**City of West Hollywood**

**Fiscal Consultant RFP**

**Responses to Questions from Prospective Applicants**

**Questions posed within the 8/22/2018 Deadline**

Q: Has the City had the requested services (fiscal consultant services to the Department of Human Services, Division of Social Services in the review of project cost reports or other reports submitted to City by contracted non-profit, 501 c (3) social service agencies) performed in the past?

A: Yes

Q: Who provided the most recent services?

A: Candace Hilk, CPA

Q: How long ago were these services provided?

A. The services are currently being provided.

Q. May we receive representative reports that have been submitted to the City by contracted social service agencies that were reviewed in the past?

A. Due to privacy concerns, reports will not be provided.

Q. Please provide us with a representative final written report from your prior fiscal consultant.

A: (See below).

*Certified Public Accountant*

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

City of West Hollywood Department of Finance West Hollywood, CA

I have performed the procedures enumerated below, which were agreed to by the City of West Hollywood, Department of Finance ("City") solely to assist you in evaluating the fiscal grant/contract reporting of project costs by the organization, for the one year grant/contract period October 1, 2004 through September 30, 2005. The agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures and use of the findings is solely the responsibility of the specified user of the report which is the City of West Hollywood. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Non-statistical sampling procedures were employed, and accordingly for items not selected, risk of error may exist as related to the following procedures. Additionally, I do not have a responsibility to update this report for additional matters.

See accompanying procedures and findings.

I was not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on the fiscal grant/contract reporting of project costs for the period indicated above, or compliance related to the corresponding grant/contract. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of the specified user listed above and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

PROCEDURES AND FINDINGS \*

Procedure

Inspected the following documents for eight of the 28 employees, whose wages were charged to the grant/contract - approved hire and current wage rate document, I-9 form and W-4 form.

1. Procedures

Recalculated employee salaries/wages charged to the grant/contract using current wage rate and hours noted on twenty randomly selected timesheets. Agreed recalculated amounts to applicable payroll registers.

1. Procedure

Recalculated the allocated amounts of medical/dental supplies, pharmaceutical supplies, and laboratory costs charged to the grant/contract using allocation information provided by the Clinic. The allocation information consisted of the number of West Hollywood residents clients served compared to all clients served and total amounts for the indicated expenses per the Clinic 10/04 to 9/05 income statements. The allocated percentage was recalculated by dividing the number of West Hollywood residents served by the number of total clients served.

1. Procedures

Agreed one selection (one individual expenditure) for each category of the following expenses charged to the grant/contact, to the source documentation and cancelled checks

(noting two signatures). Additionally, agreed the allocated amount of the expense charged to the grant to the percentage used per the allocation schedule prepared by the Clinic (for the applicable month) based on full-time equivalent employee time. According to the clinic, the following expenses are allocated (charged) to funding sources based on full-time equivalent (FTE) employee time as determined by time records, rather than based on the number of West Hollywood clients to total clients serviced for other expenses noted at number 3.

Office photocopy

Office supply

Computer supply

Repair and maintenance facility

Equipment - repair and maintenance

\*Findings have been redacted

Q: What were the fees and hours expended for the most recent fiscal consultant services?

A: The current fiscal consultant contract addresses a different scope of service and therefore is not applicable to this RFP.

Q: Under what auditing or consulting standards are the fiscal consultant’s reports to be issued?

A: The agreed-upon procedures engagement is conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants.

Q: Please provide the specific grant fiscal monitoring requirements and/or reference/citation.

A: Operating Agency agrees to prepare and submit financial, program progress, monitoring, evaluation, and other reports as required by the City. Operating Agency shall ensure that its employees and board members furnish such information which, in the judgement of City representatives, may be relevant to a question of compliance with contractual conditions with City, of granting agency directives, or with the effectiveness, legality, and achievements of the program.

Q: Are there special circumstances or events that generate the need for these services at this time?

A: No.

Q: To help us prepare a proposal and design a project approach that best meets the City’s needs, what is the City’s cost estimate for these services.

A: Not to exceed $25,000.

Q: The start date is noted as 10/2/18. Wen would the City like this project to be completed?

A: The start date has been revised to 10//16/18. Completion date is scheduled for 6/30/19.

Q: When may we expect responses to our questions?

A: The deadline for the City to respond to questions is 8/22/18.

Q: Page 6 of 25 of the RFP requests us to “include five (5) paper copies in the prescribed from under Section 2.6 along with one (1) electronic copy on a disc or thumb drive as a PDF file.” The revised Notice requests us to submit, “One original, three copies and an electronic.” Please confirm/clarify number of hard copies and if “electronic” is a PDF on a disc or thumb drive.

A: The revised Notice request is correct. For the electronic copy, a PDF on a thumb drive is preferred.

Q: Page 6 of 25 in the RFP indicates proposals must, “not be bound with any fabric, plastic, glue, staples, folder or rubber bands.” Is it acceptable for all hard copies to be “bound” by large “bulldog” clips? Would spiral binding be acceptable?

A: Spiral binding is acceptable.

Q: Does the City currently have an internal or external auditor performing this function? If it is an external auditing service, can the City provide the name of the firm, the name of the leading manger or partner currently performing the service, and how long the service contract has been with the City?

A: Yes, the City currently contracts with Candace Hilk, CPA for the services listed in the Fiscal Consultant RFP.  The City has contracted with Candace Hilk for over Ten years.

Q: Does the City have its own electronic work paper system?

A: No.

Q: Will the City require the consultants to work on-site?

A: The consultant will occasionally be asked to meet with City staff on-site..

Q: Does the City require the consultant to perform on-site review of the grants’ recipients for their provided services?

A: The City requires the consultant to perform on-site review of the grant recipients documentation in support of requisite fiscal reports submitted to the City.