

Oxford County Financial Services RFP

Questions and Answers – December 29, 2023

Q: What bookkeeping software does the county currently use? Are you willing to change?

A: The County does not have any bookkeeping software. We expect bidders to include the cost and operation of bookkeeping software in their bid.

Q: Is there a separate system used for payroll, such as ADP?

A: The County uses AOD (Attendance On Demand) and may be open to changing systems if needed.

Q: How many employees?

A: Employee count fluctuates between 100-120 employees including all part-time, full-time, elected, etc.

Q: Is there an option to change financial software (if not Quickbooks or Intacct)?

A: We expect bidders to include the cost and operation of bookkeeping software in their bid.

Q: Can the services be provided remotely?

A: Yes, we expect services to be provided remotely with some in-person meetings as needed.

Q: Are these services currently provided by a consultant, or are/were they handled by an internal employee(s)?

A: Services are currently provided by a CPA firm.

a. If a consultant, approximately how many hours a week does the current firm average?

A: 1400 hours annually – some of that includes busy weeks around budget time.

Consultant tracked total running hours, not weekly hours so we don't have that data unfortunately.

b. If an employee(s), What is the current/typical FTE count?

A: When the County did have internal employees doing this work, there were two.

Q: Expected Budget for these services?

A: \$120,000 per year is what we are currently budgeting for these services.