



## REQUEST FOR PROPOSAL (RFP): ACCOUNTING SERVICES QUESTIONS AND ANSWERS (UPDDATED FORMATTING)

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**Why is the organization going out to bid for these services? Is there an existing contractor (or an employee) currently fulfilling the specific duties in the RFP? If so, is the existing contractor invited to bid to continue services?**

There is an existing contractor. The RFP is public and as such they may choose to bid to continue services, but all bids will be scored based on the merit of the proposal and weight will not be given to history with the Partnership.

**Was the organization or any of its management employees under any governmental investigation or regulatory examination in the past three years? If so, what was the outcome of the investigation/examination?**

No.

**Has there been any fraud at the organization in the last three years? If so, please describe.**

No.

**Have there been any allegations of fraud at the organization in the last three years? If so, please describe.**

No.

**How many grants are reported monthly?**

The Partnership's federal grants are currently drawn down quarterly, however we intend to get this to monthly in the near future. Our two State grants we invoice quarterly and our private grants are reported either once per year or twice per year.

**At what time of year are the budget meetings typically scheduled?**

The Partnership strives to have a complete budget by the June Board of Directors meeting, with planning happening in May.

**Do you have any expectations for the type of fee for these services? Would you prefer a flat monthly fee or on a time and expense basis?**

We are open to either kind of proposal.

**Would it be possible to have a tour of your facility?**

Yes, for firms that are under consideration in the final round, we will conduct interviews that can be in person if preferred at our office.

**How many bank accounts does the organization currently have? Which bank does CPEDV use? How many accounts does CPEDV have? What is the purpose of each account?**

The Partnership currently has four bank accounts structured as follows:

Wells Fargo . One general checking account, one payroll checking account, one savings account

Bank of America . One savings account

We have recently released an RFP for banking services and are looking to move to a local bank or credit union, but maintain similar account structures. We plan to transition to new accounts by 8/1/2017.

**How many credit card accounts does the organization currently have?**

We currently hold two credit card accounts

**Will the contractor be responsible for billing membership dues/conference registration fees, or does the organization perform those functions in-house?**

The contractor will not be responsible for these functions.

**Do you have an estimate of the volume of transactions for each of the following? (Rough estimate is okay, we are trying to establish if the organization has dozens or hundreds of transactions weekly.)**

- a. Weekly cash disbursements: 15-20
- b. Weekly cash receipts: 5-10
- c. Credit card/ACH/electronic batch deposits (e.g. donations received via the website, online membership renewal or conference registration): 4

**How many merchant card accounts does CPEDV have? Who is the processor? What types of revenue are collected this way?**

The Partnership currently has one merchant card account. Our payment processor is Moolah and we collect revenues from membership, event and training registrations, and donations through this service.

**How many invoices are sent monthly, on average? What types of revenue are collected this way?**

Very few invoices are sent. After each our 3 large events, we use third party registration services to send out invoices- up to 30 after each event. The rest of the year, we send out only 1-2 invoices intermittently.

**How will we know to initiate invoices?**

The contractor will not be responsible for initiating invoices

**How detailed are the invoice descriptions?**

Descriptions include the event or service and a detail of hours and summary of activities if applicable.

**Is the actual billing for membership, conferences, etc performed in a system(s) other than QuickBooks? If so, what is that system(s)? If applicable, does the organization have a good process for reconciling the membership/conference system to QuickBooks?**

Billing for membership and conferences is performed through memberclicks and cvent, respectively. The process for reconciling these registrations to Quickbooks is being developed and can be improved upon. Currently we provide a registration report to our accounting contractor and they complete the reconciliation.

**Is TSheets being utilized to allocate payroll costs specific to Federal grants, or will this be a manual calculation done by the accounting firm?**

The Partnership uses a combination of direct bill and allocations. When a staff works on a task that is specific to a grant they will direct bill it. If the activity is covered by multiple grants they will bill it to our % to be allocated+code and the accounting firm allocates the time. The calculation of the wages to be billed to each grant is a manual calculation.

**Will the contractor be responsible for completion of the Form 990 and related state filings? Is the preparation of the 990 or any help with preparing the 990 part of this scope of work? Do you file any lobbying returns besides the information regarding lobbying reported in the 990? If so, is the preparation of those additional returns part of the engagement?**

The Partnership engages an independent audit firm to complete the audit and the 990. Neither is part of this engagement. The Partnership does not file any lobbying returns outside of the 990.

**Did the organization have any findings on its last audit? If so, what were they? Have they been resolved?**

No findings.

**Which firm performs CPEDV's annual audit?**

Richardson & Company.

**When is the audit typically done?**

The interim fieldwork begins in July and the final fieldwork is completed in August.

**Approximately how many funder audits will need to be completed throughout the year? Is the cost for these assumed to be included in the basic service agreement?**

This is on a case by case basis. In most years we have no funder audits, and so the cost should not be included. If we are called on by a funder to conduct an audit, we will amend, augment or otherwise adjust the service agreement.

**In the scope of work, it is indicated that preparation of monthly management reports is required. Which reports are typically provided by the accounting firm on a monthly and annual basis? Would it be possible to get a sample of these reports? When are these reports due to the Partnership?**

The Partnership uses a dashboard report for management and the Board. This information is largely derived from the Profit and Loss and the Balance Sheet. A sample is available. These reports are currently prepared by the end of the month for the previous month.

**How is the cost allocation plan developed? Who (the accounting firm or the Partnership) will be allocating the costs to the correct account in the chart of accounts and class if necessary? Who does the coding of invoices?**

The cost allocation plan has been developed by the Partnership. The contractor will be responsible for allocating business related expenses among the grants. Partnership staff codes the invoices- using the funder code 000 for all expenses that are to be allocated.

**Is there a current CPEDV employee who will act as a liaison to handle front-line operational issues? Who (by position) would the accounting firm be working with from your office?**

Yes, the selected contractor will be working primarily with our Administrative Director. Early in the engagement we expect to clarify and define lines of communication between the contractor staff and the Partnership's Executive and Administrative staff.

**Will a current CPEDV employee initiate payroll transactions since we cannot have direct access to client funds?**

All payroll is initiated by the Partnership's Administrative Director through Intuit and paid.

**What is the experience level of employee that is expected to be available for the weekly check ins (i.e. partner, CPA, bookkeeper)?**

Initially, we would like the check in to be with the appropriate person to ensure that the accounts are set up correctly and the workflow is working. As time goes on, we would like to ensure that the person on the check in call can make changes in our account as needed, answer questions about the monthly reports, allocations and other regular functions. This may change throughout the year based on activities such as our annual audit, any funder audits, or if either party sees the need to elevate the conversation.