

	<h1>City of Wilson, NC.</h1> <h2>Addendum 1</h2>
<p><u>Please send inquiries and questions about this RFP to:</u></p> <p>Ricky Wilson Purchasing Manager rvwilson@wilsonnc.org</p>	<p>RFP: 2023-50 – Financial Software for Annual Comprehensive Financial Report (ACFR)</p> <p>RFP Due Date: 12/06/2023 by @ 3:00 pm</p> <p>Contract Type: IT / Software</p>

Failure to acknowledge and return this addendum may subject your bid to be rejected based on the below information.

Vendor: _____

Question 1: Has the City of Wilson seen any solution demonstrations for Financial Software for Annual Comprehensive Financial Report (ACFR) in the past 12 months? If yes, which solutions? **No**

Question 2: Under Vendor Qualification, Preferences and Profile, The RFP states that the, “Vendor must have been in business for multiple years with documented history of successful performance in preparation and generation of Annual Comprehensive Financial Report (ACFR) for similar North Carolina municipal clients.” We have a couple of questions based on this statement:

- a. Is the City of Wilson looking for services to prepare and generate the ACFR? Or is the City looking for a software solution to, “help streamline the gathering of financial data, address rounding issues, and correlate the numerous inputs into the various schedules that make up the ACFR.” Please clarify as these appear to be very different requirements. **The City of Wilson is seeking a software to be used internally by City Finance staff to complete the ACFR using data from our financial ERP system. The City of Wilson is not seeking services to prepare/complete the ACFR.**
- b. If the goal is the latter, is the City willing to remove the requirement that the vendor demonstrate a, “documents history of successful performance in preparation and generation of Annual Comprehensive Financial Report (ACFR) for similar North Carolina municipal clients. **I think we could remove the word preparation but we would still want demonstration that their software could be used to generate the ACFR. We also have a preference that there be NC Municipal references but if there are none, any municipal references should be listed.**

Question 3: Regarding the requirement that the, “Vendor must be able to meet all deadlines and timeline for yearly completion of ACFR. The City must produce ACFR and submit to the LGC before October 31 each year, but the City has a target date for earlier submission, which is usually around the first week of October.” Are you asking for recurring annual services to produce your ACFR? Please clarify. **We are not seeking services to prepare the ACFR. We are seeking a software that has the ability to meet our requirements for completion of the internally prepared ACFR which would mean that the software is available/ready/not scheduled for upgrade/unavailable during our critical deadline window.**

Question 4: Do you require that customer service and support be provided from the United States or Canada? **I don't believe we have a customer service preference.**