



**GVB OFFICIAL RESPONSE TO
QUESTIONS SUBMITTED FOR**

GVB RFP 2017-009

**TRAVEL TRADE INCENTIVES AND EVENTS
PERFORMANCE AUDIT SERVICES**

June 20, 2017

1. Has a previous report been issued in previous years similar to what is being requested in RFP No. 2017-009?

GVB RESPONSE: Yes.

2. If a report has been issued in previous years, how much was the fees that was paid to the service provider?

GVB RESPONSE: The average cost per report is approximately \$2,600.

3. Can you share with us a sample report issued in the previous year?

GVB RESPONSE: See attached.

4. Is the performance audit required to be performed under Government Auditing Standards (GAS), particularly under the following chapters:

- a. Chapter 1: Government Auditing: Foundation and Ethical Principles
- b. Chapter 3: General Standards
- c. Chapter 6: Field Work Standards for Performance Audits
- d. Chapter 7: Reporting Standards for Performance Audits

GVB RESPONSE: No. GVB will provide the auditor with information required for each target market area, as needed. Please also refer to Section 1.20 regarding modifications or changes.

5. What is objective of the performance audit as defined under in GAS 2.11 (i.e. program effectiveness, internal control, compliance or prospective analysis):

GVB RESPONSE: The purpose of the audit is to verify customer count before the incentive payment is made to the participating company.

6. If the audit is not going to be performed under performance audit standards under GAS, under which standard is the audit expected to be performed?

GVB RESPONSE: Previous reports were conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants.

7. Please define "sales numbers" as it is utilized in RFP 1.1(A). Are sales numbers revenues in dollars, number of customers, etc.?

GVB RESPONSE: Sales numbers is in reference to the number of customers.

8. Will the "sales numbers" be broken down in a schedule in which the auditor can select samples sizes from?

GVB RESPONSE: This would be on a case-by-case basis. Some project may be completed in 1 month or across several months. The awardee of this RFP would be able to provide input as to how best to have data submitted for verification.

9. For the selected samples, where would the files be located for files that will be examined (i.e. at GVB, at the location of the travel agency, travel wholesaler, etc.)?

GVB RESPONSE: The files will be located at the offices of the travel agents, travel wholesaler, etc.

10. Up to what source document will the auditor be required to examine in order to verify "sales numbers" or pax? (i.e. application output? Underlying document such as receipts or tickets?)

GVB RESPONSE: The source documents may be receipts, tickets, or whatever tracking mechanism the travel agent or travel wholesaler utilizes.



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