



ADDENDUM #2

RFP No:	2023-02
RFP Title:	Cloud-Based ERP for Nonprofit Organization
Questions Deadline:	February 17, 2023, at 10:00pm (CST)
RFP Due Date:	February 24, 2023, at 10:00pm (CST)

Addendum #2 is issued by the ChildCareGroup Procurement Office. Please see the following for changes, additions, deletions, and/or clarifications to the specifications:

CLARIFICATIONS

Q1. Since ChildCareGroup is currently a single entity, what is the likelihood of adding one or more entities within the next three (3) years?

A1. Not a high likelihood

Q2. Assuming not all proposals will make the selection for demo the week of March 6th, when will organizations be notified of selection for demo and how will spots be assigned?

A2. Selections for demo will be made by Wednesday March 1st. Providing demo availability on your proposal submission would be helpful.

Q3. If selected to do a product demonstration for your team – will we have an opportunity to speak to stakeholders beforehand?

A3. Yes

Q4. Since our financials do not get audited every year would you prefer a reviewed Financial Statement or would a letter from our CFO be sufficient?

A4. Need to demonstrate financial stability

Q5. Does the budget allotted include one time implementation costs + recurring licensing?

A5. Implementation costs were not included; we've shared recurring licensing budget

Q6. Can you provide a use case for the cash basis accounting requirement?

A6. Cash basis is not currently utilized

Q7. What E-signature platform are you using today?

A7. Nothing widely used other than adobe

Q8. What expense management platform are you using today?

A8. None. Reimbursement requests are run through our current PO platform (Microix)

Q9. Is there overlap between the GL, expense management and procurement user count? Can you describe the required access for these users?

A9. Expense management users would overlap, totaling 12 business users for the combined solutions

- Controller
- Assist Controller
- 2 Grant managers (JEs and reporting)
- Manager
- AP/Payroll specialist
- AP specialist
- Staff Accountant
- Procurement specialist
- 2 Purchasing specialists
- Business intelligence engineer (report and dashboard development)

Please sign below and include Addendum #2 with your proposal response. Failure to include the signed Addendum #2 may deem your proposal non-responsive.

For Questions regarding this addendum contact:

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Signature

Date