REQUEST FOR QUOTE

Umpqua Public Transportation District

1.0 Description

1.1 Umpqua Public Transportation District (UPTD) in support of the Finance Officer is requesting quotes from qualified independent certified accounting firms to submit proposals to perform annual governmental financial audits for a period of (3) three consecutive years beginning with fiscal year 2025 ending on June 30, 2025, and ending with fiscal year ending 2028.

1.2 THIS IS A REQUEST FOR QUOTE (RFQ) ONLY. This RFQ is issued solely for information and budgeting purposes – it does not constitute an award of contract. This request for the quote does not commit UPTD to a contract for any professional services. Further, UPTD is at this time seeking proposals and will not accept unsolicited proposals. Responding to this request. Requestors are advised that UPTD will not pay for any information or administrative costs that are incurred in response to this RFQ; all costs associated with responding to this RFQ will be solely at the interested party's expense. Not responding to this RFQ does not preclude participation in any future RFQ, if any is issued. If a solicitation is released, on the UPTD website. It is the responsibility of the potential offerors to monitor the site for additional information pertaining to this requirement.

2.0 Project Objective

2.1 UPTD is required to provide an annual financial audit to the state of Oregon with an AUP and an annual single audit to the Federal Clearinghouse for each fiscal year ending June 30th. The financial audit, AUP and the single audit are due no later than December 31st.

3.0 Project Background

3.1 UPTD is a Special District that provides fixed route, paratransit and dial a ride transportation services to the citizens of Roseburg and surrounding area of Douglas County. The District's Fiscal year begins July 1 and ends June 30.

3.2 UPTD general funds are mostly compromised of Federal and State funding. The federal threshold of one million dollars is met.

3.3 Requirement to provide an AUP with financial audit to the State of Oregon.

3.4 Requirement to provide a single audit to the Federal Clearinghouse.

3.5 Verification of Sam.gov affiliation but not required.

4.0 Responses

4.1 Interested parties are requested to respond to this RFQ. By US Mail or email.
4.2 White papers in Microsoft Word for Office 2000 compatible format are **due no later than 09 May 2025,5:00PST**. Responses shall be submitted via e-mail to sbleau@umpquatransit.org. or mailed to ATTN Procurement, 3076 Diamond Lake Blvd, Roseburg Or.97470. Please be advised that all submissions become UPTD property and will not be returned.
4.3. Section 1 of the white paper shall provide administrative information, and shall include the following as a minimum:
4.3.1. Name, mailing address, overnight delivery address (if different from mailing address), phone number, fax number, and e-mail of designated point of contact.

4.3.2. Business type (large business, small business, small, disadvantaged business, 8(a)-certified small, disadvantaged business, HUBZone small business, woman-owned small business, very small business, veteran-owned small business, service-disabled veteran-owned small business) based upon North American Industry Classification System (NAICS) code 541512, Computer Systems Design Services. "Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards in 13 CFR part 121. Responders are cautioned, however, that this is a general description only. Additional standards and conditions apply. Please refer to Federal Acquisition Regulation FAR 19 for additional detailed information on Small Business Size Standards. The FAR is available at http://www.arnet.gov.

5.0 Industry Discussions

5.1 UPTD representatives may or may not choose to meet with potential offerors. Such discussions would only be intended to get further clarification of potential capability to meet the requirements, especially any development and certification risks.

6.0 Questions

Questions regarding this announcement shall be submitted in writing by e-mail or US mail to the Contracting Officer, Verbal questions will NOT be accepted. UPTD does not guarantee that questions received after 1 May 2025 will be answered. Only answers and information related to this RFQ. Interested parties are invited to the UPTD.com website to ensure they receive any important informative updates connected with this RFQ.

7.0 Summary

THIS IS A REQUEST FOR QUOTE (RFQ) ONLY to identify sources that can provide Professional financial auditing services. The information provided in the RFQ is subject to change and is not binding to UPTD. Umpqua Public Transportation has not made a commitment to procure any of the items discussed, and release of this RFQ should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become UPTD property and will not be returned.