

**Request For Proposal For Specialty Services Project Financial Reporting QA  
3/30/2012**

**Please note that the due date has been extended to Wednesday, April 4, 2012**

1. How many expenditure categories are expected for the reports?  
**The report will highlight the major categories of work performed on the project, e.g. Design Services, Construction Engineering and Construction, etc.  
The department is in discussion with the firm and will determine the final format of the report.**
2. Will the reporting from MDOT identify transactions by expenditure category?  
**MDOT will identify transactions by expenditure category.**
3. Do you expect the monthly or final reports to include footnote disclosures?  
**The reports will be on a cash basis, the firm should consider footnote disclosures to the extent it feels would provide an appropriate explanation of the expenditures being reported.**
4. Page 1 of the RFP indicates that proposals shall exceed 7 pages in length (excluding resumes). Please clarify?  
**The RFP should not exceed 7 pages in length (excluding resumes).**
5. For the Consultant Bid Sheet Unit Price are you seeking a rate per hour by professional level or a rate per report issued?  
**The unit price quote should be rate per report issued.**
6. Do you expect the CPA firm to examine purchase orders, contracts, invoices, and other support for expenditures as part of this project?  
**The firm should take those actions necessary to satisfy itself as to the reasonableness of the expenditure information being reported by the department.**
7. Our firm has extensive experience with Government accounting (including Road Commissions), monthly accounting and cash flow forecasting. We are able to pull together a team that could complete this project. However, we have not done this exact project; thus my question is should we even propose even though as a team we have the experience?  
**The firm should propose a qualified team based on the information provided in the Request for Proposal and responses to questions.**
8. How many hours per month do you estimate this project will take – including meetings with MDOT personnel, financial work, etc.  
**We estimate this work will take 5-10 hours per month.**
9. What accounting system does MDOT currently use?  
**MDOT uses an in-house developed cost accounting system to account for project costs in accordance with state and federal policies and procedures.**

10. What is the expected approximate number of transactions per month that will be summarized in the monthly report?  
**Usually there should be less than 50 transactions monthly.**
11. How soon after the end of the month will you have the information ready for us to summarize?  
**Information will be available the Monday after 5 business days after the close of the previous month.**
12. What format do you expect the monthly report and final report to be in? (electronic, paper, etc..)  
**The reports should be distributed both electronically and in hard copy.**
13. Are all disbursements from a separate account specific to this project?  
**Yes, a separate fund has been established to account for the project deposit and expenditures.**
14. Would we be responsible for reconciling the bank account or is that handled internally?  
**No.**
15. How much detail are you expecting in the monthly and final report? Just a summary of transactions or all transactions listed out?  
**The department will provide a summary of transactions.**
16. Do you have a budget for your anticipation of fees related to this project (RFP)?  
**\$5,000**
17. Is there any concern on your part if clients of ours are involved in the construction project?  
**No.**
18. Can we e-mail the proposal to you in electronic format on April 2, 2012 or must it be a paper copy sent via mail or hand delivered?  
**The proposals can not be e-mailed. The proposal must be mailed per instructions in the RFP or hand delivered.**
19. Per page 1 of the RFP, the requested financial reports are to be based on project revenue, expenditures and fund balance information provided by MDOT. In what format will this information be provided to the consultant (i.e., Microsoft Excel)?  
**MDOT will transmit information to the firm using Microsoft Excel.**

20. On page 4 of the RFP, under the heading “Status Report/Meetings”, it states that “the consultant shall provide copies of all project reports, correspondences, meeting announcements, and meeting minutes which shall be delivered by e-mail to the MDOT Project Manager”. Could you please provide additional details regarding meeting announcements and meeting minutes. Will the consultant be expected to keep minutes of the periodic, regular meetings with MDOT and provide electronic copies to MDOT?

**Yes**

21. On page 4 of the RFP, under the heading “Project Documentation”, it states that the reports shall be delivered in Microsoft Word or RTF format. Would Microsoft Excel or Adobe files be an acceptable alternative? Microsoft Excel seems to be a better vehicle for preparing financial reports. Adobe (pdf) files could provide additional security over the integrity of the reports.

**Microsoft Excel or Adobe files are an acceptable alternative.**

22. Does MDOT have a sample format of the financial report (including the level of line item detail the reports should present)?

**No.**