

ADDENDUM # 1

–Questions and answers

The following questions were submitted. Please consider these responses as you prepare to submit your proposals.

1. Which Page do we use as the coversheet?

Please use page 2 as the coversheet for your proposal packets.

2. Will the contractor be providing the software to be utilized or will we be using NBHA's software package? If it is NBHA's software, what is the software?

The NBHA Software currently in use is Tenmast (MRI software). In the near future we are considering changing our software.

3. Has NBHA contracted for these services previously or performed these functions in-house? Who is the current Fee Accountant?

NBHA's last contracted Fee Accountant was September 2017, he left before the new Accounting manager hiring date Oct 2017

4. What are the payroll procedures? Is payroll prepared in house or utilizing a third party vendor? What role will the contractor play in these processes?

We currently run payroll in house. We have a RFP posted for a Payroll/HR services contractor to handle our payroll, time and attendance areas.

5. What are the AP procedures?

Invoices are entered daily and check run is done weekly for 800 units 3amps and 1 COCC fund, roughly 350-400 invoices per month

6. How many staff work in the Accounting Department?

2 full time and 1 part time AR clerk. It may possibly be reduced to just 2 full time staff, the accounting manager and assistant.

How long have they worked at the Housing Authority and what are their job titles?

Accounting Manager, full time - Oct 2017

Accounts payable/payroll/accounts receivable, full time - 12 years

AR clerk, part time - 35 years may retire at end of the year 2019

7. What were the prior year fees for fee accounting services? 12k

8. How many open CFP grants are there currently? 3-4 grants.

9. What is NBHA's current PHAS rating?

NBHA currently operates as a standard performer

10. We understand on-site visits are negotiable. Is there a minimum number of visits required? (ie. At year-end, audit, quarterly, etc).

At minimum 3 every quarter.

11. How many bank accounts will there be for bank reconciliations?

17 accounts which 10 mainly has activity others are just interest bearing accounts.