



Rhode Island Turnpike and Bridge Authority

March 1, 2021

REQUEST FOR PROPOSALS

**External Audit Services
Contract No. 21-01**

Introduction

The Rhode Island Turnpike and Bridge Authority (the Authority) is seeking proposals from qualified Firms of certified public accountants for a three (3) year period to audit its financial statements for fiscal years 2021, 2022 and 2023 with an option to renew for up to two (2) one (1) year extensions. These audits and reports shall be conducted in accordance with generally accepted auditing standards established by the American Institute of Certified Public Accountants for state and local governments. The audit will also be conducted in accordance with the standards for financial audits contained in the "Government Auditing Standards" issued by the Comptroller General of the United States, the revised Single Audit Act and the provisions of the OMB Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements.

Background

RITBA is a quasi-public agency created by the Rhode Island General Assembly in 1954 as a corporate and body politic, with powers to construct, acquire, maintain and operate bridge projects as defined by law. The Authority was responsible for the construction of the Claiborne Pell Bridge (formerly the Newport Bridge) which opened to traffic on June 28, 1969. The Authority has been responsible for the operation and maintenance of the Mount Hope Bridge between Bristol, Rhode Island and Portsmouth, Rhode Island and the Claiborne Pell Bridge between Newport, Rhode Island and Jamestown, Rhode Island since 1964 and 1969, respectively. On April 25, 2013, the State transferred custody, control and supervision of the land and improvements for the Jamestown Verrazzano and the Sakonnet River Bridges from the Rhode Island Department of Transportation (RIDOT) to the Authority. Ownership and title of the bridges remains with the State. In addition to the four (4) bridges noted above, RITBA also operates and maintains Route 138 through Jamestown and ten (10) smaller bridges associated with this highway and the approaches to the four (4) major bridges.

RITBA operates on a fiscal year basis beginning on July 1st and continuing through the following June 30th of each year. Day to day operations of RITBA are led by an Executive Director who oversees approximately 61 full time and 18 casual employees. The Executive Director reports to a five-member Board of Directors consisting of four members appointed by the Governor and the Director of Transportation, who is a member ex-officio.

RITBA is a component unit of the State of Rhode Island for financial reporting purposes and as such, the financial statements of the Authority will be included in the State of Rhode Island's Annual Financial Report.

A. Organization and Financial Systems

The accounting, budgeting, treasury, and financial reporting functions are performed under the supervision of the Executive Director, the Chief Financial Officer, and the Accounting Manager. RITBA utilizes Microsoft Dynamics GP 2016 for accounts payable, fixed assets and general ledger activities. Payroll services are contracted out to a third party and these services are managed by RITBA's Human Resources department.

B. Additional Information

Additional information about the Rhode Island Turnpike and Bridge Authority, including audited financial statements, can be found on the website at www.ritba.org.

Request for Proposal Requirements

RITBA requires respondents keep the proposals to a maximum of fifteen (15) double sided 8 ½

x 11 pages (no less than 12 font), excluding:

- Cover Letter
- Table of Contents
- Dividers
- Resumes
- Attachment A Cost Proposal.

RITBA will not accept videos, simulations, or other electronic presentations for this submittal. However, such electronic information may be presented during an interview process for the shortlisted proposers if so necessary.

Proposing firms shall submit one electronic (thumb/flash drive only) and five (5) printed copies of the proposal to:

Office of Procurement
Rhode Island Turnpike and Bridge Authority
1 East Shore Drive
Jamestown, RI 02835

Vendors are advised that if they are hand delivering proposals to the RITBA offices, access requires the wearing of a cloth mask which covers the nose and mouth in accordance with the Governor's Executive Order(s) and Rhode Island Department of Health Emergency regulations.

Attn: External Audit Services – Contract No. 21-01

The proposal must be received no later than **2:00pm EDT March 29, 2021**. Late submissions will **not** be accepted. RITBA accepts deliveries during normal business hours Monday through Friday 8:30am to 4:00pm EDT excluding national and local state holidays. It is the sole responsibility of the responding firm to ensure delivery of its proposal on or before the due date/time, RITBA will not accept any proposals that are received after the due date/time. To control the dissemination of information regarding this RFP, firms interested in submitting proposals shall not make personal contact with any member of RITBA staff and/or Board of Directors. Questions concerning this RFP should be directed, via email to procurement@ritba.org no later than **2:00pm March 9, 2021 EDT**. RITBA will respond to all relevant questions no later than end of day **EDT March 12, 2021**. This addendum will be posted to RITBA's website (www.ritba.org) and the State of Rhode Island's Division of Purchasing website (www.purchasing.ri.gov).

