



ADDENDUM NO. 1
Issued May 30, 2007

TO

**“REQUEST FOR QUALIFICATIONS
FOR
ACCOUNTING/FINANCE SERVICES”
(RFQ Issued May 1, 2007)**

Note: Proposer is required to acknowledge this and all Addenda in Section 3 of the Proposal Form.

This Addendum consists of the responses to written questions received by May 23, 2007.

I. General Questions

1	Question	We are a 6 person firm incorporated in the state of Illinois with 2 employees in CT. Do we qualify to bid on this contract?
	Answer	Yes.
2	Question	We do not currently carry the coverage you request so we cannot supply a Certificate of Insurance. We would obtain required coverage if bid is awarded. Would this be sufficient?
	Answer	Yes.
3	Question	Is this contract an 8 (a) set-aside?
	Answer	Yes.

4	Question	How many firms is CRRA planning to select for each of the five service areas listed? Once individual projects are identified, how will CRRA select firms from the list?
	Answer	CRRA will select as many qualified firms that submit proposals and meet the qualifications for the specific project.
5	Question	Will CRRA assign a project manager or other high level individual to each type of service, or to individual projects? Should multiple projects be in progress at the same time, will CRRA assign someone to coordinate vendor efforts?
	Answer	Yes.
6	Question	Does CRRA anticipate assigning its own staff to one or more of the service areas listed in the RFP? For example, if a vendor is working on a process improvement project, does CRRA plan to assign staff to that project, or is the vendor expected to staff the entire effort?
	Answer	Depends on project assignment
7	Question	Has CRRA developed a desired project list (or wish list) for any or all of the service areas? If so, what are they, and are they budgeted?
	Answer	CRRA is in the process of developing a list of projects.
8	Question	Does CRRA regularly update strategic, operational, and/or business plans outside or as part of the annual budget process? If so, are they available for review?
	Answer	Yes. Please see our website at www.crra.org
9	Question	To what extent are software related projects and information technology in general part of the anticipated work for the three years of the contract?
	Answer	There will be some work-related projects involving analysis of CRRA's existing information technology.
10	Question	The RFP indicates that contract terms and conditions, outside of prices and hourly rates, are not negotiable, and that any vendor who cannot agree to all the terms and conditions listed should not submit a proposal. If a vendor has an exception to one or more conditions, or has alternate language for a condition that may still meet CRRA's needs, will there be an opportunity to discuss that with CRRA prior to the submittal of proposals?
	Answer	No.

II. Consulting Services Questions

A. Policies and Procedures Consulting Services

1	Question	What is the anticipated scope of process related work – accounting and finance only, or will it include other administrative areas such as HR and Payroll?
	Answer	The scope of work will not include HR and Payroll.
2	Question	Are these processes centralized, or spread out amongst CRRA facilities?
	Answer	The processes are spread out amongst CRRA facilities within the state of Connecticut.
3	Question	Are operational processes at the resource recovery facilities, landfills, or transfer stations part of the scope of any process improvement work?
	Answer	Yes.

B. Strategic Planning Consulting Services

1	Question	Are these services limited in scope to accounting and finance, or will it include all aspects of CRRA operations and planning?
	Answer	Services include all aspects of CRRA operations and planning.
2	Question	Is there a current strategic plan? If so, what is the scope and timeframe covered by the plan?
	Answer	The strategic plan will be provided should proposer be assigned to a specific task.

C. Accounting and Billing Systems Consulting Services

1	Question	What accounting and billing systems are in use now? What versions are they, and how are they supported? What hardware platforms are in use?
	Answer	eBackoffice 7.3 and eProcurement 7.3.5. The systems are supported by our in-house IT and the vendor as needed. The hardware platform in use is Dell Poweredge 2600.
2	Question	How many users are supported by each of the current systems?
	Answer	About 10 - 50 users
3	Question	Does CRRA anticipate purchasing new software? If so, for which business

		functions?
	Answer	No.
4	Question	How will projects in this area be coordinated with Policies and Procedures projects?
	Answer	The projects will be coordinated through a Project Manager.

D. Financial Consulting Services

1	Question	What types of reviews are anticipated in this area – process and procedure, software, staffing, etc.?
	Answer	All of the above.
2	Question	Will consultants be asked to implement projects in this area, or prepare analyses and recommendations only?
	Answer	There is a potential that consultants will be asked to provide analyses/make recommendations and implement projects.
3	Question	How will projects in this area be coordinated with Policies and Procedures and Accounting and Billing Systems projects?
	Answer	The projects will be coordinated through a Project Manager.

E. Budgetary and Control Processes Consulting Services

1	Question	What tools does CRRA use for developing annual budgets?
	Answer	Microsoft Excel
2	Question	What internal control processes exist currently?
	Answer	Reviews from the Board of Directors, Finance Committee, and Regional Authorities.
3	Question	Are budgets and control processes integrated with financial systems software and processes?
	Answer	Yes. The budget is integrated with purchasing through the system eProcurement system.

END OF ADDENDUM NO. 1