



Questions

Request for Proposal RFP# ELCMDM2018-01 for External Auditing Services

1. Is the 10 page limit indicated in section 2.9 related to the technical proposal response only, not including the Appendix and Exhibits requested?

Answer: The 10-page limit cited in Section 2.9 encompasses the entire monitoring plan. Supporting documentation and required forms/exhibit are exclusive of the aforesaid page limit.

2. Should a USB storage device with an electronic version of the proposal be provided at the presentation as noted in Section 6.4 in addition to the one provided with the original/copies submitted according to Section 6.2?

Answer: Yes, a USB storage device may be provided at the presentation in addition to the one provided with the original copies.

3. Can the location of Section 3.4 (as mentioned in the instructions on Section 6.1.3d) be clarified? Should this begin on page 8 above section A or on page 9 above section A?

Answer: Section 3.3 was a duplicate. Section 3.4 is "Specifications – Audit Objectives".

4. Are you able to provide copies of the prior two years of audited financial statements, audited benefit plan, and Form 990?

Answer: Financial information can be found at <http://www.elcmdm.org/downloads/index.htm>

5. Is there preliminary financial statements available for review of the fiscal year ending June 30, 2018?

Answer: Financial information can be found at <http://www.elcmdm.org/downloads/index.htm>

6. Are there any new grants expected to be in place compared to previous years?

Answer: There are no new grants expected to be in place compared to previous years.

7. Are there any changes in accounting systems or methods that have occurred recently or expected to take place?

Answer: There are no changes in accounting systems or methods.

8. Does the ELC receive funding from The Children's Trust and if so, is a Program Specific audit required?

Answer: The ELC does receive funding from The Children's Trust. A program specific audit would be required.

9. Please provide us a brief summary of the accounting department personnel and their relevant experience.

Answer: Our CFO is a CPA with 20 years of audit and controllership experience; the Controller has a MBA with 20 years in accounting and auditing. An organizational chart can be found on the final page of this document.

10. Are there any auditing problems / difficulties we need to be made aware of?

Answer: There are no auditing problems/difficulties.

11. Do you have an audit committee or equivalent oversight by the Board?

Answer: Yes, we have an auditing committee.

12. Is all of the accounting performed in one office, on one system? If not, how many accounting systems and locations are involved?

Answer: Yes, all accounting is performed on Abila MIP.

13. Do you typically prepare the financial statements and footnotes or does the audit firm prepare them?

Answer: The audit firm prepares the financial statements and footnotes.

14. Can you provide the prior year trial balance and audit adjustments, if any? Or give an indication of the number of adjustments and a description of the entries, if any?

Answer: We can provide the prior year trial balance and audit adjustments.

15. Is payroll generated in-house or is an outside service utilized?

Answer: Payroll is outsourced to ADP.

16. May we please get a copy of the budget or any interim financial statements for the current fiscal year?

Answer: Budgets or any interim financial statements for the current fiscal year can be provided.

17. What is the expected timeline for audit fieldwork? Expected start and completion date?

Answer: The fiscal year end is 06/30. Audit needs to be issued by 12/31.

18. If possible, can you indicate the professional fees for 2017 or the number of hours incurred on the engagement?

Answer: The professional fees for 2017 is approximately \$62,750.00.

EVELIO TORRES
President & C.E.O.

Sandra Gonzalez
Sr. Vice President of
School Readiness & VPK

See Page 2 for Programs

Angelo Parrino
Chief Operating Officer

Tamara Garcia
Administrative Assistant

Mercy Castiglione
Chief Financial Officer

Yrma Aldana
Administrative Assistant

Lilliana Murillo
Fiscal Specialist

Jackye Russell
Sr. V.P. of Program Policy
& Community Relations

Pamela Hollingsworth
Sr. V.P. of Strategic Initiatives
& Program Development

Yusnel Martinez
Administrative Assistant

Trish Turner
V.P. of Human Resources
and Admin Services

Fred Hicks
Chief Information
Officer

Michelle Meilan
Director of Quality Assurance

Fiorella Altare
Sr. Director of Quality
Counts

Lisney Badillo
Sr. Director of Contracts

Belkis Torres
V.P. of Early Head Start

Zoyla Edwards
EHS Receptionist

Jose Hernandez
Payments Director

Ana Rodriguez
Director of Technical
Assistance & Loss Prevention

Alex Sanchez
Controller

Juan Castillo
Sr. Director of Budget

Open
Administrative
Assistant

Ana Sejeck
Engagement &
Development
Manager

Anabel Bonaventure
Director of Research &
Evaluation
Analyst

Lidia Clark
Director of
Training

Wilfredo Ayala
Director of Community Health
& Wellness PP

- Jacqueline Dominguez
Deputy Director of
Human Resources
- Mariamanda Borge
Human Resources
Compliance Manager
- Karina Byrd
Administrative
Assistant/HR
Specialist
- Astrid Tinoco
AA/ HQ
Receptionist

