

## 1<sup>st</sup> Round of Q & A Related to RFP

### General Understanding

1. Since 2011, who has performed these services?	Since 2011, Alexander Thompson Arnold (ATA) has been EDGE primary accounting service provider.
2. Why are you seeking an RFP?	EDGE is currently seeking the proposed RFP because, our service contract has ended with our current provider.
3. What is the fiscal year ending?	EDGE fiscal year ends June 30, 2024. FY25 will run from July 1, 2024 – June 30, 2025.
4. When does the scope of work begin?	The scope of work will begin July 1, 2024.
5. Will the current provider be available for questions?	Yes, the current provider will work to transition and remain available for questions
6. Will the current provider provide support for all Balance Sheet Accounts (#6 in Bookkeeping below)?	It depends on what support is needed as the agreement with them ends in September.

### Bookkeeping

1. Please elaborate on “coordination services” related to AP & AR	Coordination with EDGE/Port, vendors and other parties as necessary
2. Define “weekly distribution” expectations	Checks are cut once a week and there is a distribution process that will need to be followed.
3. Provide “agency Internal Controls” guidelines	Guidelines will be provided to prevailing contractor as these are internal to EDGE/Port
4. Define list of balance sheet accounts to be reconciled	This is standard practice in bookkeeping
5. Define expectations of #7 – monthly reconciliation of payments made	Reconciliation of transactions and financial statements created
6. Define expectations of #8 – entering transactions with work experience into accounting system (i.e. QuickBooks?)	This is standard practice in bookkeeping
7. Define “supporting documentation” and confirm “all” transactions	This is standard practice in bookkeeping

### Financial Reporting

1. Provide example and details for #1	
2. Provide examples of statements listed, including “other reports”	This is standard practice in bookkeeping
3. Provide example of Board Reporting package, expected dates	All EDGE/Port Financial statements can be found online at <a href="http://www.edgemem.com">www.edgemem.com</a>

### Audit Preparation

1. When is the expected date of the Audit / Review	Audit schedule is annual and usually begins in July/August
2. Provide examples of various documents, etc. described in #2	This is standard practice
3. Define audit process support and period covered	This is standard practice
4. Define reports listed in #4	This is standard practice

### Reporting Requirements

1. Define monthly reports	This is standard practice
2. Is there a preferred, existing system used for fixed assets, depreciation, or use our own	No

### Budget

1. What time period is needed for annual budget	September 1, 2024 – August 31. 2025
2. Which version of QuickBooks	QuickBooks Desktop Pro 2024
3. Is Budget annual, monthly, or combination	Annual

### Round 2 Questions submitted 7/7/24

1. Does EDGE use any additional finance software besides Quickbooks? Specifically for AP/AR, financial reporting, or asset tracking.	EDGE is implementing Oracle NetSuite Summer 2024
2. Who would be responsible for the onboarding of the accounting contractor? Does EDGE currently have internal personnel responsible for finance tasks?	Current accounting firm and EDGE staff will assist with onboarding and transition
3. How many accounts does EDGE have to be reconciled? Average number of transactions per account?	N/A This information will be provided to the prevailing vendor in the transition. However, all financial information is available on EDGE website under meetings at <a href="http://www.edgemem.com">www.edgemem.com</a>
4. Does the auditor also file the 990 for the organization?	Yes

5. Will the accounting firm also be responsible for grant management/compliance?	In conjunction with EDGE staff, yes accounting firm will assist with grants management/compliance but leadership is responsible
6. Does EDGE have a financial policy and internal control policy currently in place?	Yes the organizations have both.
7. Who does the accounting firm report to?	The accounting firm will report to the organization leadership