

# Olean Urban Renewal Agency Request for Proposals (RFP)

## Bookkeeping Services

### Formal Addendum #1: Responses to Questions Received

**Question 1:** Could you please advise whether the bookkeeping services are expected to be performed on-site or if the work may be performed remotely?

**Answer:** The bookkeeping services would be performed remotely from an off-site location.

**Question 2:** Does the Agency provide system access or equipment on-site or if the work will be conducted remotely?

**Answer:** The Agency does not provide system access or equipment to perform the services.

**Question 3:** Would the OURA consider responses from a staffing firm that provides dedicated booking professionals, rather than a traditional bookkeeping company?

**Answer:** The agency would consider responses from a staffing firm.

**Question 4:** Does the work need to be on-site, or can it be done remotely?

**Answer:** The bookkeeping services would be performed remotely from an off-site location.

**Question 5:** During the previous audit, was there a management letter issued?

**Answer:** Yes, the Management Letter may be found on the OURA website:

<https://www.cityofolean.gov/departments/community-development/urban-renewal-agency/>

**Question 6:** Can you please provide the most recent signed independent audit report?

**Answer:** To access the signed independent audit report, please see OURA website link below:

<https://www.cityofolean.gov/departments/community-development/urban-renewal-agency/>

**Question 7:** Can you please provide your separate EIN number?

**Answer:** The OURA EIN number is 16-0927636.

**Question 8:** Could you please share your preferred mode of service delivery? Are you looking for on-site support, remote assistance, or perhaps a hybrid of both?

**Answer:** The bookkeeping services would be performed remotely from an off-site location.

**Question 9:** What software is the Agency currently using and how long has that been in place?

**Answer:** The Agency itself does not utilize software.

**Question 10:** Do you currently have a service provider performing these services?

**Answer:** Yes.

**Question 11:** Do you have a budget in mind for these services?

**Answer:** The Agency has yet to create a 2026-2027 budget. Adopted budgets for prior years may be found on the OURA website link below:

<https://www.cityofolean.gov/departments/community-development/urban-renewal-agency/>

**Question 12:** Is there currently a bookkeeper and what brought on the need for the RFP?

**Answer:** Yes, there is a current bookkeeper. The Agency released an RFP to comply with the OURA Purchasing Guidelines and Best Practices.

**Question 13:** Will the books be current and up to date when the awarded bookkeeping firm commences or will there be catch up work?

**Answer:** The books will be current and up to date.

**Question 14:** What bookkeeping system is expected to be utilized?

**Answer:** The bookkeeper may utilize a system of their choice, providing it can generate the necessary financial reports.

**Question 15:** Can the services be provided 100% remote? Or is hybrid or in-person expected?

**Answer:** Services may be provided remotely.

**Question 16:** How many bank accounts does the OURA have for reconciliation?

**Answer:** The Agency has one checking account for reconciliation and one investment account.

**Question 17:** Average number of transactions per account?

**Answer:** The Agency averages less than five transactions per month.

**Question 18:** The documentation maintained will be in electronic format, correct?

**Answer:** Yes, the documentation will be maintained in electronic format.

**Question 19:** How many hour(s) should this position expect to meet with the Board meeting each month?

**Answer:** The bookkeeper is not required to meet with the Board.

**Question 20:** How many hour(s) should this position expect to provide for the audit support functions?

**Answer:** The bookkeeper should expect approximately three hours annually to assist and support the independent auditor.

**Question 21:** How many employees are currently in the business office and what is the current structure?

**Answer:** The Agency has no employees.