RITBA accepts no financial responsibility for any costs incurred by a firm in responding to this RFP, participating in oral presentations, or meeting with RITBA prior to being awarded the contract. The proposals in response to this RFP become the property of RITBA and may be used by RITBA in any way it deems appropriate. All information submitted in response to this RFP is deemed public and subject to disclosure unless a separate redacted public copy is submitted, regardless of whether the information is marked confidential/proprietary. Firms may redact in the public copy any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the Access to Public Records Act (R.I. Gen. Laws § 38-2 et. seq.). If Firm does not submit a redacted public copy, RITBA assumes that firm is not seeking confidential treatment for any of its information and thus, all information is subject to public disclosure. By submitting a proposal, the firm certifies that it has fully read and understands the RFP, has full knowledge of the scope of work to be provided, and accepts the terms and conditions under which the services are to be performed. RITBA will be the sole judge in determining as equivalent products (if applicable).

RITBA reserves the right to, virtually, interview some, all or none of the firms responding to this RFP based solely on its judgment as to the firm(s) proposals and capabilities. RITBA reserves the right to select firms directly from the proposals received without the use of an interview process. Please note, RITBA is tentatively reserving April 5, 2021 through April 9, 2021 for any potential virtual interviews and the interview is expected to last 45 minutes to one hour. Proposers are asked to reserve these dates accordingly. RITBA expects to notify proposers no later than end of day EDT April 1, 2021. RITBA reserves the right to request and consider additional information from submitters, and to reject any submittals on any basis without disclosing the reason. No firm may withdraw their submittal for at least one-hundred twenty (120) days after the time and date set for submission.

RITBA reserves the right to waive any irregularities and technical defects. RITBA reserves the right to modify, amend or waive any provision of this RFP, prior to the issuance of a contract for these services.

Scope:

These audits shall be conducted in accordance with generally accepted auditing standards established by the American Institute of Certified Public Accountants (AICPA) and the standards for financial audits contained in the "*Government Auditing Standards*" issued by the Comptroller General of the United States.

If a single audit is required then the standards contained in the amended (July 1996) Single Audit Act of 1984 and the provisions of OMB Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - Subpart F – Audit Requirements, must also be followed.

- A. An audit will be conducted in sufficient detail to render an opinion on comparative financial statements. RITBA's basic financial statements, required supplementary information and other supplementary information are detailed below:

Management's Discussion and Analysis

Financial Statements

Statement of Net Position
Statement of Revenues, Expenses and Changes in Net Position
Statement of Cash Flows (direct method)

Notes to Financial Statements

Supplementary Information

Schedule of Travel and Entertainment Expenses

State of Rhode Island Required Format Schedules

Attachment B - Statement of Net Position
Attachment C - Statement of Changes in Net Position
Attachment D – Long-Term Debt
Attachment E - Schedule of Changes in Long-Term Debt

- B.** The auditor shall include a detail schedule of travel and entertainment expense, and any other schedules required by the Office of the Auditor General or the Director of Administration, as supplemental information as required by State law in the financial statements. Reference to the supplementary information should be made in the auditor's opinion on the financial statements. (Guidance on the preparation of the Schedule of travel and entertainment expenses is included as Appendices 3 (A) to the State of Rhode Island Guidelines for Quasi-Public Entity Audit Procurement and Bid Specifications).
- C.** A Schedule of Traffic Count and Revenues (unaudited) is included in the Statistical Section of the report containing RITBA's audited financial statements.
- D.** Supplementary Schedule of Expenditures of Federal Awards with auditor's opinion thereon (required if the RITBA receives federal funds, regardless of whether there are any major programs). The following defines federal awards for these purposes

Single Audit Act (July 1996) - Section 7501 - Definitions:

"Federal awards" means Federal financial assistance and Federal cost-reimbursement contracts that non-Federal entities receive directly from Federal awarding agencies or indirectly from pass-through entities.

