# ADDENDUM #2

Questions received as of 05/18/21

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

Posted May 10, 2021

1. Will the Scope of work include assisting management in evaluating opportunities that would meet the allowable provisions of the HEERF funding?
   a. No.

2. What process is in place currently to administer/account/and track funding and eligible expenses related to the HEERF Grant Funding.
   a. PeopleSoft Finance tracking and Excel

3. Has the institution evaluated its opportunities for using lost revenue as an allowable cost?
   a. Yes.

4. Does the College have a timeline they believe this contract should be?
   a. We would anticipate services beginning approximately June 21, 2021 and continue up to 12 months.

5. Is the College entertaining multiple proposals internally to utilize funding, and if so is there an idea of how many projects there could or will be?
   a. No.

6. What accounting software is being used by the accounting department?
   a. PeopleSoft Finance

7. Are there documented standard operating procedures (SOPs) to manage financial transaction?
   a. Yes.

8. Which positions in the accounting department are responsible for implementing the current SOP?
   a. No response

9. Are any of the financial documents (accounts payable and receivables) housed on a cloud based platform?
   a. Yes.

10. What is the number of accounting personnel?
    a. No response

11. Can you list the position titles of the accounting staff?
    a. No response

12. Will there be a dedicated point of contact (POC) for the contractor?
    a. Yes.

13. Is there an established system that links approved identified student need to the Accounting Department's payment systems?
    a. This proposal impacts the Institutional portion.

14. Is Student Advising involved in the identification of student need?
    a. This proposal impacts the Institutional portion.