

## Questions received in response to RFP No. FIN0117-002

### Addendum #1

1. Do you have an idea of what the budget might be for this?
  - This could be project based looking at the specific projects listed. Any additional items would probably be an hourly rate unless another project comes up. We don't currently have a contract with anyone
2. Approximately how many hours of services is the District anticipating for each of the services listed?
  - We have not set a number of hours per project. We are leaving that up to the proposer who might have a better understanding of how many hours it might take them for each project
3. How much has the District budgeted in total or by area?
  - We have not established a specific budget in total or by project
4. Approximately what is the timing for each of the items listed in the scope of services?
  - We would want the written grant policy for single audit requirements to be completed by June 30, 2017 and the GASB 68 postings to be completed by July 30, 2017. Assisting/Reviewing the annual financials would be sometime in August or September
5. Is the District anticipating the consultant to provide formal training to District staff as part of these services? If so, approximately how many continuing professional education (CPE) hours are anticipated per year?
  - If training should be given then I would anticipate it to be 2-4 hours. I don't see formal training in the future unless there is a specific project. There would be ongoing consulting as questions arise, which could be 1 – 40+ hours per year
6. Does the District anticipate contracting different firms for each of the two RFPs (RFP No. FIN0117-001 for financial statement audit services and RFP No. FIN0117-002 for financial consultant services)?
  - Yes
7. If firms submit proposals for both RFP No. FIN0117-001 and RFP No. FIN0117-002, and are selected for one or both contracts, will there be an option to select which contract to enter into with the District? In other words, which selection is the District making first, and will proposers then be able to withdraw the other proposal in the event the District plans to contract with separate firms?
  - We will choose the audit firm first and can notify that firm contingent to board approval
8. What financial software does the District currently use?
  - Navision by Microsoft
9. Does the District currently have any formal written policies and procedures for the financial operations? Such as;
  - a. Cash Handling and Receipting Policy?
    - Yes

- b. Billing and Account Receivable Policy?
  - Yes
- c. Purchasing/Procurement Policy?
  - Yes
- d. Debt Policy?
  - N/A
- e. Financial Close Policy?
  - Yes
- f. Investment Policy?
  - Yes
- g. Fraud and Ethics Policy?
  - Yes

10. Due to the nature of consulting work in the scope of services, would MWDOC be open to the fees being quoted in terms of hourly rates? The bidding section of the RFP currently asks for an all-inclusive maximum price.
- Yes, and hourly rate is fine. We will need to add a “not to exceed” amount when we conclude what our budgeted amount will be
11. For the scope of service related to State and Federal Grant Compliance reviews, can you provide some additional information to help bidders understand the scope of the work? For example, would these be review of grants MWDOC has awarded to other agencies?
- Other agencies have access to use our grant funds through projects we are working on, but they are not awarded to them.
12. Would you be able to provide an example of a type of compliance review MWDOC is considering?
- This would be an annual review of our grants to ensure we are in compliance with regulations
13. Do you have an idea of whether the reviews would cover one or more fiscal years?
- Just the current fiscal year.