

Questions and Answers

ToM STMPF Proposal and Five – Year Financial Plan

Posted May 27, 2025

1. Are there any specific goals other than those listed that you would hope to see as part of this phase one process?
 - A. Not at this time. We are open to goals identified/suggested by the vendor, however.
2. What do you feel are some strengths of the Township that you'd like to be able to build on?
 - A. Experienced staff, supportive elected body, balanced growth, high percentage of owner-occupied housing, well-developed system of recreational activities, strong housing market.
3. Are there other issues the Township is facing aside from those noted in the RFP?
 - A. None that we felt were worthwhile to include in the RFP at this time. However, we understand that an outside consultant may identify issues that should be considered by the township.
4. Is the scope of the vendor's work to include a review of the library and fire department as they may have influence in the Township's operations in the future?
 - A. For the fire department, a cursory view should be a considered. For the library, however, there is a greater likelihood that their operations will affect that of the Township's. Therefore, they should be incorporated into the scope.
5. Are there any recent or ongoing studies (e.g., operational, financial, capital or community/economic development) that you expect the selected consultant to review or incorporate into this engagement?
 - A. Yes, the 2022 Operations Evaluation of the Department of Public Works. Also, during the period of engagement, the Township will be reviewing and updating its comprehensive and recreation plans. The recommendations from these plans should be incorporated into the five-year financial plan to the best extent possible.

6. Are there particular funds (e.g., General Fund, capital funds, enterprise funds) that should be prioritized in the financial forecasting phase?
 - A. General, Capital Reserve, and Stormwater Funds; However, all funds should be considered.
7. To what extent are you expecting the consultant to include analysis or planning for the Moon Township Municipal Authority (water/wastewater services), volunteer fire service and the independent library as part of this scope? Are those operations expected to be included in the scope, or rather to inform impacts on the Township's direct operations?
 - A. MTMA will not be included in this study and is a separate entity from that of the Township. Volunteer fire and the library should be analyzed for their impact on operations and the five-year financial plan as the Township provides a significant financial contribution to these organizations.
8. Does the Township currently have/use a long-range financial forecast? If so, what software application(s) are being used in their preparation? Is the latest version of the forecast accessible and available to us in preparing this proposal?
 - A. No.
9. Does the Township currently anticipate an emergency fiscal situation requiring the emergency plan outlines as Step 3 of the engagement objectives, or is its inclusion merely as a dependency on the outcome of the long-range financial forecast?
 - A. We do not anticipate this.
10. In response to your request in the "Utilization of Municipal Resources" section, it is rather difficult for us to project the number of hours that staff will need to invest to research data and documents that might be necessary in support of our ultimate proposed scope of services as we are not aware of the status of records currently within the Township's possession. If our scope of work provides sufficient details in terms of the expected engagement with staff and types of information we will request, as well as a clear delineation of responsibilities, will that provide sufficient information to address that request?
 - A. That will be sufficient.

11. Are there any planned or anticipated scheduling conflicts (e.g., other budget-related discussions, elections, major initiatives) that should be factored into our proposed timeline and workplan?

A. ERP Software Conversion: Fall 2025, 2025 Budget: Summer - Fall 2025, Municipal Elections: November 2025, Comprehensive and Recreation Plan Workshops: Summer - Fall 2025.

12. What level of involvement is expected by the Township from the Board of Supervisors throughout the course of the project (e.g., launch, check-ins, interviews, etc) beyond the reports at the end of the project?

A. At this time, only the reports.

13. Will the Township be responsible for facilitating any community engagement/public communications related to the project, or should the proposal include those types of services/engagement?

A. We do not plan to facilitate any community engagement around this or public communications. We did not envision that as a part of the project. If you, as the vendor, believe this should be incorporated into the project, please provide further details and a separate cost for these services in the section labeled Addendum.