6. What is the reason that the CRRMA has requested proposals for audit services? (i.e. auditor rotation, internal policy/requirement, etc.)

The term for the previously selected firm has expired.

7. What was the prior year audit fee?

The FY2019 audit fee was \$13,500.00.

8. What was the number of [the prior audit firm's] staff hours devoted to CRRMA's audit for the prior year?

Our agreement with the prior audit firm was a flat fee and we do not have access to the number of hours they devoted to the audit.

- a. How long (i.e. days, weeks, etc.) was the audit team typically on-site during the prior year audit?

The FY2019 audit team worked remotely.

- b. What was the typical size of the on-site audit team in the prior year?

The FY2019 audit team worked remotely.

9. What was the timeline of the prior year audit? (i.e. when are the PBCs typically completed, when was a draft of the financials delivered, when was the report released, etc.)

While the PBCs are typically completed in November, a draft for the FY2019 audit was delivered in January and the report released in February. However, the CRRMA and the City of El Paso, as the CRRMA's Fiscal Agent, have made significant changes in their respective financial operations. As a result of these changes, the CRRMA intends to present the FY2020 audit report to its board in January, 2021.

- a. Are there any changes expected to the timeline due to COVID-19?

No, changes to the timeline proposed above are not anticipated due to COVID-19.

- b. What are the expectations related to remote work for the FY 2020 audit?

Due to the COVID-19 pandemic, remote fieldwork is preferred, when possible.

10. How have CRRMA's operations been impacted by COVID-19?

The CRRMA has not experienced any major impacts to its operations due to COVID-19.

11. Which schedules and/or statements are prepared by CRRMA and which are expected to be prepared by the auditor?

The Schedule of State and Federal Expenditures are prepared by the CRRMA. The selected auditor will be expected to prepare the financial statements but the CRRMA will provide the necessary documentation.

12. What financial accounting software does CRRMA use, and what modules are used (i.e. capital assets, human resources, etc.)?

The CRRMA, through the City of El Paso as Fiscal Agent, uses PeopleSoft. The modules used are Financials and Human Resources.

- a. How long CRRMA used this software?

The CRRMA, through the City of El Paso as Fiscal Agent, has used PeopleSoft since 2007.

- b. Has there been any significant changes/updates to the software used by CRRMA? (i.e. system changes, major upgrades, etc.)

The City made significant changes to the version of PeopleSoft being used in 2012. The CRRMA is unaware of any other major changes.

13. Have there been any significant changes in staffing and/or policies and procedures recently?

No, there have been no significant changes to CRRMA staffing and/or policies or procedures recently.

14. Have there been any audits and/or reviews performed by any third-parties (i.e. granting agencies, TxDOT, etc.) recently? If so, what were the results?

No, there have been no recent audits or reviews performed by any third-parties.

15. Did CRRMA issue any debt during FY20?

No, the CRRMA did not issue any debt in FY20.

16. Are there any significant changes in the activities, programs, funding for FY20?

No, there were no significant changes in the activities, programs, or funding for FY20.

17. What was the audit fee paid in FY19 for the audit and any other related services?

The FY2019 audit fee was \$13,500.00.

18. Are the records and documentation needed for the audit available electronically or will most need to be viewed onsite?

All documentation can be made available electronically.

19. When does the CRRMA expect a trial balance ready after year-end close?

The CRRMA is dependent on the City of El Paso, as Fiscal Agent, for a trial balance. However, the trial balance is expected to be ready in October.

[END OF Q&A DOCUMENT]