"Federal financial assistance" means assistance that non-Federal entities receive or administer in the form of grants, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, or other assistance, but does not include amounts received as reimbursement for services rendered to individuals in accordance with guidance issued by the Director (Director of the (federal) Office of Management and Budget).

- E.** Major Federal Programs - this section is only applicable if RITBA has expenditures of federal awards (as defined in OMB Circular - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - Subpart F – Audit Requirements):

The auditors shall audit major programs as required by OMB Circular - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - Subpart F – Audit Requirements and express an opinion on compliance for each major program.

Major programs shall be determined in accordance with guidance provided in OMB Circular - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - Subpart F – Audit Requirements.

If the entity is a component unit for financial reporting purposes, the entity's expenditures of federal awards will be combined with all other expenditures of federal awards for the State reporting entity for the purpose of determining the Type A program threshold. The following procedures should be followed when the entity is a component unit of the State reporting entity and will be included in the State's Single Audit Report.

Identify Type "A" Programs

Type "A" programs will be determined using the State reporting entity's total expenditures of federal awards. Accordingly, an estimate of total federal awards expended by the State of Rhode Island for the fiscal year will be provided by the Office of the Auditor General to the agency under audit and its auditors.

Risk Assessment

In accordance with criteria outlined in OMB Circular - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - Subpart F – Audit Requirements, perform a risk assessment of Type "A" programs identified above to determine if they can be considered low-risk. Consider all Type "A" programs not qualifying for a low-risk assessment to be major programs and perform required audit procedures as outlined in the OMB Circular.

The auditor should seek approval from the Auditor General's Office before declaring any Type "A" program to be low risk.

No risk assessment shall be performed for programs which are less than the Type "A" dollar threshold unless specifically requested by the Office of the Auditor General.

These audits and reports shall be conducted in accordance with generally accepted auditing standards established by the American Institute of Certified Public Accountants (AICPA) for state and local governments. The audit will also be conducted in accordance with the standards for financial audits contained in the "*Government Auditing Standards*" issued by the Comptroller General of the United States, the amended (July 1996) Single Audit Act of 1984 and the provisions of the OMB Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements.

F. General Requirements

1. The private auditor selected as RITBA's auditor shall cooperate with the Office of the Auditor General, as principal auditor, in its coordination of the Single Audit of the State. This will include communications between the Auditor General and the private auditor regarding the determination of major federal financial assistance programs using the risk-based approach prescribed by OMB Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements.
2. Specific inquiries and procedures to assure such coordination include:
 - a) A written representation that the private auditor of a component unit is aware that the financial statements it is to audit will be incorporated in the financial statements of the State as a reporting entity and that its report thereon will be relied upon and referred to by the Auditor General, as well as, any other reports required by *Government Auditing Standards* or the OMB Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements.
 - b) Written representation that the private auditor is independent under the requirements of the American Institute of Certified Public Accountants (AICPA), including those in "Revised" Interpretation 10 of Rule 101 of the AICPA Code of Professional Ethics and *Government Auditing Standards*.

- c) A written representation that the private auditor of a component unit meets the continuing education requirements of the *Government Auditing Standards* issued by the Comptroller General of the United States.
 - d) A written representation that the private auditor has an appropriate internal quality control system in place and has participated in an external quality control review program as required by *Government Auditing Standards*. It will provide the Auditor General with a copy of its most recent external quality control review report.
 - e) A written representation that the private auditor is familiar with generally accepted accounting principles for state and local government units and with the generally accepted auditing standards promulgated by the American Institute of Certified Public Accounts; *Government Auditing Standards* issued by the Comptroller General of the United States; the Single Audit Act of 1984 as amended in July 1996 and the provisions of OMB Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements and will conduct the audit and report in accordance with those standards.
 - f) Attendance of the Auditor General at entrance, exit, and other conferences between the private auditor and RITBA shall be requested.
 - g) Submission of all "draft" copies of the audit report(s) and management letter before the exit conference to the Auditor General and RITBA.
 - h) Prompt notification to RITBA's Executive Director, the Auditor General, and the State Director of Administration by the private auditor if it becomes aware of fraud, abuse or illegal acts or indications of such acts affecting RITBA.
 - i) Prompt notification to RITBA's Executive Director, Auditor General, and the State Director of Administration by the private auditor if it encounters any significant accounting and/or auditing problems, or any situations that will delay completion of the audit.
3. Audit Workpapers
- a) Audit workpapers of the private auditors shall be made available upon request for the State's Director of Administration and/or Audit General for their review, at the completion of the audit.
4. Upon final completion, twenty (20) copies of the management letter (if issued) and audited financial and single audit reports will be provided to RITBA for distribution according to State, Federal and Indenture requirements. Electronic copies of all reports will be provided to RITBA.

