



ADDENDUM NO. 1

PROJECT: Fee Accountant Services, RFP 19-PFAS
ISSUE DATE: May 13, 2019
BY: The Housing Authority of East St. Louis
700 North 20th Street
East St. Louis Illinois 62205
DOCUMENT DATE: June 4, 2019
PROPOSAL DUE DATE: June 13, 2019 at 3:00 pm

The following revisions, modifications, and/or clarifications shall apply to the Documents for this project.

The Proposal Due Date:

Remains the Same

Has Been Rescheduled

This addendum is issued before the execution of the contract to inform Contractors of revisions to the RFP documents referenced above. This addendum is hereby made a part of the Proposal documents and shall be included in the contract.

The requirements contained in the Proposal documents shall apply to this addendum. The work called for in this addendum shall be the same as set forth in the applicable portions of the Proposal documents unless otherwise specified in this addendum. All incidental work necessitated by this addendum, as required to properly complete the work, shall be included in the Proposal even though not specifically stated in this addendum.

QUESTIONS/ANSWERS

Q1. Parts of the scope ask for just a review of bank reconciliations, but other parts of the scope ask for completion of bank reconciliations. Which one would it be?

A1. Completion.

Q2. Is payroll processed internally or is there an external payroll company that is used?

A2. External

Q3. How many payable cycles are there?

A3. 26

Q4. What is the fiscal year-end?

A4. March 31

Q5. What version of Tenmast is the Authority using?

A5. Winten2+

- Q6. Who are the auditors?
A6. CliftonLarsonAllen
- Q7. Are there any audit findings?
A7. Yes. 4
- Q8. Who is the current contractor providing services?
A8. Formerly (Emerge)
- Q9. How long have they been providing services?
A9. 3 years contracted ended 3/31/2019
- Q10. Your website indicates you have over 2,000 properties. What is the number of conventional public housing units?
A10. Approximately 2,000 ESLHA has DEMO approvals. This number will be reduced.
- Q11. Are all of the properties leased?
A11. No
- Q12. You also have a homeownership program.
Q12. No
- Q13. How many Choice Voucher units?
Q13. None
- Q14. What are the duties of the three accounting personnel?
Q14. Finance Director, Accountant II (See Attached), Accounts Payable Clerk (See Attached)
- Q15. How long has the Finance Director and Accountant been with the East St Louis Housing Authority?
Q15. 19 years
- Q16. What Payroll System are you using?
Q16. 3rd Party (ADP)
- Q17. What is the transaction volume in the bank accounts?
Q17. 8 Million on average.
- Q18. Who is your current Fee Accountant?
Q18. N/A

END OF ADDENDUM

ACCOUNTING II

Job Duties include but are not limit too as follows:

- Maintain accurate database for all **grant programs (ROSS SRV COOR, ROSS-PH COOR, SNAPS)LOCC DRAW REQUEST/EXPENDITURES**
- Maintain accurate files for all grants listed above
- Provide monthly financial reports on all grant programs (quarterly,annual) meet deadlines
- Record all draw request transaction in general ledger(JE)for grants listed above
- Reconciliation of general ledger transactions to HUD eloccs draw request for grants listed above.
- Collect, deposit, record all miscellaneous cash receipts received on monthly bases(JE)maintain files
- Maintain miscellaneous cash receipts schedule
- Reconcile, expense and maintain all prepaid insurance register files
- Perform all bank reconciliation for the following accounts and maintain files:
 - General Fund
 - Activities- Ross
 - Shelter Plus Care/SNAP
 - Development
 - Benevolent
 - Vehicle
 - Special Account – Ross-PH
 - Family Self Sufficient
 - DECO
 - COCC
 - NEW HOMEOWNERSHIP
 - AMP 2
 - AMP 4
 - AMP 5
 - AMP 6
 - HOME OWNERSHIP
 - FLEX SPENDING
- Reconcile Cash Drawers(AMP'S)
- Backup for AP

ALL OTHER DUTIES AS ASSIGNED

JOB DESCRIPTION

ACCOUNTS PAYABLE CLERK

Accounts Payable Clerk reports directly to the Accounting Manager.

- Process all vendor payments.
- Edit and Audit Purchase orders/contracts for accuracy against invoice.
- Generate weekly check run.
- Maintain accurate vendor payment files.
- Process all utility payments.
- Process all utility allowance payments.
- Prepare any adjusting journal vouchers due to data entry errors.
- Process all Locc's payments.
- Process all monthly reoccurring claims.
- Prepare month end reports.
- Prepare all month end journal vouchers.
- Set up accounts payable accrual for year-end.
- Reconcile accounts payable liability accounts monthly.
- Process annual 1099 MISC tax forms.
- Other duties as assigned.