

Finance

1. Since the Board has never been audited and the year-end date is December 31, which fiscal year's financial statements will be covered by the proposed audit service?
FY 2020
2. If there were no audited financial reports, can you provide an unaudited financial report for 2020? **We do not have an unaudited financial report for 2020 to provide.**
3. Please provide the organization chart for the Finance, Grant and Payroll departments. **Attached.**
4. Is there any direct grant from the federal government and is it more than \$750,000, the threshold for preparing single audit reports for the federal government? **There is a direct grant from the federal government which is more than \$750,000.**
5. About how much in percentage of the Board's operations are funded by the City of Chicago, Cook County and third-party grants? **Our funding per existing agreements between the City of Chicago and the County of Cook differ every year, depending on the type of election, so no percentage is available. The City of Chicago covers Municipal Elections and the County of Cook covers general and primary elections. Grants also vary depending on availability and acceptance.**
6. Are all transactions including, the general ledger, payroll, grant reporting transactions recorded and maintained in the Oracle ERP systems? ? **Our transactions with the City of Chicago are maintained within their Oracle ERP system; our transactions with the County of Cook are maintained within their Oracle ERP system.**
7. How many funds are separately tracked? **24 with the City of Chicago and 10 with the County of Cook.**
8. What accounting system is used to track funds and maintain fund accounting records electronically? **For fund maintenance with the City of Chicago, their Oracle ERP system is used to track funds. We do not have access to the County of Cook's Oracle system.**

Purchasing

1. Since this is a fixed fee contract and the full scope of the work and the extent of work to be done and what is required to do it are unknown, the proposed fee would have to be an estimate. Would a change order be possible if it becomes inevitable/necessary? **Yes, a change order would be permissible if the extent of the work does not deviate too drastically from the original Scope of Work. If it does,**

we would need to re-solicit that specific scope of work. Also, depending on the increase in cost, approval may be needed from our Board.

2. Can you provide writable versions of all the exhibits and appendices to be filled out and signed? It could be in Word or any writable software. **Yes, those are now included on our website.**

3. Page 15 infers that the supporting evidence of performance and insurance can be submitted later. Can the insurance appendix 4 be supplied after the contract is awarded, as a cost saving mechanism? If it can, then we will indicate our willingness to comply as a clause in the proposal. **Yes, you can submit your insurance certificate after the contract is awarded.**