

**TJPDC-2023-01 Financial Services - Extension
Questions and Answers**

- 1) Is the agency able to explain the reasoning for issuing an extension after the submission deadline already passed?

The primary reason that we extended the RFP is that we did not receive a sufficient number of proposals. In reissuing/extending the RFP, we removed the Human Resource function in the scope of work.

- 2) What version of QuickBooks is currently being utilized?

Quickbooks Accountant Desktop

- 3) What is the payroll processing company / service currently utilized?

Currently, the TJPDC processes payroll through Dominion Payroll.

- 4) How are the employees currently allocated in the payroll system? Are timesheets prepared to support time-effort for cross utilization of staff among programs and organizations?

Currently, employees use Sage Time software (soon to change to Kronos) to enter their time by program. Timesheets do support cross utilization of staff among multiple programs. Staff are not allocated by program in the payroll system.

- 5) How many bank accounts are maintained? Does each organization have separate bank accounts?

The TJPDC currently has 8 separate bank accounts, two of which are maintained on behalf of the organizations that the TJPDC staffs.

- 6) Does the organization have credit cards? If so, how many? Who is the provider? How are the expenses tracked and captured in the accounting system?

Yes, the organization currently has Corporate credit cards. Credit cards are issued to staff members. Staff members submit monthly credit charge reports with supporting documentation to ensure that charges are recorded and billed to the associated programs within Quickbooks.

- 7) On average how many of the following transactions / entries are processed monthly?

Accounts Receivable
Accounts Payable
Cash
Adjusting Entries

The total monthly number of transactions are in the low to mid-hundreds.

- 8) How many grants does the organization receive from federal, state, local, foundation, and other sources?

We have approximately 20 different programs that receive funding from federal, state, and local sources. Additionally, the TJPDC receives local per capita funding that provides the local match for several programs.

- 9) Will the organization be subject to a single audit in for the year ending 6/30/22? What is the expected level of federal expenditures for the same period?

The TJPDC was subject to a single audit in the year ending 6/30/22. The FY22 audit has been completed. The federal expenditures for that period were \$1.3 million.

- 10) Which agency is the organization's cognizant agency?

The Virginia Department of Transportation (VDOT) is the cognizant agency for the TJPDC.

- 11) When was the last NICRA submitted and approved? What is the end date?

The TJPDC does not have a NICRA. We submit an annual Indirect Cost Allocation Plan (ICAP) to our cognizant agent.

- 12) Do you have a budget line item for outsourced accounting work? What is the budgeted amount?

The current budget line item for outsourced accounting work is \$90,000.

- 13) How were the books maintained previously? Internal staff or outsourced accountants? If outsourced who were the providers?

The TJPDC's books were previously maintained by internal staff. Currently, the TJPDC is under contract with Hantzmon Wiebel, LLP to provide interim financial services.