

**RFP Questions Received- Answers in italics**

1. How many Accounting users will be entering and posting data, transactions, journal entries, etc into the software?

*Please assume 2-4 accounting users.*

2. Would you like to provide “read-only” system access to WCA’s auditor?

*No.*

3. How many users *within* your organization need access to view dashboards, run reports, and work on budgets (but not have any General Ledger posting capabilities)? Please indicate if there are any additional items they need to be able to view – e.g., invoices, transactions, etc.

*Please assume (in addition to the accounting users) 6-8 users. And yes, users should be able to post, approve, view invoices and see transactions.*

4. For Accounts Payable, do you have a formal purchasing process (using requisitions/purchase orders) or an invoice approval workflow – if so, could you please provide a brief description?

*Yes, purchases are done through a PO approval process. We also have contracts with multiple vendors for services. Invoices are typically sent to the project managers who then inform the accounting department that the invoices are approved.*

5. Would you like invoices to be approved and flow through the system electronically, or would you be satisfied with a more “policies and procedures” approach if this is a more cost-friendly option?

*Yes, we would very much like to move to a simpler invoice approval process. And no, we would prefer not to simply rely on a policies and procedures approach unless the other option is cost prohibitive.*

6. How often do you need to send invoices to grantors, and do you need to customize invoices to meet grant reimbursement requirements?

*We would like to send invoices (payment requests) to grantors on a monthly basis. And yes, typically each grantor has specific forms that the payment requests are submitted on.*

7. Do you send out other invoices in addition to those sent to grantors, and if so, would you please indicate how many / how often you send?

*We send out much fewer non-grant related invoices. On an annual basis we submit less than 10 non-grant related invoices. A few of these are submitted quarterly and others are only on an annual basis.*

8. Would you prefer to have payroll and timesheet capabilities within the software, or would you be satisfied with the ability to bring that information in from your third-party payroll provider if this is a more cost-friendly option?

*We are open to either option.*

9. Do you need to be able to distribute employee hours worked to particular projects/grants?

*Absolutely. Yes, it is imperative that we be able to collect (via our timesheets) and then allocate/distribute employee hours to particular grants for reimbursement of employee time spent on a particular grant.*

10. Do you require an HR management module within the software (available at an additional cost)?

*No, not at this time.*

11. What other costs do you allocate to projects/grants?

*Indirect costs are billed through to most grants at a rate of 10% of the monthly payment request.*

12. Are these costs placed in a pool account and then allocated at the end of each month based on specific calculations? If so, please note your allocation methodology.

*No.*

13. What type of historical data would you require be imported into your new accounting software – e.g., beginning balances only (standard and sufficient for many customers), prior monthly balances, budget data, etc? If more than beginning balances are needed, how many months of data would you need transferred to the new system?

*Ideally, we would like to import three months of historical data. It would be helpful to know the cost difference between importing just the prior monthly budget data vs. a full quarter's worth of data.*

14. As a local public entity of the State of California exercising joint powers of the RMC and Los Angeles County Flood Control District, is your financial information transmitted to any other agency/agencies? If so, please indicate how this is done.

*Yes, we transmit manually up to ten audit schedules to the Los Angeles County Auditor/Controller for the annual audit.*

15. Do you need to track and depreciate Fixed Assets in your accounting software?

*No, this is done by the County.*

16. What is your required "go-live" date for the new software?

*If possible, we'd like to launch on April 1, 2024 which would allow us to have a quarter completed before starting our new fiscal year on July 1, 2024.*

17. In what format would you like the Sample Documentation (#5 in Section V – Minimum Requirements) presented?

*PDF format is fine.*

18. Is there a specific type of document you would like signed in reference to your statement in Section V: "All documents contained in the Proposal shall have original or electronically certified signatures (i.e., DocuSign, Adobe Sign) and shall be signed by a person authorized to bind the Proposing Consultant"?

*Please include the authorized signature in the cover letter.*