

ADDENDUM #1

Question(s) received as of 05/15/2021

RFP SPC-09-20-21 HEERF Grant Accounting Professional Services

Posted May 10, 2021

- 1) Our firm has been heavily involved in the accounting and compliance of the HEERF grants. However, most of our clients are for-profit schools and not nonprofit institutions (we have a couple of nonprofit institution clients). Will this basically taint us in the RFP process as, if so, we would rather respectfully decline the RFP?
 - a) No it would not.
- 2) Does this project include the creation of the policies and procedures as required by 2 CFR 200 or will it be the documentation / compliance with those procedures and related accounting transactions? From reading the proposal, it seems to be the later, correct?
 - a) It would be documentation and compliance.
- 3) Are we correct in that SPC has had the appropriate legal counsel review any policy & procedures for compliance with 2 CFR 200?
 - a) SPC has excellent internal controls and has received clean audits by awarding agencies and the Florida Auditor General's Office.
- 4) From our review of the RFP, it appears as if the work product is assisting SPC with the documentation and ensuring the supporting backup is complete, not the complete creation of this information. Correct?
 - a) Correct.
- 5) What is the expected timeline and hours as the RFP has a proposal cap of \$90,000 which seems to be extremely high?
 - a) Expected timeline up to 12 months.
- 6) What is causing the project to occur now as compared to 2020 when the HEERF grants were first received?
 - a) Audit compliance for the additional funding (CRRSAA and ARP)
 - b) Work load on the grant accountant
- 7) What is driving the RFP?

- a) Audit compliance for the additional funding (CRRSAA and ARP)
 - b) Work load on the grant accountant
- 8) What is the timing of the engagement? When would you expect to begin services and when do you expect it to end?
- a) We would anticipate services beginning approximately June 21, 2021 and continue up to 12 months.
- 9) Due to COVID and other restrictions, would SPC be open to a virtual service delivery (video calls, electronic file sharing, etc) or is in-person required? Or would a hybrid approach be acceptable?
- a) Virtual service delivery is acceptable.
- 10) Do you have an expectation of how many hours this project will take (20 hours vs. 200 hours)?
- a) 10-15 hours a week. Initially there may be more hours involved.
- 11) Has SPC received other COVID funding through the State of Florida (such as Coronavirus Relief Funds) that may impact how HEERF is being spent? If yes, please describe.
- a) N/A
- 12) Please describe SPC's existing federal grant funding in place (student financial assistance, TRIO, Vocational Education, research and development, etc).
- a) SPC files an annual SEFA report.
- 13) What is the most important characteristic SPC is looking for in a service provider for these services?
- a) Please see required qualifications on page 9.
- 14) Could we submit the proposal electronically (email PDF) in addition or in lieu of paper copies? If yes, whom should we submit to?
- a) At this time we are not accepting electronic proposals. Please review and submit per the directions provided on pg. 4, **SEALED PROPOSAL**.