

Accounting Consulting Services

RFP questions submitted 7/17/2019

| Question | Answer |
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| Why is the agency having this project completed | The Agency seeks to ensure that policies procedures, and processes are current, properly documented and adhere to all applicable accounting principles |
| Was there a circumstance that created a need for this project? | The Finance Office has experienced staff turnover in recent years leaving inadequate time to ensure documentation reflects current practices. There is a need to have current practices evaluated and documented to provide existing and new staff with reference materials to provide consistent application of policies, procedures and processes. |
| Has the agency ever had this type of an assessment or another consulting service completed before? If so, who completed the service and when? | No |
| Was the scope and/or RFP completed internally or was there assistance externally? | Internally |

RFP questions and answers – Questions received 7/19/2019

| Question | Answer |
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| Do you anticipate the service provider needing to interview all 24 accountants and finance professionals? In addition to these professionals, will others need to be interviewed? | No. Our recommendation would be one staff and the manager from each unit totaling 8. However you may find you want additional staff based on interviews. In addition you'll need to interview the CFO and acting Executive Director. |
| Are there specific areas that should be prioritized early in the project due to level of importance, past issues, etc.? | A prioritized list will be made available upon award of the contract. |
| Could you provide a breakdown of number of approximate number of people that would be participating in | One staff member from each unit unless you determine the need to sit with additional staff |

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| <p>the walkthroughs at the sub-process level?</p> | |
| <p>As certain sub-process owners may be consistent, do you have an estimate of the number of walkthrough meetings anticipated?</p> | <p>We cannot provide an estimated number of walkthrough sessions</p> |
| <p>Does existing process documentation exist that could be leveraged?</p> | <p>There is some existing written documentation for some processes but not all</p> |
| <p>Minimum Requirements: The RFP is requesting proposals from “CPA firms”: <u>We are an Accounting Consulting Firm, however we do not operate as a “CPA firm”.</u> 60% of our 75 staff are CPA’s. Our primary focus is accounting process improvement, internal audit support, internal controls, and accounting projects. Will this automatically exclude us from consideration?</p> | <p>No it will not</p> |
| <p>Software Systems – are these expected to remain stable and in use for the foreseeable future? Any planned changes can impact documentation and process plans.</p> | <p>Yes, we believe the software will remain stable and useable for the foreseeable future.’</p> |
| <p>Official reporting:</p> <ul style="list-style-type: none"> • May we review the most recent official Management Letter from the External Audit team- which would include recommendations for improvement to internal controls? | <p>Financial Statements are located: http://www.ohiohome.org/financials/disclaimer.aspx</p> |

RFP questions and answers – 7/22/2019

| Question | Answer |
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| Does OHFA know the number of finance/accounting processes that will be mapped? | No |
| We don't know the current state of procedural documentation, so it will be difficult to forecast the level of effort required to create new procedures and training. Will OHFA accept time and materials (hourly) rates fee arrangement for the effort? | |
| Has there been any key event(s) prompting this assessment? | The Finance Office has experienced staff turnover in recent years leaving inadequate time to ensure documentation reflects current practices. There is a need to have current practices evaluated and documented to provide existing and new staff with reference materials to provide consistent application of policies, procedures and processes. |