



RFQ #2026-005

Temporary Governmental Accounting and Audit Readiness Support Services

Responses to Questions Received

1. When do you foresee work starting?

The City anticipates services will begin in mid-July 2026, following commission approval and review of the scope of work and the fee schedule.

2. How long do you anticipate needing the assistance?

The duration of the engagement will depend on the City's needs, including completion of the FY2025 and FY2026 audits and the remaining scope of work.

3. Will the work be performed in person, remotely, or in a hybrid format?

The City is open to remote or hybrid service delivery. Some on-site meetings or work may be requested as needed.

4. Is there a budget established for these services?

Compensation will be negotiated with the selected firm based on the amount of work the awarded company(ies) can complete. The City's focus is to complete the audit(s) as quickly as possible while remaining current with all other reporting requirements.

5. What financial/ERP system does the City use?

The City utilizes Tyler Incode 10.

6. Approximately how many hours per week are anticipated?

Hours will vary based on the scope of services and project needs and will be determined in coordination with the selected firm.

7. What are the City's upcoming deadlines?

The City's immediate priority is completing the DFA Fourth Quarter reporting due July 31, 2026, along with ongoing audit preparation activities. Also, any federal quarterly reports due on July 31st.

8. Who is the City's current independent auditor?

Pattillo, Brown & Hill, LLP.

9. Will the selected contractor be provided with a laptop?

Yes, if necessary for access to City systems.

10. Will assistance with payroll services be required?

Possibly. Assistance may be requested for payroll-related reporting, reconciliations, and cleanup activities; however, routine payroll processing is not anticipated as a primary component of the engagement.

11. Are the City's accounting records maintained electronically?

Yes. Accounting records and supporting documentation are maintained in shared electronic files.

12. Has the FY2025 audit begun, and what is its current status?

The FY2025 audit has not yet commenced.

City of Lovington
Leslie Boldt
Chief Procurement Officer

lboldt@lovington.org