Audit Reports:

- A. "Draft" copies of the audit reports, executive summaries, and management letters, including copies of all documents in PDF format, shall be submitted to RITBA for review by the Executive Director, CFO, and Accounting Manager to allow for proper review prior to submission to the RITBA Board of Directors, State Controller's Office the Auditor General, and other appropriate individuals prior to the exit conference. To enable the various personnel to review, the draft copies of the audit shall be submitted in August. This will allow time for any adjustments or presentation changes to be completed prior to the submission of the draft to the RITBA's Board of Directors.
- a. The auditor will also assist in the coordination of and response to any review comments, inquiries and questions made by above parties in response to the review of the "draft" audit reports.

- b. The tentative (subject to change) schedule for the audit is as follows: (the following is a schedule for the FY 2021 audit, the schedule for FY 2022 and 2023 are not expected to be significantly different).
 - Planning – May and June
 - Audit Fieldwork – First week of August (approximately)
 - Draft Audit reports for internal RITBA review and revision – 8/24/2021
 - Draft Audit reports submitted for review to State Controller and Auditor General – 8/30/2021
 - Presentation of Audit reports at RITBA’s Board of Director’s Meeting – 9/15/2021
 - Deadline for completion of audits and delivery of reports to the State Controller and Auditor General for inclusion in the State's Annual Financial Report is 9/30/2021

B. Reports to be submitted include:

- a. Report on the basic financial statements based on an audit performed in accordance with generally accepted auditing standards and *Government Auditing Standards*.
- b. Supplementary financial statements, schedules, and information (including the State required format supplementary schedules to be submitted to the Office of Accounts and Control for component units).
- c. Report on compliance and on internal control over financial reporting based on an audit of the financial statements performed in accordance with *Government Auditing Standards*.
- d. A detailed schedule of travel and entertainment expenses shall be included as supplementary information in the financial statements. All expenditures of \$200 or greater shall be itemized and a total shown for all expenditures less than \$200. Chapter 35-7-14 of the General Laws of the State of Rhode Island requires the agency to prepare and maintain documentation for all travel and entertainment in sufficient detail to allow for post audit.
- e. Reports and summaries related to federal financial assistance (as appropriate in the circumstances) as required by OMB Circular as required by OMB Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements.
- f. Any report that may be required under trust agreements, loan agreements, etc.

Management Letter:

Upon completion of the audit, the auditor shall use professional judgment to determine if a management letter is warranted. If warranted, the management letter shall summarize such observations and recommendations developed by the auditor during the audit. The management letter should include comments, and/or recommendations beyond those included in the reports described above, on such matters as:

- A.** Policies, procedures, and practices employed by the Authority.
- B.** Immaterial weaknesses in the internal controls that are not "significant deficiencies."
- C.** Use of resources to provide a governmental service in a reasonable, judicious, economical, and efficient manner.
- D.** Compliance with state laws pertaining to the corporation and with rules and regulations established by the corporation.

The management letter should be submitted upon completion of the audit to the Executive Director, Chief Financial Officer, and the Board of Directors, with copies to the Director of Administration and the Auditor General.

