

## **Addendum #1**

### **RFP 2021-004 Accounting Services for Children's Trust of Alachua County**

**1. Please provide anticipated number of AP transactions.**

**Answer:** Currently monthly 50, however, we expect the quantity to increase as additional contracts are implemented.

**2. Please provide anticipated number of AR transactions**

**Answer:** CTAC's primary source of receipts is ad valorem taxes which are collected by Alachua County Tax Collector and distributed to CTAC twice per month. Counting cash receipts for possible grant reimbursements the total estimated annual receipt transactions is approximately 40. Currently, CTAC does not have services that are billed to external customers so there is no Accounts Receivable customers in the traditional sense.

**3. Will the Contractor be cutting and signing checks, or will this be done by CTAC?**

**Answer:** We would prefer the same process as described on page 5, #2 of the RFP.

**4. How often are checks cut?**

**Answer:** Currently once a week. Working with the Contractor, we may decide we prefer twice per week going forward.

**5. Will the Contractor be invoicing AR, or will this be done by CTAC?**

**Answer:** Most of the time, CTAC staff will prepare the receivable request. We have very few receivables at this time.

**6. Please provide copies of cost allocation plan, management reports, and most recent financial statements**

**Answer:** As previously stated, CTAC is primarily funded by ad valorem taxes. CTAC does not currently have any State or Federal grants requiring a cost allocation plan or approved indirect rate. FY20 financial statements attached.

**7. Does the CTAC utilize credit cards? If so, how many transactions per month?**

**Answer:** Yes, currently 2 cards, approximately 25 transactions per month

**8. Will the Contractor be doing ACH uploads, stop payments, and other banking activities?**

**Answer:** The Contractor will be asked to work with the CTAC develop a process that ensures the proper separation of duties and internal controls over banking activities.

**9. Will the Fiscal Assistant referenced in the RFP continue to enter some journal entries and transactions into the software, or will all of that transition to the Contractor?**

**Answer:** The Fiscal Assistant will continue to review requests for reimbursement and enter payables into the chosen software. The Fiscal Assistant will also enter journals as needed. The Contractor is asked to do a pre-audit of payments for compliance and release for payment.

**10. Do you have a prior year audit available for us to review?**

**Answer:** No. Our first audit is in the process of being completed by Purvis Grey and

**11. Will the Contractor be responsible for subrecipient monitoring and/or grant reporting, or will these functions be done by CTAC?**

**Answer:** CTAC will perform monitoring and reporting of funding awarded to local agencies. If CTAC is awarded State of Federal grants in the future, then yes the Contractor would be responsible for assisting with sub-recipient monitoring, grant reporting and assistance with the annual Single Audit.

**12. Per the organizational chart in the RFP the CTAC currently has a Finance and Administration Manager in addition to a fiscal assistant. Will both of these positions remain filled after contracting for accounting services? If yes, can you provide some background on the experience of these two individuals?**

**Answer:** The Finance and Administration manager position will not be filled. The Fiscal Assistant has over 30 years of finance experience these tasks include but are not limited to; auditing, banking, payables, receivables, credit card programs, purchasing, and customer service both governmental and private entities.

**13. If the Contractor were to recommend a new software system, how many reporting segments would CTAC need? Can we have a copy of the current chart of accounts?**

**Answer:** In FY21 CTAC has 3 reporting funds; General Fund, Special Revenue Fund and Capital Project Fund. The financial statements as of 3.30.2021 and the chart of accounts is attached.

**14. Is distance a factor when deciding which accounting firm?**

**Answer:** No.

**15. Do you have a budget in mind?**

**Answer:** No. We currently spend \$45,000 for services with the Clerk of the Circuit Court.

**16. What involvement will you require from the Accounting firm for year end and what reports?**

**Answer:** See pg.32 (Section D) of the RFP.