

Phoenix Business Consulting would like to submit the following questions in reference to your RFP#2017-004. Our questions are as follows...

1. The RFP identifies the following user counts:

- General Ledger - 10
- Accounts Payable - 10
- Budget - 10
- Purchase Orders - 80
- Fixed Assets - 5

Is there an overlap among these users? We are proposing a subscription-based software. A user subscription could have access to General Ledger, Accounts Payable, Budget, Purchase Orders and Fixed Assets without additional costs

Yes. The fiscal department staff would need access to all of these modules (10 staff members). The rest of the staff at our centers would only need access to initiate POs/Requisitions.

2. Is the organization subject to audit by Federal or State agencies? If so, which agencies?

Yes. We are funded through federal grants from National Head Start and the State of Washington.

3. For the purposes of determining the costs associated with the conversion of historical data, please answer the following:

- How many supplier invoices are processed monthly?

On average 1,600/month and 118 credit memos.

- How many purchase orders are processed monthly?

10-20

- How many fixed assets additions are processed yearly?

4800

- How many monthly payroll entries?

We have two payroll runs each month. The range is 500-900 employees per payroll...depending on the time of year. The transactions are imported into the general ledger from an external payroll software (payroll and fringe summarized by GL account and grant – approx. 500-600 line items).