

**SUBJECT: STATEMENT OF WORK FOR THE PERFORMANCE OF PROFESSIONAL
AUDIT FOR THE IAG SERVICE CORPORATION**

I. INTRODUCTION

The IAG Service Corporation (IAGSC), a 501(c)(4) not for profit corporation incorporated in the state of Delaware for the purpose of serving the E-ZPass Interagency Group (IAG), is requesting bids from qualified accounting firms to provide a one-time audit of their annual finances for the calendar year 2025. The scope of the requested audit is defined in Section IV.3.a of this Statement of Work.

II. BACKGROUND

In 1987, toll agencies in New York, New Jersey, and Pennsylvania began exploring a technology enabling drivers to pay tolls automatically using a windshield-mounted tag linked to a prepaid account. By 1990, seven major agencies formed the E-ZPass Interagency Group (IAG) to develop a regionally compatible system that met their varied operational needs while improving convenience for customers.

Today, the E-ZPass Interagency Group (IAG) operates as a multi-state consortium consisting of independently governed member agencies and companies across 20 different states. In 2016, the IAG Service Corporation (IAGSC) 501(c)(4) was formed to support the unique administrative, operational, and strategic needs of this growing consortium. The shared budget, currently totaling approximately \$7.6 million annually, is limited to the IAG and IAG Service Corporation and includes investment funds, operating expenses, and revenues necessary to support the consortium's core functions. This budget does not include the expenses or revenues of the individual, independently governed member agencies that make up the IAG.

III. OBJECTIVES

The objective of this Statement of Work is to identify a qualified accounting firm to deliver timely and efficient services that include but are not limited to the Scope of Services stated below.

IV. SCOPE OF SERVICES

The following body of work shall start upon written Notice to Proceed from the IAGSC Executive Director.

1. The Consultant will provide a report on the presentation of IAG's and IAGSC's financial statements for the preceding calendar year (from the Notice to Proceed date).
 - a. The IAGSC shall be responsible for making the necessary financial records and related information available to the Consultant and for the accuracy and completeness of that information. The IAGSC shall provide the Consultant with a management representation letter confirming to the Consultant the previous representations and such letter shall state that no information has come to the attention of the IAG to believe that any previous representations should be modified.
 - b. The Consultant will ensure the IAG's and the IAGSC's financial statements, notes to the financial statements and required supplementary information

- conform to all applicable Governmental Accounting Standards Board (GASB) pronouncements and requirements.
- c. While the IAGSC will prepare all initial analysis for new GASB statements, the Consultant may be asked to provide technical guidance during the calendar year to ensure compliance with those new statements.
 - d. The financial services review will be conducted in accordance with the standards generally accepted in the United States of America as set forth by the American Institute of Certified Public Accountants.
 - e. Content for external review or for external audit: Reviews/audits should at minimum review the following types of information and in accordance with GAAP guidelines:
 - i. Revenues, expenditures
 - ii. Policies and procedures around expenditures – internal controls
 - iii. Bank account reconciliations
 - iv. Accounts payable, accounts receivable verifications
 - v. Investments
 - vi. Financial statements
 - vii. Fraud activity
2. The Consultant will periodically communicate with the appropriate representatives of the IAGSC for the purpose of discussing the audit status and progress in relation to the financial report (timeline and milestones) as well as any issues identified during the performance of the audit. The frequency and form of the communications will be determined during the entrance conference.
 3. The Consultant will complete the audit and provide the IAGSC with its completed comprehensive financial report within 120 calendar day(s) of receipt of the IAG Executive Management Committee (EMC) approved Treasurer's Report. The Treasurer's Report is anticipated to be approved by the third week of April.
 - a. The report will include any findings, observations, or comments relating to internal control; accounting systems; data processing; compliance with laws, policies, and procedures; or any other matters that come to the attention of the Consultant during the course of the audit.
 - b. This report will not be construed as special or additional studies and will be limited to those usually associated with the study of internal control systems and procedures as a part of a review of financial statements.
 - c. The Consultant shall provide technical assistance to the IAGSC throughout the calendar year as part of the Agreement.
 - d. This assistance includes answering accounting procedures, reporting, or internal control questions related to assisting in the preparation of the IAG's and the IAGSC's financial statements. It may also include how to manage new GASB standards.

IV. QUALIFICATIONS

Proposals should include the following information:

1. A summary of relevant qualifications and current experience of the firm demonstrating expertise in conducting audits for governmental or quasi-governmental entities in accordance with GAAP and applicable GASB standards. Qualifications should highlight experience evaluating revenues and expenditures, internal controls, reconciliations, accounts payable and receivable, investments, and fraud risk, as well as providing technical guidance on new GASB pronouncements. Experience delivering comprehensive financial review reports within established timelines and communicating findings to executive leadership and governing bodies should be included.

2. Identification of the proposed project manager, including their name, role, and relevant professional qualifications. Proposals should describe the individual's specific expertise in managing audits for governmental or quasi-governmental entities, their experience coordinating multidisciplinary audit or review teams, and their role in ensuring timely delivery, quality control, and effective communication with client leadership.

V. PROPOSAL SUBMISSION

Interest firms should submit a detailed proposal that includes:

1. A description of the services offered and how they meet the scope outlined above.
2. A proposed fee structure, including hourly rates of the project manager, other key staff, and any additional costs. Also include the percentage of hours to be completed by the project manager and other key staff.
3. A timeline for implementation and initial setup to meet the desired timeframe for completion as outlined in the Scope of Services.
4. A minimum of two, but no more than five references (name, agency, title, address, email, and telephone number) for recent similar or related work.

VI. EVALUATION CRITERIA

Proposals will be evaluated based on:

1. Current experience and relevant qualifications of the firm and the project manager (40%)
2. Understanding of the scope of work and approach to service delivery (30%)
3. Cost of services (20%)
4. References (10%)

VII. SUBMISSION DEADLINE

All proposals must be submitted via email by end of day Thursday, August 13, 2026 to procurement@e-zpassiag.com

VIII. CONTACT INFORMATION

For any questions or further clarifications, please contact:

LAG Procurements
procurement@e-zpassiag.com