

CITY OF HIAWASSEE

REQUEST FOR PROPOSAL (RFP)

RFP NO. 2022-05-01

ACCOUNTING SERVICES

Bookkeeping Services-RFP Questions and Answers

How often, if given the contract, will work be required on-site? Is it weekly, monthly bi monthly, etc?

4 site visits per year should be expected. 3 will be budget review and expect to be 4 hours or less in duration and at approximate 4-month intervals. The fourth site visit is for audit preparation. Current CPA firm is typically on-site from 1 -3 days.

Is this the first time you have outsourced your accounting/CPA services?

No, our current accounting firm has kept the books for the City for over 30 years.

Who is your auditor?

Our current auditing firm is Rushton and Company from Gainesville, GA

Please confirm the service period start date. The schedule seems to state July 1, 2022 while the scope of work states June 20, 2022.

The original estimate was June 20th. Anticipation is that the firm will begin in July 2022, working with June books. Preparation for 21-22 audit will begin with this contract.

What payroll/accounting system is currently in use for payroll?

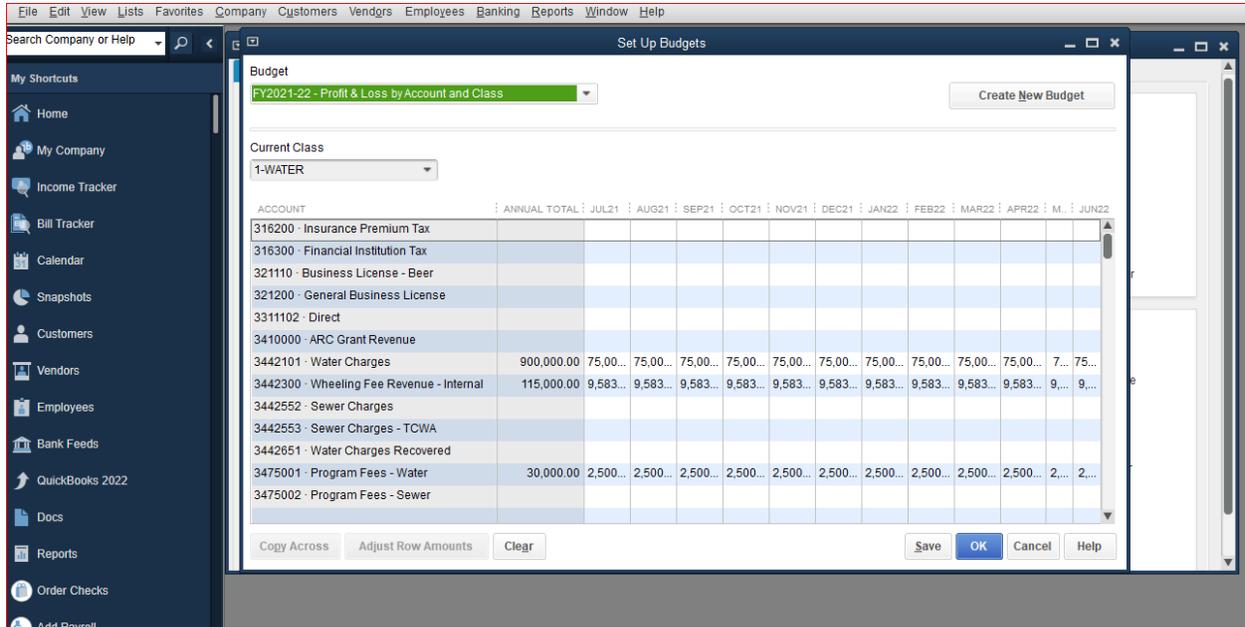
Payroll has been outsourced due to unforeseen circumstances. Current vendor is PAYCO Payroll Solutions from Cornelia, GA.

Will the Contractor be required to attend in person Council meetings or can attendance be virtually?

Generally, the contractor will not be required at Council meetings in person or virtually. 1 in person appearance at a Council meeting, to meet the current Council members, would be appreciated.

Please provide an example of “entry and update of budgets in QuickBooks for all funds.”

In QuickBooks, select Company, Planning & Budgeting, Set Up Budgets. Budgets for all the funds are entered through the Create New Budget button. Budgets are adjusted throughout the year (normally 2 – 3 times). Screen shot of entry screen:



How frequent are expenses and bank statements currently reconciled?

Expenses and banks statements are reconciled monthly.

Will the city provide an asset list to update the depreciation schedule?

Yes, there will be an asset list provided.

Please confirm if the City estimates a transition period of two weeks? Under the milestone section, it states: “Begin transition from CITY’s current service provider beginning June 20, 2022. Perform all accounting services beginning July 1, 2022.”

The original estimate was to begin the transition on June 20th, however that is not possible given the timeline. The City is still proposing a 2 week transition period.

What system is being utilized by the current accounting contractor? Is their system proprietary?

The City and the current contractor use QuickBooks Desktop 2021 Pro for accounting. It is not proprietary.

Considering the short transition, when does the city expect a new accounting system to be in place with full operation and training of staff?

If there are no changes to the accounting system (remain with QuickBooks), there would be minimal training of staff and expect full operations within a month.

What are the City's minimum requirements and deliverables for the transition period?

During the transition month, the major focus will be transfer of data, and budget updates as well as budget/actual reporting.

Please explain how the City's current accounting services contractor may review proposals? Is this not a conflict of interest?

The City's current contractor has determined they will no longer offer services to the City. As a long-time CPA contractor, we feel they are an excellent resource to review proposals and offer advice.

What is the contract value of the current contract?

Currently, we have not been operating under a contract but rather under an annual letter of engagement agreement. Payments to the contract for monthly service has been \$23,100.00. On site audit preparation is billed separately.

What is the City's budget for this contract?

When the budgets were created for the upcoming year, the City was not anticipating a change to our accounting firm, therefore the budget was set to +/- \$30,000.00.

Will the City make monthly payments to the Contractor? If not, what is the payment cadence?

Currently the contract is paid out as the monthly reports are provided. The pay cycle is negotiable.

When the Contractor is not working remotely, what accommodations will be provided for the Contractor and staff on site?

Contractor will have access to conference room, WIFI, backup documentation, printer, copier, fax. Overnight accommodations would be at the contractor's expense.

Please provide an example of the monthly financial statement package prepared by the current accounting contractor for the Mayor and Elected officials each month. Page #2 of the RFP states a "sample will be provided"

A copy of the financial format can be found here:

<https://sharesync.serverdata.net/us4/s/2iiZmmDDoZLY2KrBceea2S003e9e30>

Is the City's QuickBooks software server-based or cloud-based version?

The City's QuickBooks is server-based.

What software package is used by the City to bill and collect payments from Water & Sewer customers?

The City uses Black Mountain Software for utility billing.

Please provide a copy of the City's most recently issued audit report.

2021 Audit report can be found here:

<https://sharesync.serverdata.net/us4/s/vcKSIVAF7tB5CRAGs3c1yS003e9e30>

Will the accounting contractor be responsible for maintaining the financial records of the City's Downtown Development Authority?

No, the Downtown Development Authority maintains their own financial records.

Will the former accounting contractor be available for questions and assistance during the transition period?

The former accounting contractor will be available for assistance during the transition.

Do you believe this role can be filled by someone in a full-time hybrid job?

Yes, monthly accountability is essential, but method or hours are the responsibility of the contractor.