



## **RFQ #2026-005**

### **Temporary Governmental Accounting and Audit Readiness Support Services -Additional**

### **Responses to Questions Received**

#### **RFQ #2026-005 – Responses to Submitted Questions**

**1. Does the City currently have a Controller on staff?**

**Response:** No.

**2. What is the size of the City's Finance/Accounting Department?**

**Response:** The Finance Department is currently operating with limited staffing.

**3. Through what date are the City's bank accounts currently reconciled?**

**Response:** Bank reconciliations are current through April 2026.

**4. What level of effort does the City anticipate—approximately how many personnel and hours, and over what period?**

**Response:** The City has not established a specific staffing level or estimated hours. Offerors should propose the personnel and level of effort they could reasonably determine necessary to complete the requested scope of services.

**5. Can you provide more detail on the nature of the "outstanding accounting items" referenced in the RFQ?**

**Response:** Outstanding accounting items may include bank reconciliations, general ledger reconciliations, account analysis, journal entries, supporting documentation, and other accounting functions necessary to prepare the City's top priority, which is to provide financial records for audit.

**6. Can you clarify what is intended by "documentation review and organization"?**

**Response:** This includes reviewing, organizing, and preparing financial records, schedules, reconciliations, and supporting documentation to facilitate audit submissions.

**7. When were the City's accounting policies and procedures last updated?**

**Response:** The City does not have a recent comprehensive update of its accounting policies and procedures. Review and recommendations for improvements may be included as part of the engagement if identified during the work.

**8. Who is the City's current (engaged) external auditor?**

**Response:** Pattillo, Brown & Hill, LLP.

**9. When does the auditor expect to begin audit procedures?**

**Response:** The auditor has indicated that audit procedures can be started immediately.

**10. By when does the City need this engagement completed (the City's required timeline/last date)?**

**Response:** The City intends to begin services as soon as practicable after contract award and to complete them as expeditiously as possible to support the FY2025 audit and prepare for the FY2026 audit due in December.

**11. Are there recent finance-staffing changes or vacancies driving the immediate/temporary need?**

**Response:** Yes. Recent staffing changes within the Finance Department have created the need for temporary accounting and audit readiness support services.

**12. Through what date are the City's accounts payable and accrued payroll current?**

**Response:** Accounts payable and payroll processing are current.

**13. Could the City please provide a copy of its most recent audited financial report? If the FY2025 audit is not yet finalized, any information on its current status and expected completion date would be helpful.**

**Response:** The City's most recent audited financial report, the FY2024 Annual Comprehensive Financial Report, can be found here.

<https://osaconnect.osa.nm.gov/auditReportSearchDetail.html?id=0013f992-3b2f-43e6-bc97-7f57a13ef9c4> The FY2025 audit has not been finalized.

**City of Lovington**

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