

## RFP NO. AS-ES 2021 – Accounting Services for Employment Services Projects

### Questions received and Answers by ACAM (in red) in response to this RFP

1. Does the contractor need to be a TXCPA certified CPA firm? Or can an uncertified accounting firm respond? **Although not required, firms that include at least 1 CPA on staff will likely be more competitive than firms without a CPA on staff.**
2. In section II on page 2 of the RFP, you mention ACAM's portion of the projects is approximately 7% of the award ONLY. Is ACAM award amount \$175,000 (which is 7% of \$2.5M) OR \$2.5M (which is 7% of approximately \$35.7M) **A good understanding of the amount of funds under ACAM's control is the stated percentage of \$2.5M not a higher amount. The funds under ACAM's control will be used to cover costs including accounting services. The total proposed budget of \$2.5M reflects the scope of the project and reflects the amount of transactions the accounting firm would be evaluating and booking.**
3. Based on the information provided, it appears the admin budget for each project is 5% of total program budget. Based on our calculations that is approximately,
  - a. HGAC Project - \$125,000 per project (\$2.5M multiplied by 5%). **\$175,000 is a better estimate.**
  - b. Local County Project - \$125,000 per project (\$2.5M multiplied by 5%). **\$140,000 is a better estimate**
  - c. Total budget \$250,000. Please confirm correct. **\$315,000 is a better estimate**
4. Please confirm that the evidence of good standing with Texas Comptroller is a print from the entity search website. And NOT an official good standing report from Texas Comptroller that requires a fee? **A pdf from the entity search is what ACAM is requesting.**
5. If there are any rate increases for each year, do you have preference on how that should be communicated in the RFP response (i.e., included in sample format and outlined in paragraph format)? **Reflecting any proposed rate increases for each year can be reflected in a table, chart or in narrative format.**
6. Please confirm that the estimated admin costs of the HGAC project (\$175,000) is for a 12 month period OR over a 4 years period. Our understanding of the RFP is that it is for a 12 month period. Please confirm. **A 12-month period is correct.**
7. Please confirm that the estimated admin costs of the local project (\$140,000) is for a 12 month period OR over a 3 year period. Our understanding of the RFP is that it is for a 3 year period. Please confirm. **A 3 year period is correct.**
8. Under the Scope of Accounting Services, the RFP mentions that vendors will provide monthly expenditure reports electronically. Can you provide more details on the electronic submission (i.e. email, grant reporting system, or ACAM sharefile system, etc. )? **The current plan is that reports will be submitted to the accountant via email. This may change.**
9. Under the Scope of Accounting Services, the RFP mentions that the Contractor will provide a copy of the company file on a monthly basis to the ACAM operating accountant. We are assuming this is an export from QuickBooks. Please confirm correct? **The current plan is to relay this information in a format that is QuickBooks compatible.**
10. What are the monthly deadline dates for consolidated monthly expenditure data to be uploaded to the funder's reporting system? **This information is not available at this time.**
11. A copy of the most recent annual financial audit available is requested. **ACAM's most recent audit**

is available to download as a pdf. It may be found here: <https://acamweb.org/funding-vendor-opportunities/>

12. A copy is requested of the most recent Communication with Those Charged with Governance letter for the most recent annual financial audit noted in #1 above. **This is included in the audit pdf (see above).**
13. A copy is requested of the management letter for the most recent annual financial audit noted in #1 above, if any. **This is included in the audit pdf (see above).**
14. A copy is requested of your 2018 or 2019 IRS Form 990, the most recent available. **A copy of ACAM's most recent 990 can be downloaded by clicking the link here: <https://acamweb.org/funding-vendor-opportunities/> as well as on our website at the bottom of the page "How You Can Help." <https://acamweb.org/how-you-can-help/> Prior year's 990 are available on the Candid Guidestar website: [Alliance of Community Assistance Ministries, Inc. - GuideStar Profile](#).**
15. Has there been any turnover in top management or the accounting department since the most recent annual financial audit noted in #1 above? **No. there has not been turnover in top management or the accounting department since the most recent annual financial audit.**
16. Is the QuickBooks license owned by the operating accountant or ACAM? **ACAM owns a license for QuickBooks. The firm awarded this contract would need to own a license for QuickBooks.**
17. Do we need to get our own QuickBooks license or are we just getting an extension from the operating accountant or ACAM? **The firm awarded this contract would need to own a license for QuickBooks.**
18. What is the frequency of your billing or request for funds from each of your 2 grant funders? **We expect the frequency to be monthly.**
19. What is the frequency of the billings or request for funds from each of your 3 - 5 nonprofit Vendors on Employment Services Project? **We expect the frequency to be monthly.**
20. Will this be the same on the cycle or frequency cited in #9 above for the nonprofit Vendors on your other project for \$ 2 Million over 3 years funded with a local county agency? **We expect the frequency to be monthly also.**
21. Are services requested in this RFP currently being provided, been previously provided or is this a new outsourcing and unique RFP? **No firm has previously provided the requested services to ACAM for employment service projects. This is a new outsourcing and unique RFP.**
22. You state on page 4 of the RFP Paragraph III G. that you anticipate these services will require 15- 20 hours per month per project. Is this 15-20 hours variable assumption on a per nonprofit (NFP) vendor basis meaning that the hours for 3 NFP vendors would be 45-60 hours per month and for 5 NFP vendors would be 75-100 hours per month? **No, we estimate 15-20 hours per month. Some months may have more activity than other months. Some months may include more complex activities to review and book than other months.**
23. You state on page 4 of the RFP Paragraph III F. that you anticipate approximate 300 to 500 transactions per month. Does this mean approximately 100 transaction per month per NFP vendor? **Yes, that is an estimate of what we expect.**

The question period for this RFP closed September 28, 2021 at 12 noon.