



### **Vision Statement**

“Increasing economic prosperity by creating opportunities and eliminating barriers”

South Central Texas Regional Certification Agency

3201 Cherry Ridge St., Building B, Suite #210 San Antonio, TX 78230

[www.sctrca.org](http://www.sctrca.org)

### **Certification Audit Services (RFP 2022-00101): Questions & Responses**

1. September 12, 2022. The SCTRCA Special Board Meeting: Board of Directors to review proposals, interview, if necessary, and award contract
  - a. Question: Will this meeting be in-person or virtual? If we have a conflict on September 12<sup>th</sup>, is this date flexible?

**Response: The meeting will be virtual. The meeting will be held on this date to review proposals, interview, if necessary, and award contract. The vendors being considered for interview or award will be notified for scheduling. Due to the project schedule, the date is not flexible.**

2. November 15, 2022, Ad Hoc Certification Audit Committee Briefing of the Board of Directors with Independent Auditor
  - a. Question: Will this meeting be in-person or virtual?

**Response: The meeting will be virtual.**

3. Please specify the applicable policies for each type of certification to assist with how many policies will need to be reviewed.

**Response: The documents will be accessible in digital format or online.**

## **SCTRCA Documents for Audit**

1. SCTRCA By-Laws (pdf)
2. SCTRCA Inter-Local Agreement (pdf)
3. SCTRCA Executive Director Job Description (pdf)
4. SCTRCA Memorandum of Agreement (MOA) with the Texas Comptroller of Public Accounts (pdf)
5. SCTRCA Business Enterprise Certification Policies and Procedures (www.sctrca.org)
6. 49 CFR Part 26 for Disadvantaged Business Enterprise (DBE) TUCP MOA for Certification Policies and Procedures (www.sctrca.org)
7. 49 CFR Part 23 for Airport Concessionaire Disadvantaged Business Enterprise (ACDBE) TUCP MOA for Certification Policies and Procedures
8. SCTRCA Staff guidelines and training materials (pdf)
9. Online portal and paper copy: (www.sctrca.org)
  - a. SCTRCA DBE/ACDBE Certification Application
  - b. SCTRCA Business Enterprise Certification Application
  - c. SCTRCA HUB Certification Application
10. Online Certification Directory (www.sctrca.org)
11. Certification Files (SCTRCA Internal Online System)
12. SCTRCA Board Monthly Certification Activity Report (pdf)

4. What is the date of the regular board meeting in November 2022?

**Response: Monday, November 28, 2022**

5. Section 5. Instructions and Format of Submittals
  - a. Question: 5.6 references a COI Form. Is there a COI form to submit with the proposal?

**Response: Yes, it will be available**

6. Payment and Certain Contractual Terms. The right to reject a report shall extend throughout the term of this contract and for ninety (90) days after the Firm submits the final invoice for payment.
  - a. Question: Does this mean the auditor will not receive payment for an approved invoice until after the 90 days has lapsed?
  - b. Question: What is the term of the contract?

**Response:**

- a. Section 6.1, An invoice for payment may be submitted to the SCTRCA when the Independent Auditor delivers and the SCTRCA receives and accepts the draft audit.

b. Section 5.6, the term of the contract shall be based on the respondent's proposed schedule for completion of the project.

7. Will SCTRCA provide access to system use to manage certifications?

**Response: yes**

8. Where can we find the answers to these questions on the SCTRCA website? Please provide the link.

**Response: [www.sctrca.org](http://www.sctrca.org) – RFP tab**

9. Would like a review of your staff's job descriptions and training included in the proposal?

**Response:** The SCTRCA seeks a review and assessment of its certification policies and procedures as well as its administration of said certifications. Respondents are asked to submit their proposed methodology to review and make determinations regarding the SCTRCA's internal controls to include compliance with the governing documents, contracts, policies, laws and regulations.

10. Will the success bidder have access to your system?

**Response: yes**

11. Will the successful bidder have access to view a sampling of each certification due to the differences in requirements for each certification i.e. federal vs local certification requirements?

**Response: yes**

12. Will there be an amendment to include the Asian Certification?

**Response: yes**

## **Certifications Issued by the SCTRCA**

1. African American Business Enterprise
2. Asian American Business Enterprise
3. Disabled Individual Business Enterprise
4. Emerging Small Business Enterprise
5. Hispanic American Business Enterprise
6. Minority Business Enterprise
7. Native American Business Enterprise
8. Small Business Enterprise
9. Veteran-Owned Business Enterprise
10. Woman-owned Business Enterprise
11. Disadvantaged Business Enterprise
12. Airport Concession Disadvantaged Business Enterprise

13. Do you complete and submit Annual Element reports to control agencies (e.g., FAA, FTA, FHWA, etc.)? If so, to whom?

**Response: No, Each Recipient or Sub recipient agency is responsible for the report.**

Incorporated on September 23, 1998, the SCTRCA is a non-profit 501(c)(3) corporation established by certain local governments and other qualified entities (“Participants”), who entered into an Interlocal Cooperation Agreement in the same year for the purpose of receiving, reviewing, auditing and certifying applications for disadvantaged, minority and/or women-owned businesses for the Participants.

14. Have you had an external audit in the past ten years from a federal agency? (FAA, FTA, FHWA) If so, will this be made available for the successful bidder?

**Response: No, Each Recipient or Sub recipient agency may have an external audit**