

PREPROPOSAL QUESTIONS AND RESPONSES FOR PROJECT:		2007 - 31
1. QUESTIONS:	The RFP states that the audit should include a review of daily tickets, monthly parking, validation sales and special events for the period of July 1, 2004 though June 30, 2007. Our audit would do random sampling.	
ANSWERS	<b>Each firm should propose the testing methodology and associated cost that they feel will best meet the objectives of the audit, including sampling approach (ie. the number of days, weeks, or months to be sampled during the audit period. It is up to each proposing firm to determine the appropriate test period within the audit period to best accomplish these objectives.</b>	
	<b>Each firm's approach will be evaluated to determine which one best meets our needs.</b>	
2. QUESTIONS:	Article # 15 lists several forms that must be submitted with the proposal. Two of the listed forms (Approved Equal form (Approved Equal Form and Program Fraud and False or Fraudulent Statement form)	
ANSWERS	<b>The mention of Approved Equals and Program Fraud should have been deleted as they are for federal projects.</b>	
3. QUESTIONS:	In order to prepare a cost proposal, information on the number of prepaid (monthly or contract) hourly, and special event customers per facility is necessary. These numbers can be an average per month of actual.	
ANSWERS	<b>The monthly billing on average is :Bk-910, Sante Fe-1560,Century Ctr.-405,Cox-505,City Ctr.-2110 Sheridan Walker-1053. As for the event and daily tkts it varies by garage and time of year.</b>	
4. QUESTIONS:	Task 1 mentions the term "the test period". How is this term defined by COTPA	
ANSWERS	<b>The test period equates to the audit period which is July 1, 2004 through June 30, 2007.</b>	
5. QUESTIONS:	Will the tickets/records be provided to the selected consultant or will the consultant be required to search through files and/or storage facilities?	
ANSWERS	<b>Yes, the files will be provided by Republic.</b>	
6. QUESTIONS:	Can the tickets/records be taken off-site for review?	
ANSWERS	<b>Yes</b>	
7. QUESTIONS:	Will reasonable office space be provided to the consultant?	
ANSWERS	<b>Yes</b>	
8. QUESTIONS:	Has the Operator agreed to cooperate with this audit?	
ANSWERS	<b>Yes</b>	
9. QUESTIONS:	Will the consultant team have access to all areas of the facilities and be able to inspect and/or test revenue control equipment on site?	
ANSWERS	<b>Yes</b>	
10. QUESTIONS:	Can the consultant obtain a copy of the existing contract with the Operator	
ANSWERS	<b>Yes, copy will be made available</b>	
11. QUESTIONS:	List of equipment and the age of the equipment	
ANSWERS	<b>Federal APD - each location has equipment with various ages.</b>	
12. QUESTIONS:	Is the data electronic and or hardcopy only	
ANSWERS	<b>yes it is both</b>	
13. QUESTIONS:	Are the copies of cash reports, daily reports, & monthly reports of sales	
ANSWERS	<b>yes</b>	
14. QUESTIONS:	What is the average monthly tickets sales and monthly passes sold per location	
ANSWERS	<b>see question 22</b>	
15. QUESTIONS:	Are the ticket source documents available for review	
ANSWERS	<b>yes</b>	
16. QUESTIONS:	Are the time cards available for review	
ANSWERS	<b>yes</b>	
17. QUESTIONS:	Does management have back up documents for the invoices and expenditures	
ANSWERS	<b>yes</b>	
18. QUESTIONS:	Are the bank card statements available	
ANSWERS	<b>Bank statements are available</b>	
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19. QUESTIONS:	Are the facilities accounting and ticketing system at one location or all locations	
ANSWERS	<b>City Ctr, Bk, Sante Fe</b>	
20. QUESTIONS:	How are the surface lots managed	

ANSWERS	Existing contract includes 3 surface lots, 2 controlled by parking attendants. The other lot is a monthly contract lot.
21. QUESTIONS:	Are there contracts for the surface lots
ANSWERS	Yes
22. QUESTIONS:	How do the Cox event parking handled and are there any other facility events and how is their
ANSWERS	This garage is \$6.00 on entry.
23. QUESTIONS:	What is the time line for the start and conclusion of this project
ANSWERS	See response to question 1
24. QUESTIONS:	How do you want the cost sheet, cost per tasks or one lump sum for all three tasks
ANSWERS	Cost per task.
25. QUESTIONS:	How do you want the cost page formatted
ANSWERS	Cost per task
26. QUESTIONS:	The list of contracts, do you want just this months, as the full list is too long
ANSWERS	Ten of the most recent for this type of audit
27. QUESTIONS:	DBE companies that can be selected from for subs
ANSWERS	Go to the ODOT webpage: <a href="http://www.okladot.state.ok.us/regserv/dbeinfo/dcf.htm">http://www.okladot.state.ok.us/regserv/dbeinfo/dcf.htm</a> Directory of Certified Firms
28. QUESTIONS:	Article 7 need to be cleaned up
ANSWERS	See attached revised Article 7
29. QUESTIONS:	Are there maps of the parking sites.
ANSWERS	Yes