



April 12, 2021

4632 Duckhorn Drive
Sacramento, CA 95834

Dear Accounting Firm Staff:

CALACT invites **Accounting & Audit Firms** to submit a proposal for the preparation of its yearly audited financial statements and related filings for a two-year period beginning with the 2020 fiscal year ending 2021 with the possibility of a three additional years. Our organization does require a federal single audit. The audit of CALACT's financial statements must be performed in accordance with generally accepted auditing standards.

CALACT is a 501(c)(6) organization. Our mission is to promote professional excellence, stimulate ideas and advocate for effective community transportation Programs include:

- Rural Transit Assistance Program
- Education & Training to include conferences
- Purchasing Cooperative for Buses & Shelters
- Advocacy & Legislative Activities
- USDOT ITS4US Project
- Board and Committee Work

CALACT serves over 300 clients each year with funding from grants, contracts, and fees. We receive government funding from USDOT and Caltrans. Revenue has ranged between \$1,400,00 and \$1,500,000 over the past three years.

OUR NONPROFIT requires the following services:

1. Annual financial statement audit.
2. Federal Single Audit
3. Preparation and filing of IRS form 990
4. Management letter

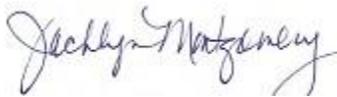
All the above must be completed by November 1 the following year of the audit period for our Board to review each document prior to its submission to the appropriate recipients. In addition, CALACT requires that a meeting of the

auditors, audit committee, and staff members be held to discuss a draft version of the financial statements and that the auditors meet at least yearly with the Board of Directors' audit committee.

Your proposal must be received by May 19, 2021. Send your proposal to me at jacklyn@calact.org. The audit committee will review all proposals at their next meeting and make a recommendation regarding the choice of auditors.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact me at 916-832-8710. I look forward to receiving your proposal.

Sincerely,

A handwritten signature in cursive script that reads "Jacklyn Montgomery".

Jacklyn Montgomery
CALACT
4632 Duckhorn Drive
Sacramento, CA 94583