Submittal Criteria:

The RFP shall include the following items which will assist in the evaluation:

- A. Qualifications** - The proposal shall include the firm name, form of business entity, principal address, primary contact for this RFP including name, phone number, and email address. The proposal shall demonstrate the qualifications of the firm, and of the staff to be assigned to this engagement. It shall also specify an audit approach and timetable that will meet the RFP's requirements. The proposal shall address all the points outlined in the Statement of Work. While additional data may be presented, the following subjects must be included, as they represent the criteria against which the proposal will be evaluated.
- 1. Independence** - The firm shall provide a written representation that it is independent under the requirements of the American Institute of Certified Public Accounts and Government Auditing Standards and shall list and describe professional relationships involving RITBA and any other State of Rhode Island agency or quasi-state agency for the past five (5) years.
 - 2. License to Practice in Rhode Island** - An affirmative statement shall be included indicating that the firm holds a valid practice permit from the State of Rhode Island and all assigned key professional staff are properly licensed to practice in Rhode Island or in a state having equal professional standards.
 - 3. Firm's Qualifications and Experience** - The proposal shall state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, the number and nature of the professional staff to be employed in this engagement on a full-time basis, and the number and nature of the staff to be so employed on a part-time basis. The hours estimated for each individual on the engagement and any preliminary or meeting time budgeted should be presented. Attendance shall be required for the RITBA Board of Directors meeting in September.
 - a)** The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.
 - b)** The firm shall have an appropriate internal quality control system in place and participate in an external quality control review program as required by Government Auditing Standards. The firm shall provide a copy of their most recent external quality control review report to the corporation and any subsequent reports received during the term of the contract.
 - 4. Partner, Supervisory and Staff Qualifications and Experience** - The firm shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors, and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Rhode Island or in another state. The firm also shall provide information on the government auditing experience of each person, including information on relevant continuing professional education of the past three (3) years and membership in professional organizations relevant to the performance of this audit.

- a) The accountant in charge of field work must be a Certified Public Accountant.
- b) The firm should provide a written representation that the auditor is familiar with generally accepted accounting principles for state and local government units and with the generally accepted auditing standards promulgated by the American Institute of Certified Public Accountants; Government Auditing Standards issued by the Comptroller General of the United States; the Single Audit Act of 1984 as amended in July 1996 and the provisions of OMB Circular Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements.
- c) The audit organization and the individuals responsible for planning, directing, conducting substantial portions of the fieldwork, or reporting on government audits shall meet the continuing educational requirements of the Government Auditing Standards issued by the Comptroller General of the United States. The firm shall provide as much relevant information as possible regarding the number, qualifications, experience, and training of the specific staff to be assigned to this engagement. The firm also shall indicate how the quality of staff over the term of the agreement will be assured.
- d) Engagement partners, managers, other supervisory staff, and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another office. Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience. However, in either case, RITBA retains the right to approve or reject replacements.
- e) A written representation that the audit firm meets the continuing educational requirements of *Government Auditing Standards*.
- f) A written representation that any sub-contractors, co-proposers, or any other entity providing professional services under the engagement will be subject to, and will have met, all the same applicable requirements as the proposer.

5. Similar Engagements with Transit or Government Entities - List the most significant engagements (maximum of 5) performed in the past five years that are similar to the engagement described this RFP. These engagements shall be ranked based on total staff hours. Indicate the scope of work, estimated hours engaged on the audit, and the time frame, engagement partners, total hours, and the name and telephone number of the principal client contact.

B. Specific Audit Approach - The proposal shall set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in the Scope of Services paragraph. In developing the work plan, reference shall be made to such sources of information as RITBA's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems. Proposers shall provide the following information on their audit approach:

- 1. Proposed segmentation of the engagement and specific requirements of RITBA staff including time frame of information to be received.

2. Level of staff and number of hours to be assigned to each proposed segment of the engagement by staff member.
3. Approach to be taken in drawing samples for purposes of audit testing and compliance.
4. Type and extent of analytical procedures to be used in the engagement.
5. Approach to be taken to gain and document an understanding of RITBA's internal control structure.
6. Approach to be taken in determining laws and regulations that will be subject to audit test work.
7. Identification of Anticipated Potential Audit Problems - The proposal shall identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from RITBA.

C. Cost Proposal - Since this contract will cover up to three (3) years with option for two (2) additional one (1) year options, an audit fee for each year must be specified for the first three years which will be used as part of the evaluation criteria. RITBA reserves the right to negotiate the fee for any of the option years or to re-solicit for these services. An audit fee shall be presented for each of the following components (See Exhibit 'A'):

1. Financial statement audit and related reporting requirements.
2. Specify an hourly rate for all audit work and reporting requirements related to major federal programs due to the variable scope of work in applying the risk-based approach outlined in OMB Circular - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - Subpart F – Audit Requirements. Once the scope of testing required for major programs is determined, the auditor and agency will negotiate a not-to-exceed fee for the portion of the audit related to major federal programs.

