

TRANSPORTATION AUTHORITY OF CALHOUN COUNTY
REQUEST FOR PROPOSALS (RFP)
ACCOUNTING AND FINANCE SERVICES
ADDENDUM NO. 1

RFP Deadline: May 9, 2025, at 5:00 PM

This addendum addresses questions asked and answered.

Issued: Monday, May 5, 2025

By: Amy Evans, TACC Acting Treasurer

Questions may be addressed to Board Acting Treasurer Amy Evans by emailing harmonya1013@gmail.com or calling (517) 643-4250.

Questions and Answers

1. [The Organization has been in existence since 2023, but has there been any “official” Transit activities conducted yet? We do not see any previous audits filed on Treasury’s site.](#)

The Transportation Authority of Calhoun County (TACC) is currently a Board of Directors, comprised of seven people appointed by Calhoun County and the four cities in the county that opted into the Authority. You can Meet the TACC Board on our website ridecalhoun.org, under Resources.

In November 2024, TACC successfully levied a five-year winter tax millage, collecting up to 2.66 mills in the four cities. The anticipated collection for 2024/25 is \$4,572,015. To date, 94% of that has been paid to the Authority.

The TACC is working on receiving Designated Recipient status for federal and state grant awards and becoming an organization with employees. TACC anticipates receiving Designated Recipient status by 10.01.25, and possibly by 07.01.25. Battle Creek Transit is currently the Designated Recipient with federal and state grant awards, which will transition to TACC with the Designated Recipient status.

TACC consultants assisting with the designation transition and organizational formation include 1) Michigan Transportation Connection - Clark Harder and Peter Varga with extensive public transportation experience along with MDOT and FTA connections; and 2) Miller Johnson Attorneys are providing legal and labor counsel – Leigh Schultz is lead. Below is the Miller Johnson team working with TACC to help us become operational and transition Battle Creek Transit and Marshall Dial-A-Ride staff and physical assets to the TACC.

| PRACTICE AREA | NAME | LEVEL |
|------------------------------|-----------------|----------------|
| Legal Counsel | Leigh Schultz | Member |
| | Rich Cherry | Member |
| | Fadwa Hammoud | Member |
| Labor Counsel | Leigh Schultz | Member |
| | Rich Cherry | Member |
| | Barbara Moore | Counsel |
| | Sydney Shaw | Associate |
| Employee Benefits | Brett Liefbroer | Senior Counsel |
| Real Estate | Ryan McNally | Member |
| | Maddie VerHey | Associate |
| Insurance Carrier Litigation | James Buster | Member |

2. What is the current accounting software that the Entity uses; or will you be using; for AP, PR and to do General Ledger reporting?

None yet. TACC's original Board Treasurer Linda Morrison was a CPA and retired Revenue Services Director from the City of Battle Creek. Linda passed unexpectedly in mid-November 2024, then I (Amy Evans) was appointed the Acting Treasurer. A permanent Board Treasurer will be appointed once TACC has an accounting vendor contract. Starting January 14, 2025, Finance and Budget Reports are included in the Agenda packets posted on ridecalhoun.org, under Resources.

3. Is there a budget set for this outsourced accounting and finance services contract? Is it expected to be less than \$250,000 since the MDOT 3169 form was included in the RFP?

There is not a set budget.

4. Is the Entity looking for only detailed experience and hourly rates in a proposal? It will be difficult/impossible to quote a "firm, fixed price" for many of the services if the expectation is that the Contractor would assist with these services going forward as the scope of service would be very open-ended. By simply providing our hourly rates, the Entity could determine how many hours per week they wished to have coverage for.

Please share this information in a format that will help the Accounting Services RFP Review Committee and Board understand the costs of services and the full scope of work offered.

5. Is this role you are looking to fill expected to be a full-time, 40-hour/week position?

No. The role would cover more accounting and finance services in the beginning, then once the organization is up and running, the role would transition to perhaps only providing auditing and tax reporting services.

6. Would the Entity require all services to be provided on site at your location or could most/all of these services be provided remotely?

The services could be provided remotely. The accounting vendor would be expected to attend TACC Board meetings, upon request.

7. Having the initial contract term only be through September 30, 2025, seems unrealistic. Is there a particular reason this date was selected? Being able to commit to a longer arrangement would more than likely garner more advantageous pricing if the vendor could expect a 3–5-year commitment.

As stated in #1 above, the TACC is working on receiving a Designated Recipient status for federal and states grant awards and becoming an organization with employees. TACC will receive the Designated Recipient status by **10.01.25**. September 30, 2025 is based on that occurring. If all is going well, the Board would likely extend the contract.

8. These requested services appear to be more “supervisory” in nature based on the required responsibilities requirements listed in Section 3 as there is nothing listed in there that refers to “processing” transactions such as AP, PR, receipting, etc. Based on that assumption, there must be other individuals in the accounting department. Is that correct? If yes, what is the size of the accounting office? (i.e., number of staff members). If that is not correct, who will be expected to perform the day-to-day transactional processing work at the Authority?

The TACC Board (Acting) Treasurer has been doing accounts receivable, accounts payable, bank reconciliation, and preparing Finance and Budget Reports for each Board meeting. These tasks will be transitioned to the contracted accounting vendor.

TACC is seeking an accounting firm or accountant to provide all accounting services as there is not an accounting department yet. The goal is to hire an Executive Director this year and to become fully staffed in 2026.