

Addendum #1

PLEASE NOTE: This addendum is being issued as part of the 2020 RFP for Fee Accounting Services with the Alexandria Housing Authority (AHA).

We have released the following information:

- (1) Question: What is the current status of the FYE 6/30/2020 books?

Response: Books are compiled monthly with the in house Accountant and outside Fee Accountant
- (2) Question: Is the current fee accountant up to date with the monthly financials and activity? Have all bank reconciliations been completed?

Response: Everything is up to date through April 2020, we are currently working on May 2020.
- (3) Question: What is the expectation for the new consultant in “catching up” the 6/30/2020 books?

Response: As with anything, there would be a transition where one company left off and where the next one would pick up. However, at this time noting is behind.
- (4) Question: Can you provide the most recent completed trial balance for all programs?

Response: Yes.
- (5) Question: How many days are required for onsite visits?

Response: In the RFP we request that the Fee Accountant be on site at audit time.
- (6) Question: What are the payroll procedures? Is payroll prepared inhouse or utilizing a third party vendor?

Response: Payroll is prepared in house and sent to a third party vendor for processing.
- (7) Question: What are the AP procedures?

Response: A/P is prepared, input and completed in-house.

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(8) Question: How many staff work in the Accounting Department? How long have they worked at the Housing Authority and what are their job titles?

Response: There is an Accountant and a part time help from time to time. The Accountant has been at the Agency for 4 years.

(9) Question: What were the prior year fees for fee accounting services?

Response: \$49,457

(10) Question: What is the anticipated Level of on-site participation – the RFP says the fee accountant must be there while the auditors are on site. What is the anticipated level of participation during the year (year-end close, quarterly, etc)?

Response: This is based on the need that your organization feels necessary. You may discover that you need to be on site once a month, once a quarter or once a year. We work with the your guidance and direction in this area.

(11) Question: When does the Board meet and what is the anticipated participation at Board meetings (monthly, quarterly, call in?)

Response: The Board meets monthly on the 4th Thursday of each month. In the past at least yearly, the board hears from the Fee Accountant. In most cases at the annual meeting in September.

(12) Question: The RFP mentions Section 3. Is this included as a standard clause of all AHA clauses?

Response: In all procurements that are sent out we encourage all companies to take advantage of Section 3. We always want to make sure that we are in compliance with what HUD wants.

(13) Question: RFP mentions rates of returns, investment write-offs and other items outside of the scope of services of the RFP. As with item 4 above, Is this just a standard provision for all AHA contracts?

Response: Yes.

(14) Question: What are the minimum professional liability insurance requirements expected for RFP participants?

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Response: Industry standard.

(15) Question: Who is current fee accountant?

Response: The current Fee Accountant is Emphasys Consulting

Thank you for your interest in doing business with our Agency and we look forward to receiving a proposal submittal from your firm.

Procurement Officer

It is the responsibility of all proposers to acknowledge addendums. You must complete the following and return by email to alexhousing@alexhousing.org. by no later than 6/11/2020. Failure on the part of any proposer to acknowledge this addendum by the deadline may, at the Agency’s discretion, deem that proposer as non-responsive and may eliminate such proposer from consideration for award.

ACKNOWLEDGED BY:

Signature Date Printed Name Company