

Questions Regarding

Accounting Services RFP Middle Peninsula Planning District Commission

1. Are you open to working with a Pennsylvania based CPA firm? Can our firm's experience performing similar services with governments in other states outside of Virginia meet your evaluation criteria? Can these services be performed fully remotely?

Answer: Yes, must be licensed in Virginia. An out-of-state firm must have experience and meet the requirements that align with Virginia Statutes. Remote work isn't an issue. Initially, the firm should be on site for the first week to meet with our annual audit firm, staff and line out contacts, reporting deadlines and operating processes. After initial onsite visit, one annual (one to two day) visit with audit firm for pre-audit work.

2. Does MPPDC expect the accounting services provider to prepare the draft financial statements and note disclosures, or only audit-ready trial balances/schedules for the audit firm to draft/compile?

Answer: Yes

3. The RFP requires conversion of cash-basis trial balances to modified accrual and "GASB conversion entries." Should we expect to support full GASB 34 government-wide conversion (including capital assets/debt/pensions/OPEB/leave schedules) or only fund-level modified accrual schedules for audit?

Answer: MPPDC expects the selected firm to prepare fund-level modified accrual schedules and all required GASB conversion entries (capital assets, pensions, OPEB, compensated absences, and other adjustments). The annual audit firm will complete the full GASB 34 government-wide conversion using these schedules. Full government-wide conversion by the accounting services provider is not required.

4. Should the accounting services provider prepare and reconcile the SEFA and supporting workpapers (given FY 2024 findings about SEFA accuracy controls), or will that remain internal/audit-firm supported?

Answer: The selected firm will be responsible for preparing and reconciling the SEFA and all supporting workpapers. MPPDC staff will review the SEFA package internally prior to submission to the auditors.

5. For reimbursement requests and grantor financial reporting, should the selected firm submit directly to grantors, or prepare packages for MPPDC staff submission/approval? What documentation/review is required before submission?

Answer: No. The selected firm will not be responsible for preparing or submitting monthly reimbursement packages or grantor financial reports. All submissions to grantors will be completed exclusively by MPPDC staff. MPPDC will furnish the selected firm with copies of all reimbursement packages, including supporting documentation, verification of allowable costs, evidence of internal review, and reconciliation to the general ledger. This information will be provided to enable the selected firm to perform ongoing grant tracking and to meet all grant compliance reporting requirements.

6. Does MPPDC expect to continue to have a single audit in future years?

Answer: Yes, this will be threshold driven.

7. What monthly/quarterly close timeline does MPPDC want (bank reconciliation completion, grant receivable/deferred revenue updates, reporting), particularly given the FY 2024 material weakness related to untimely bank reconciliations?

Answer: MPPDC expects monthly bank reconciliations to be completed within 15 days of month-end. Grant receivable and deferred revenue schedules should be updated monthly and finalized no later than

the quarterly reporting deadlines for each funding agency. Monthly financial reports must be completed and ready for internal review within 20 days of month-end.

8. Who has performed these accounting services historically—internal staff, an outside firm, or some combination—and over what period? If an outside firm was used, can you provide an estimate of their hours and fee?

Answer: All internal.

9. Do you have a budget for this engagement?

Answer: Not at this point

10. Approximately how many hours per week or month does MPPDC expect during routine periods, and how does that change during year-end close and audit preparation?

Answer: Routine periods are estimated at 10–20 hours per week, depending on the number of active grants and reporting cycles. During year-end close and audit preparation, the time commitment may increase to 30–40 hours per week for approximately 4–6 weeks.

11. Are there specific peak periods—month-end, quarter-end, grant reporting deadlines, or audit season—when the expected time commitment increases materially?

Answer: Yes, audit season, year-end and, reimbursements, W-2's, 1099, others as necessary

12. Can MPPDC provide an estimate of the number of active grants, funds, and outstanding loans that will need to be managed under this engagement, including any expected additions or closeouts during FY 2027?

Answer: Yes

13. We would like to confirm that the proposal can be submitted electronically via e-mail?

Answer: Yes. phickman@mppdc.com or, the accountant shall file the proposal electronically as directed below or submit the proposal no later than 12:01 P.M. EST on 7/8/2026 to the attention of: Perry Hickman, Executive Director, Middle Peninsula Planning District Commission, 4521 Lewis B. Puller Memorial Highway, HUB 33, Mattaponi, VA 23110, or by mailing to P.O. Box 399, Shacklefords, VA 23156. The proposal should clearly be marked "Proposal-Account Services."