

MUNICIPAL FINANCIAL SERVICES RFP

RFP No.: 2023-004 Admin

Submission Deadline: January 26, 2024 at 5:00 p.m. (MST)



ADDENDUM NO. 1

Issued: January 17, 2023

To all prospective bidders under the documents described above, the following questions have been received and answered.

Question 1:

Which if any of the tasks included in the project scope are currently being outsourced?

Most of the tasks included in the project scope have been outsourced since December, 2019.

Question 2:

If currently outsourcing some or all of the tasks, please provide the 2023 fees charged.

Consultant contract for 2023 had a Not To Exceed amount of \$82,800.00. Final invoices have not yet been reviewed/paid.

Question 3:

If currently outsourcing the role, what is the reason for looking for a new provider?

The Town is not necessarily looking for a new provider. The reason for the RFP is that we have expanded the finance department in the last three years by adding a second Finance/HR Clerk. This brought us to review the tasks being handled internally vs by a consultant.

Question 4:

Please provide more information of the type of oversight needed for biweekly payroll and payroll filings. Examples of oversight tasks needed would be helpful (i.e. review/approval payroll register prior to pay runs).

The finance clerk reviews and approves timesheets and calculates payrolls. The oversight is to review the biweekly pay register, timesheets and other reports for accuracy before final processing of paychecks. This review is time sensitive, especially in work weeks which may be shortened due to holidays, etc. In addition, oversight includes a review of the state and federal filings (monthly, quarterly, and yearend)which are prepared by staff.

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Question 5:

What experience does the current HR/finance clerk(s) have in processing payroll? How long have they been processing the town's payroll?

The current payroll clerk has been processing payroll for 18 months.

Question 6:

Were there any journal entries discovered by the auditors during the 2022 audit process?

One.

Question 7:

Please provide the management representation letter for the 2022 audit.

See ADDENDUM #2.

Question 8:

What, if any, financial functions would the town like to see improved?

The Finance Department is constantly looking for improved efficiencies within our financial software. In addition, we are interested in streamlining our budgeting process.

END OF SECTION

By: /s/ Mary Strutt

Mary Strutt
Administrative Services Director