



REQUEST FOR PROPOSALS FOR ACCOUNTING SERVICES

Questions & Answer

Q1. Could you tell me whether or not a bidder on the Accounting Services needs to be located within a certain distance from your office?

A. We do not require bidders be located a certain distance from the office. We do require that the service provider selected be available to come into our office on a regular basis, rather than handle the entire workload remotely. See also Q. 13.

Q2. How long has the current service provider been providing these services to the Commission?

A. The current contractor has been providing services since August 2017. CVRPC is seeking a new accounting firm because its current contractor is ending service early due to a change in its office capacity.

Q3. Please provide the hourly rate charged and total fees paid to your service provider for fiscal years 2018, 2019 and 2020 (YTD)

A.	<u>Fiscal Year</u>	<u>Hourly Rate</u>	<u>Fee Paid</u>
	2018	\$65/hour	\$52,438.75
	2019	\$65/hour	\$50,765.50
	2020 (YTD)	\$68/hour	\$34,905.00

Q4. May we speak with Ms. Sancibrian prior to submitting our proposal?

A. Yes, she can be reach at 802-476-0680.

Q5. What is the anticipated funding source(s) (i.e., federal grants, state grants, etc.) for the costs of these services?

A. These services will be paid through three funding sources. The majority of services will be incorporated into CVRPC's indirect cost rate. Contractor will be asked to break

out costs for Wrightsville Beach Recreation District and Cross Vermont Trails Association, which are funded by those organizations.

Q6. Do you maintain formal, written policy and procedure manuals associated with the accounting and financial management operations? Please identify those areas of operation(s) where you feel written manuals need improvement and/or do not exist.

A. We have internal controls and a procedures manual. The procedures manual does not address operation of the financial system, contractor services will include assisting CVRPC to develop an operations manual.

Q7. Given the current COVID-19 situation, is an in-person tour still an option? Could the "tour" be conducted remotely using a "virtual meeting" platform and/or via telephone?

A. All tours will be conducted remotely using a virtual GotoMeeting platform.

Q8. Please provide a list of date(s) and times that we could have the tour (in-person or virtual) prior to the proposal submission date of March 27.

A. Available times for virtual tours will be 3/24/2020 to 3/26/2020 during the following hours: 7 - 8 am, 9 – 10 am, 12 – 1 pm, or after 6 pm

Q9. Will the successful Contractor be compensated during the training period?

A. Contractor Services will be compensated up to 16 hours per week for a period of four weeks to cross train with current contractor. Any hours beyond those stated need to be pre-approved by CVRPC's Executive Director.

Q10. How does the COVID-19 situation impact the training period? Will the training have to be done remotely using a "virtual" platform?

A. Training will be done remotely with a virtual platform (ex. screen share with GoToMeeting).

Q11. The RFP estimates contractors will work an average of 24 hours per week. Please provide context as to how the average weekly hours were arrived at.

A. Average weekly hours were determined in consultation with CVRPC's current contractor.

Q12. Does it include item 3 in your scope of services "Other Services (as requested by CVRPC)?

A. The 24 hours does not include “Other Services” as defined in Scope of Work, Item #3.

Q13. How much of the weekly commitment will be/can be performed onsite and how much will be/can be performed remotely? How much “flexibility” are you willing to have with the allocation of onsite vs. remote time?

A. During COVID 19 response, all work will be performed remotely with assistance from CVRPC staff. Internal controls are being modified to accommodate remote work. Current control updates are [attached](#). Additional control modifications are anticipated.

After COVID-19 response, CVRPC would consider all work by contractor based on contractor performance during COVID response. If bidders wish to provide all remote work, they must respond to the requirements of the RFP (onsite work) and may provide an alternate for all remote work. The “all remote alternative” must identify what activities the bidder needs CVRPC staff to complete.

Q14. One of the audit preparation tasks is to update capital assets and depreciation schedules. How are capital assets/depreciation currently accounted for – QuickBooks, Excel, etc.?

A. This information is tracked in Excel, and then an annual total incorporated into QuickBooks.

Q15. One of the required services is advising on strengthening internal controls. Please identify any areas of internal controls you feel are deficient, if any.

A. CVRPC does not feel any areas of its internal controls are deficient. CVRPC recognizes that strengthening internal controls is an on-going process and seeks contractor input should the contractor have recommendations.

In addition, COVID-19 response has required CVRPC to adapt internal controls quickly and while acting as a response organization for regional and state government response. CVRPC anticipates internal controls will continue to adapt and be strengthened as the remote work continues.

Q16. Percentage-wise, approximately how much of our work would be devoted to strengthening internal controls (5%, 10%, etc.)?

A. Less than 1% of the contractor’s time is expected to be devoted to strengthening internal controls.

Q17. One of the required services is to train financial staff. Please elaborate on your current financial staff that require training and in what areas do they require training.

- A. CVRPC currently does not have any financial staff. Accounting services are contracted. As noted under "Other Services", should CVRPC choose to hire financial staff near the close of this contract, the contractor would provide training to new staff as to operation of the finance system.

If the Office Manager is asked to complete certain tasks to facilitate remote work (ex. payables entry), the contractor must provide the Office Manager with training on those functions as necessary.

Q18. Percentage-wise, approximately how much of our work would be devoted to training financial staff (5%, 10%, etc.)?

- A. Less than 1% of the contractor's time is expected to be devoted to training staff.