- Ahmed Mitwalli
Network Administrator
- Jason Johnson
Network Administrator
- Qin He
MIS Specialist

- Erika Erched
Interim VPK
Manager
- Kristine Gregory
Monitoring &
Technical Assistant
Specialist
- Cindy Cabrera
Monitoring &
Technical Assistant
Specialist
- Open
Monitoring &
Technical Assistant
Specialist
- Yiasha Guerra
Monitoring &
Technical Assistant
Specialist
- Ann Marie
Martinez
Monitoring &
Technical Assistant
Specialist
- Marie Hernandez
Monitoring &
Technical Assistant
Specialist
- Amanda Torres-
Mendez
Monitoring & Technical
Assistant Specialist
- Afton Joyce
Monitoring &
Technical Assistant
Specialist
- Lydia Paul
Monitoring &
Technical Assistance
Specialist

- Annet Perez
Warehouse
Supervisor
- Alexander Torres
Warehouse Clerk
- Joshua Garcia
Warehouse Clerk

- Paloma Lopez-
Barcena
QC Project Manager
- Carolina Troncoso
Grants Coordinator
- Mandisa Persico
Ratings and Support
Specialist
- Molly O'Doherty
Research Assistant
- Dania Espinosa
Administrative Assistant
- OPEN
Ratings and Support
Specialist
- Ana De Aguiar
Accreditation
Specialist

- Dayana Matos
Interim Contracts Administrator
- Larissa Salerno
Contracts Manager
- Stephanie Rojas
Provider Relationship Manager
- Cynthia Caceres
Provider Relationship Manager
- Dilia Felix-Inoa
Provider Relationship Manager
- Katrina Alves
Provider Family Manager
- Angela Gill
Provider Relationship Manager
- Amanda Gil
Interim Provider Relationship
Manager
- Jennifer Hernandez
Provider Service Lead Manager
- Vanessa Aguilera
Document Supervisor
- Lissandra Curbelo
Procurement & Office Manager
- Yadira Aguilar
Provider Relationship Specialist
- Carol Romero
Provider Relationship Specialist
- Isha Sanders
Provider Relationship Specialist
- Skylah Colon
Provider Relationship Specialist
- Kristina Aranibar
Provider Relationship Specialist
- Marine Allen-Tucker
Provider Relationship Specialist
- Leigh Cooper-Peabody
Provider Relationship Specialist
- Carolina Dongo
Provider Relationship Specialist
- Seeranie Machado
Provider Relationship Specialist
- Leslie Gutierrez
Provider Relationship Specialist
- Raziel Heyalme
Provider Relationship Specialist
- Jennifer Prieto
Provider Relationship Specialist
- Hansell Rodriguez
Provider Relationship Specialist
- Jenelle James
Provider Relationship Specialist
- Sheyla Perez
Provider Relationship Specialist
- Iliana Isabel Vazquez
Provider Relationship Specialist
- Julissa Perez
Procurement Officer Support
Specialist
- Lilian Amador
Administrative Assistant
- Open
Provider Relationship Specialist
- Open
Procurement Officer
- Open
Provider Relationship Manager

- Olabisi Baruwa-Castro
Director of Family and
Community Support
Services
- Charelis Santana
Lead Family Advocate
- Eimy Ramirez
Lead Family Advocate
- Beatriz Vera-Lopez
Family Advocate
- Yolette Silfrain
Family Advocate
- Sherronda Moultry
Family Advocate
- Mashonda McClain
Family Advocate
- Marie Lundi
Family Advocate
- Nancy Julmiste
Family Advocate
- Laurel Detman
Family Advocate
- Vivianne Jedy
Family Advocate
- Zereal DeLoach
Family Advocate
- April Daniels
Family Advocate
- Ashley Calveiro
Family Advocate
- Maria Abreu
Family Advocate
- Karla Orozco
Family Advocate
- Jessica Olivo
Family Advocate
- Suleidy Fana Suero
Family Advocate
- Open
Health & Dental Manager
- Open
Nutritionist
- Open (3)
Family Advocate

