



CHICAGO COOK
WORKFORCE PARTNERSHIP

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NON-PROFIT FISCAL & GRANTS MANAGEMENT

REQUEST FOR PROPOSALS

QUESTIONS AND ANSWERS

Question 1: Is it correct to say the accounting work/activities contemplated for the consultant are only for non-WIOA funding sources?

Answer: Yes. See page 2, Section II of the RFP entitled Scope of Work

Question 2: How many staff share billable time that includes WIOA and non-WIOA funding sources?

Answer: 45

Question 3: What are the reporting expectations (detail) of your non-WIOA funding sources?

Answer: Reporting requirements vary by funder but generally there is a minimum expectation of quarterly reports. (Some grants require monthly reporting). Reports generally include Budget to Actual, projections to the end of the contract and programmatic performance/outcomes.

Question 4: In Exhibit B, the amounts would appear to be for the entire organization. How would the amounts change to only include non-WIOA awards as expected under the RF

Answer: The amounts shown for the categories of General Ledger postings, Bank Transactions (Bank transactions identified were exclusive of the WIOA account.) and Accounts Payable invoices are Non-WIOA volumes.

Question 5: Does the Partnership expect to maintain any FTEs in the Fiscal Unit for WIOA activities?

Answer: Yes. FTEs related to WIOA activities remain unchanged.

Question 6: What is the current level of annual spending in the Fiscal Unit for non-WIOA spending on fiscal activities (baseline)?

Answer: Approximately \$21M of the \$70M budget is derived from non-WIOA funds.

Question 7: How automated are your current accounting processes and most especially payroll?

Answer: Several processes are automated through existing banking systems, our accounting software (Microsoft Dynamics Great Plains) and internal protocols. ADP processes payroll with the assistance of our HR and fiscal teams—this is not a function contemplated within the RFP.

Question 8: I am going through the RFP for Nonprofit Fiscal And Grants Management Consultants. Under the section two, scope of services states that there is “A comprehensive list of required services can be found in **Exhibit A**. A more detailed look at the current financial/accounting staff and other pertinent information about The Partnership can be found in **Exhibit B**.” I do not have a copy of those. Can you please send me a copy?

Answer: Both Exhibits A and B are posted on our website below the RFP.
<http://workforceboard.org/funding/request-for-proposals/>

Question 9: May we get a copy of the organization’s most recent audit report and related communication letters; most recent form 990; current chart of accounts?

Answer: Yes. These will be sent to the requester directly.

Question 10: Is there a proposed set number of hours the consultant has to work weekly/monthly?

Answer: No, there is no proposed number of hours. We expect respondents to provide their best offer based upon their understanding of the volume of work contemplated. To date, this work was successfully performed by one FTE who kept normal business hours.

Question 11: Will there be training for navigation of Chicago Cook Workforce Partnership accounting systems?

Answer: Yes.

Question 12: Will Consultant be able to perform duties remotely?

Answer: Much of the work will not be accessible remotely due to technological constraints; however some remote work may be possible.