Responses to Requests for Clarification
RFP: Update/Create Financial Policies and Procedures

Question 1:   How many policies exist today, by function, that require update?
   a. Finance
   b. Procurement
   c. Budget

Question 2:   How many procedures exist today, by function, that require update?
   a. Finance
   b. Procurement
   c. Budget and Fiscal Compliance

Question 3:   How many policies are estimated to be missing/need to be created for each function?
   a. Finance
   b. Procurement
   c. Budget and Fiscal Compliance

Question 4:   How many procedures are estimated to be missing/need to be created for each function?
   a. Finance
   b. Procurement
   c. Budget and Fiscal Compliance

Answer to Questions 1 – 4:

The Finance Policies and Procedures Manual was last updated in February 2015.

The Procurement Policy was last updated in March 2021. Procurement procedures will need to be created.

Policies and Procedures for Budget and Fiscal Compliance will need to be created. These will include policies/procedures on the following:
   – Grant Management
   – Subaward Management
   – Subrecipient Monitoring

Regarding the total number of policies and procedures that will need to be created, this will depend upon the initial assessment and follow-up discussions.

Question 5:   As part of the review process of current policies and procedures, how many stakeholders should we anticipate interviewing to gather process detail?

Answer to Question 5:

HIAS is open to discussion with the consultant on the best communication structure to be used. Various staff will need to provide input but focal points can be assigned to reduce the number of individuals.

Question 6:   Will all existing policies and procedures be contained in one file location at project start or should we build in time at the beginning of the project to gather existing policies and procedures from key stakeholders?

Answer to Question 6:

All existing policies and procedures will be saved to one location.

Question 7:   Can you please confirm the all areas that HIAS is looking to have new/updated policies and procedures for, such as: Accounts Receivable, Accounts Payable, General Accounting, Procurement, Budgeting, Grant Management, etc.?

Answer to Question 7:   Please see the Answer to Questions 1-4 as well as the current version of the Finance Policies and Procedures Manual which will be made available upon request.

Question 8:   Can you please list the number of IT systems that are involved within financial processing, such as NetSuite, any accounts payable systems, grant management systems, etc.?

Answer to Question 8:

The following IT systems are involved:
–   Netsuite
–   Replicon
–   ADP
–   Celergo

Question 9:   Will you please provide the table of contents of the financial policies manual or a list of the policies and procedures needing review and potential revision, (including the procurement, budget, fiscal compliance and IT policies and any other policies within the scope of this engagement)?

Answer to Question 9:

Please see the current Finance Policies and Procedures Manual which will be made available upon request.

Question 10:   Are the ethics policies, such as conflict of interest, whistleblower, discrimination, harassment, etc, part of the financial policies in need of review and potential revision? If not, will they be made available for review and potential revision to ensure that any revisions made to the financial policies will be aligned and support enforcement of these policies? If so, please provide a list of these policies.

Answer to Question 10:

These policies will not be part of the scope of this project but will be made available for review.

Question 11: When was the last time the policies in the scope of this engagement and the ethics policies, whether or not in scope, were updated?

Answer to Question 11:

The latest updates are as follows:
    Finance – February 2015
    Procurement – March 2021
    Ethics (not in scope):
        Code of Conduct – April 2018
        Conflict of Interest – April 2014
        Anti-Corruption and Fraud – June 2021
        Whistleblowing – March 2021

Question 12: Was there something specific that prompted prioritization of the policy update project now? For example, has HIAS experienced difficulties implementing desired personnel actions or policy enforcement issues because of limitations within the existing policies?

Answer to Question 12:

These policy and procedure updates are prioritized due to the recent growth of HIAS as well as the implementation of new Finance and HR IT systems.