

**ALLIANCE OF COMMUNITY ASSISTANCE MINISTRIES, INC. (dba ACAM)**

**RFP No. HPBA-2024, Accounting Services**

**For**

**Homelessness Prevention & Benefits Access Projects**

**FAQs**

**1. Is the proposal for 3 project sites? Or 4 including ACAM?**

A: The number of project sites has not been determined. Proposers should assume an average of 1-8 projects sites including ACAM as one of the contracted service providers.

**2. What is a project site?**

A: A project site is a contracted service provider (see page 8 of the RFP).

**3. On page 5, letter J. Can you clarify where it says “The historic cost of accounting services is approximately \$422 to \$450 per month per Contract Service Provider including ACAM as one of the project sites”. Would this mean 4 projects sites, each with one to eight Contract Service Providers, so 4-32 Contract Service providers each with a historic cost of \$422 to \$450 per month? Or is the \$422 to \$450 per project for 5-10 hours per project per month? What is the total historic monthly cost of the accounting services included in the proposal?**

A: The historic cost is based on the cost per contracted service provider (project site).

**3. Will the Accounting Service provider be given access to ACAM’s QuickBooks Premier Nonprofit 2020?**

A: No, but the accounting service provider will be expected to use QuickBooks.

**4. How much time is typically involved in audit support? Is that included in the monthly time estimate of 5-10 hours?**

A: Estimated 3-6 hours per project year. Yes, it should be included in the monthly time estimate.

**5. What day of the month is the work to be completed by?**

A: Monthly deadlines are determined by project (see page 5 of the RFP).

**6. What QuickBooks upgrade will be made – are you upgrading to QuickBooks online or staying with desktop?**

A: It has not yet been confirmed what version will be used.