



November 14, 2023

Re: RFP FY24-02 CPA Services

The following questions were submitted regarding RFP FY24-02 CPA Services:

**Question 1:** Could you clarify the timeline for the project, including any specific deadlines or milestones we should be aware of?

**Response:** The timeline for the contract is 2 years with the option of extension: Two (2) additional twelve (12) month renewal options(s) may be exercised at the TPA's sole discretion.

The TPA fiscal year (FY) is July 1 – June 30. Deadlines and milestones for the TPA will include, but not be limited to:

- Monthly and Annual Period Closings
- Annual Audit – Preparation, Preliminary, Field Work after close of the FY
- Monthly grant reconciliation with TPA GL
- Biweekly/Monthly Payroll Tasks
- Monthly budget evaluation
- Other tasks as reflected in the Scope of Services in RFP FY24-02

**Question 2:** Are there any existing systems or software platforms that the contractor will be required to work with or integrate into?

**Response:** The Palm Beach TPA currently uses QuickBooks Desktop Enterprise 2023 Standard Accounting Software as referenced in the Scope of Services in RFP FY24-02. The Palm Beach TPA may elect to implement different software at any point in the future.

**Question 3:** Has the organization procured typical services in the past? If so, please provide a copy of the latest relevant executed contract.

**Response:** The TPA has procured CPA Services in the past using a Scope of Services that is nearly identical to the Scope of Services for RFP FY24-02. The latest executed agreement for CPA Services can be provided in the format of a public records request. A sample agreement for this procurement is provided as an Appendix to the RFP.

**Question 4:** What is the current composition of the organization's finance department?

**Response:** The finance department has 3 (three) full time positions:

1. Finance & Operations Manager
2. Financial Accounting Specialist
3. Procurement & Contracts Coordinator

Please reference the TPA organizational chart on the agency's website at:  
<https://palmbeachtpa.org/careers/>