

ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES

QUESTIONS & ANSWERS

RFP # 1819VF: ADMINISTRATIVE ACCOUNTING/AUDIT SERVICES

Questions submitted via e-mail.

QUESTION	ANSWER
1. Will you further explain the County's expectation for the requirements within the "Population Served" section?	The expectation is that the proposal addresses the needs of Erie County Social Services' program applicants and recipients.
2. The "Supplemental Application Information" asks for a recent audit report prepared by an independent CPA. Are you asking for the firm's peer review report or an audit report issued by our firm to a client?	Only applicable if proposer is a non-profit agency.
3. The "Supplemental Application Information" asks for a recent management letter. Are you asking for a recent management letter that our firm issued for a client?	Only applicable if proposer is a non-profit agency.
4. Is it necessary for us to complete forms for the "Summary Funding Request", "Direct Program Expense Budget – County Funded", "Administrative Overhead – County Funded", "Agency In-Kind or Indirect Service Contribution", "Revenue" and "Staffing Review Program Related – County Funded" if we are quoting an hourly rate for our services? If it's necessary, will you provide an example?	In lieu of the original Appendix B, the attached budget form can be submitted.
5. The requested information has two columns "Current Contract" and "Proposed Budget". There is no current contract so would we only complete the "Proposed Budget" column?	If you are not the current contract holder, only the proposed columns need be completed.
6. Would the revenue section represent the total amount we would be requesting from the County for the term of our contract?	In lieu of the original Appendix B, the attached budget form can be submitted.
7. We are a MBE registered firm, registered with Empire State Development of New York, however our registration has already lapsed and our application is still pending with ESD of New York. a. Our question is, can we still qualify even if our MBE registration is with ESD and not with Erie County as provided for under Paragraph 10 of Roman Numeral IV? b. That our registration is still pending with Empire State Development?	To be considered a Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE), the certification must be current with Erie County and/or New York State at the time of submission of the RFP.
8. Can we request clarification (further explanation) on what services exactly Erie County is requesting under Paragraph 2, Letter A, of Roman Numeral V?	We are seeking assistance to review and audit select cases to ensure applicants and recipients meet income and asset threshold tests, especially for self-employed clients. In addition, review the fiscal soundness of agencies in which the Department enters into contract with.