



**City of Manassas Park
Accounting Support Services Agreement
Supplemental #1 - Questions & City Responses**

**Finance Department
July 27, 2023**

RFP Responses due: 8/4/2023; 5:00 p.m.

**Joshua McNeal IV; Finance Operations Manager
100 Park Central Plaza
Manassas Park, VA 20111-2395**

703-335-0050

QUESTIONS AND CLARIFICATION REQUESTS RECEIVED BY POTENTIAL RESPONDENTS BY 7/26/23. Any information contained in this Addendum will be considered part of the RFP and used in evaluating the proposals. If you have already submitted your proposal, please review this addendum, and re-submit your response should this addendum modify your proposal. Changes and answers are in blue.

Correction No. 1:

Reference: Page 4, D. Section III: Cost.

Deletes “and costs attributable to the list of the scope of services based on the designated square footage.” The paragraph has been changed to read:

“Identification of all costs the Vendor will charge for performing the tasks necessary to accomplish the objectives of this RFP. The costs must break out all expenses expected to be billed to the City. The cost proposal shall include the estimated hourly work rates for each person potentially associated with the project.”

Item No.	Update	Clarification
Item No. 1	Current Status	<p>Question: Is there currently an incumbent firm/individual, or is this a new requirement?</p> <p>Answer: No, there is no incumbent, so this is the City’s first-time outsourcing accounting support services.</p>
Item No. 2	Capacity	<p>Question: How many positions are expected to be covered by the scope of work?</p> <p>Answer: Approximately one (1) Full-time Equivalent.</p>
Item No. 3	Current Status	<p>Question: Is this a new requirement or a contract renewal? If re-compete, what is the current contract number, and who is the incumbent?</p> <p>Answer: See item No. 1.</p>
Item No. 4	ERP Integration	<p>Question: Are there any feeder systems integrated with Keystone?</p> <p>Answer: Yes. However, integrations between Keystone and other applications within the City are limited to the payment processors PayPal, Direct Connect, and iConnect. The City is currently exploring other Enterprise Resource Planning (ERP) systems to replace the current software.</p>
Item No. 5	Capacity	<p>Question: Are the required positions full-time 40 work-week positions or on an as-needed basis as part-time FTEs?</p> <p>Answer: On an as-needed basis.</p>
Item No. 6	Start Date	<p>Question: After the award date, how soon is the contractor to start performing under the contract?</p> <p>Answer: The City has not identified a specific start date for the vendor to commence their support work, but we anticipate collaborating with the vendor to develop an onboarding plan and preliminary project schedule once the agreement is executed.</p>

Item No. 7	Capacity	<p>Question: The Scope of Work states that you require "support" in the areas of accounts payables/accounts receivables, payroll, and financial reporting. Will the accounting firm be expected to complete all these tasks? Or do you expect the accounting firm to only act in a support role or capacity to your existing team of financial professionals (who currently perform these tasks)?</p> <p>Answer: The accounting firm or individual will be expected to support the Finance Department in the areas mentioned above on an as-needed basis.</p>
Item No. 8	Personnel	<p>Question: Will the successful vendor work along with Ms. Yusuf at the Helm.</p> <p>Answer: Yes, the successful vendor will work alongside our Finance Director, Ms. Yusuf, as well as with other Finance Department team members.</p>
Item No. 9	Current Status	<p>Question: Is there an incumbent? If so, what was the total cost per year? Or is this the first time to outsource?</p> <p>Answer: See item No. 1.</p>
Item No. 10	Staffing Level	<p>Question: How many employees are in the Accounting Division performing these tasks e.g., number of A/R, A/R, Payroll etc.</p> <p>Answer: The Accounting Division is comprised of 3 FTE (Senior Accountant & Junior Accountant) and the Finance Director. However, the Accounts Receivable, Accounts Receivable, and Payroll functions all exist in in the Operations Division, but there is obviously a lot of overlap between the two divisions.</p>
Item No. 11	Current system	<p>Question: Is there an independent payroll processing Company or is it a Module under the KEYSTONE Software?</p> <p>Answer: We currently utilize a KEYSTONE Module to process payroll.</p>
Item No. 12	Payroll	<p>Question: What is the frequency of payroll, are all Payroll taxes, Health Insurance, 401K etc. reconciled thru the end of the last fiscal as per General Ledger?</p> <p>Answer: Payroll is processed on a bi-weekly cadence. All reconciliations are current. They are reconciled at the end of each payroll cycle.</p>
Item No. 13	Start Date	<p>Question: From what accounting period will the new vendor be taking over?</p> <p>Answer: See Item No. 6.</p>
Item No. 14	Financial Information	<p>Question: How many Bank Accounts and Credit Card Accounts if any?</p> <p>Answer: The City currently has 27 bank accounts, and one credit card account with JP Morgan Chase.</p>
Item No. 15	Reporting	<p>Question: Can we get sample reports that the City prepares? We assume all reports will be exported to the vendor in Excel format.</p>

		Answer: Yes, please click on this link to access the City's FY2024 Manassas Park Budget Report.
Item No. 16	Documentation	Question: Do the proposed personnel need to be U.S Citizens and have Security Clearance? Answer: Security clearances for personnel are not necessary, but persons employed by the vendor should have valid proof of U.S. citizenship.
Item No. 17	Current Status	Question: Is there a previous contract for the expected service of RFP? If so, what are the contract number and annual price? Answer: See Item No. 1.
Item No. 18	Capacity	Question: Based on the current scope of work, what is the expected number of resources? Answer: See Item No. 2.
Item No. 19	Budget	Question: If there is no previous contract, could you please provide an estimated budget you have in mind or a ballpark of the budget you have? Answer: The City has not determined the anticipated cost for the requested services. The budget amount for the project will be finalized as part of the contracting phase with the successful vendor.
Item No. 20	Billing Method	Question: Is this a Firm Fixed Price Contract or Time and Material? Answer: The City intends to award a fixed-term contract (with potentially several projects encompassed). Providing hourly rates for the different levels of staff (e.g., Mid-level accountant, Senior Accountant, Project Manager) is sufficient.