- Lucretia Jones
Director of Child
Development and
Education Support
Services
- Otilia Gonzalez-Varese
Disabilities & Mental
Health Manager
- Jacques B. Saint Louis
Educational Specialist
- Heather Raymond
Technical Assistant
Specialist
- Jackeline Gonzalez
Perdomo
Technical Assistant
Specialist
- Frances Wilkinson
Technical Assistant
Specialist
- Yamaira Soler
Technical Assistant
Specialist
- Open
Technical Assistant
Specialist

- Chemika Burkhalter
Director of Community
& Family Wellness
- Danielle Campbell
ERSEA Manager
- Judith Joseph
Clerk

- Cecil Gonzalez
Payments Specialist -
Lead
- Eric Vasquez
Payments Specialist -
Lead
- Sydell Nelson
Lead Payments
Specialist
- Dekedra Cooper-
Frecklon
Lead Payments
Specialist
- Jacqueline Montano
Payments Specialist
- Viana Martinez
Payments Specialist
- Jeanne Schrock
Payments Specialist
- Shekel March-Smith
Payments Specialist
- Olga Rodriguez
Payments Specialist
- Ana Delgado
Payments Specialist
- Tereka Lawrence
Payments Specialist
- Alba Viso
Payments Specialist
- Lourdes Ferro
Payments Specialist
- Arena Desire
Payments Specialist
- Rebecca Lopez
Payments Specialist
- Jessica Rodriguez
Payments Specialist
- Jazzmine Roundtree
Payments Specialist
- Fabiola Carpel
Payments Specialist
- Mekisha Alexander
Payments Specialist

- Victor Caballero
Technical Assistance &
Loss Prevention
Supervisor
- Yiccia Moreno
Lead Technical
Assistance & Loss
Prevention Specialist
- Belkis Leon
Technical Assistance &
Loss Prevention
Specialist
- Sunays Rodriguez
Technical Assistance &
Loss Prevention
Specialist
- Maybel Ferro
Technical Assistance &
Loss Prevention
Specialist
- Tamara Herrera
Technical Assistance &
Loss Prevention
Specialist
- Brigitte Hernandez
Technical Assistance &
Loss Prevention
Specialist
- Marvin Garcia
Internal Auditor
- Cynthia Rindone
Internal Auditor

- Adriana Torres
Accounts Payable
- Kristhel Aguirre
Accounts Payable
- Myrna Torres
Payroll Specialist
- Teresa Gonzalez
Senior Accountant
- Casie Alaniz
Billing Manager
- Ida Linares
Accounting Manager

- Shannon Heimbach
Accounting Manager
- Salvatore Martorano
EHS Finance Manager
- Milton Silveira
Inventory Specialist
- Miguel Alfonso
Fiscal Assistant
- Aileen Martinez
PT Director of Budget

- Kerry Allen
Director of Grants
Administration
- Nichelle Calhoun
Communications
Manager
- Corey Jackson
Media Relations
Specialist
- Diana Lane
Media Coordinator
- Lisa Sanabria
Board Liaison
- Roberto Herrera
Graphic Media
Specialist

- Maria Schrack
Inclusion Manager
- Jeanette Nunez
Warm line /
Inclusion
Specialist
- Neivis Valdes
Inclusion
Specialist
- Jessica Herrera
Inclusion
Specialist
- Aileen Suazo
Research
Coordinator

- Adelina Gross
Administrative
Assistant
- Open
Professional
Development
Manager
- Angelica
Ordosgoita
Training and
Technical
Assistance
Coordinator
- Jodie Marquez
Education & Quality
Coaching Specialist
- Wanda Garcia
Education & Quality
Coaching Specialist
- Tia Brown
Penson
Education &
Quality Coaching
Specialist
- Yohana Mejia
Education &
Quality Coaching
Specialist
- Carmen Medrano
Education & Quality
Coaching Specialist
PT
- Audrey Prieto
Moreno
Education & Quality
Coaching Specialist
PT
- Othondra Hicks
Education & Quality
Coaching Specialist
PT
- Open (7)
Education & Quality
Coaching Specialist
PT

- Annette Gonzalez
Health &
Wellness Trainer



As of 10/17/2017