The fee shall be inclusive of all expenses for each year. Proposals submitted in any other manner will not be accepted. Also, describe how the proposer's fee would be invoiced and the payment terms.

If it should become necessary for RITBA to request the auditor to render any additional services such as, but not limited to, accounting services, contractual audits please identify the hourly rates of partners, managers, staff (various levels) etc. who would likely perform such work, or a blended rate. Additional work because of the specific recommendations included in any report issued on this engagement or other requested additional work shall be performed only if set forth in an executed task order between RITBA and the firm.

EVALUATION CRITERIA

Proposals will be evaluated by a Selection Committee, which will be seeking to distinguish which proposer has, through the appropriate combination of several criteria, the abilities to best perform the required services to the satisfaction of RITBA. While some criteria may be ranked higher than others in the selection process, the proposal that achieves the highest overall ranking will be considered top-ranked by the Selection Committee. The proposals will be evaluated using the following criteria:

A. Qualifications and Experience - 40%:

1. The firm's experience and performance on comparable transit (tolling) and/or government engagements.
2. The transit (tolling) and/or government experience of the firm's professional personnel to be assigned to the engagement.
3. The quality of the firm's management support personnel to be available for technical consultation, including transit (tolling) and/or governmental matters.
4. The experience of the firm with similar Federal or State Financial Assistance Programs.

B. Audit Approach and Strategy - 30%:

1. Adequacy of proposed staffing plan for various segments of the engagement.
2. The firm's approach and technical experience regarding governmental agencies and construction projects.
3. The firm's approach to perform the engagement within the specified timeframe.

C. Cost - 30%.

RITBA will select a firm based upon recommendations of the Selection Committee, and subsequent approval of the Executive Director, the RITBA Board of Directors, the Rhode Island Auditor General's Office, and the Department of Administration.

INSURANCE REQUIREMENTS

Evidence of the following minimum insurance coverage must be provided:

- a. General Liability limits of \$1,000,000 per occurrence.
- b. Motor Vehicle Liability Insurance with limits of \$1,000,000.
- c. Worker's Compensation coverage to Rhode Island statutory limits or documentation evidencing an approved self-insurance program.
- d. Umbrella Liability limits of \$5,000,000 excess of \$1,000,000 primary layer.
- e. Errors and Omissions Coverage with minimum limits of \$1,000,000.
- f. Professional liability coverage in effect in an amount not less than \$1,000,000.

RITBA and the State of Rhode Island shall be named as additional insured on all policies of insurance except for the Errors and Omission (Professional Liability) and Worker's Compensation insurance.

ADDITIONAL REQUIREMENTS

Campaign Finance Compliance

Every person or business entity providing goods or services at a cost of \$5,000 cumulated value is required to file an affidavit regarding political campaign contributions with the RI State Board of Elections even if no reportable contributions have been made. R.I.G.L. § 17-27 Forms may be obtained at Board of Elections, Campaign Finance Division, website at <https://elections.ri.gov/finance/index.php>. Please call (401) 222-2345 or e-mail campaign.finance@elections.ri.gov with any questions or concerns. For the purposes of this RFP RITBA asks that firm's commit to properly filing all appropriate documentation prior to any contract being signed.

Major State Decision-Maker

Does any Rhode Island “Major State Decision-Maker”, as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a \$5,000 or greater cash interest in this business?

For purposes of this question, “Major State Decision-Maker” means:

- (a) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in R.I.G.L § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of president, senior vice president, general counsel, director, executive director, deputy director, assistant director, executive counsel or chief of staff;
- (ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff; and
- (iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes”, please identify the Major State Decision-Maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §36-14-16, 17 and 18.

Title VI Solicitation Notice:

RITBA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises or airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

- END OF RFP -

Exhibit A

Proposed Fee as follows:

Audit Fees	2021	2022	2023	2024	2025
Financial Statement					
Single Audit (1)					
Total					

(1) - if required

Payment Terms and Conditions:

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Hourly Rates	2021	2022	2023	2024	2025
Partner					
Manager					
Senior					
Other (specify)					
OR					
Blended rate					