

Q&A (updated 06.02.21)

The following questions were received from individuals/entities during this Request for Bids/Proposals process:

1. Is there a requirement for this role to be completed on-site?

- Initially, yes; at least until a mutually negotiated/agreed-upon transition plan is in place to successfully convert from an onsite to an online/digital bookkeeping system. Although this organization prides itself in maintaining both analog and digital bookkeeping records (the primary functions being completed onsite), we are acutely aware of the COVID pandemic revealing the necessity for remote-work capabilities to ensure optimal adaptability during challenging times. The current accounting software (QuickBooks) is tethered to a local PC, with the accounting data and files saved/backed-up on a local server onsite at the Great Oaks Career Campus (where the SWORWIB offices are leased/located). However, transitioning to a cloud-based storage and operation for the Bookkeeping function is negotiable, pending all parties arrive at an approved transition plan. Entities that have experience with assisting non-profits with this type of transition should describe that experience in detail when submitting their bid/proposal.

2. Are there remote access opportunities available?

- Similar to question #1; remote access may be negotiable, if a mutually approved transition plan is in place.

3. What accounting system/software do you run?

- QuickBooks 2019 desktop version

4. How do you define success in this role?

- Timely payments to contractors and vendors
- Meticulous attention to detail in bookkeeping records and management, as evidenced by the lack of financial findings from county/state/federal/independent audits
- Reliable/dependable services with a regular schedule

5. What are the three (3) most important deliverables?

- Timely check payments and deliveries to vendors and contractors; Timely invoicing to Hamilton County Job and Family Services
- Active participation and assistance during the annual independent audit (Typically conducted in October)
- Effective Communication with SWORWIB Executive team, Chamber, and/or HCJFS to ensure clear, accurate, and timely invoicing practices

6. What questions should I be asking that I have not asked?

- See Request for Qualifications/Bids, pages 3-5 to view the key requirements and functions of these Bookkeeping services, which may help answer additional questions and/or generate new questions.