



TOWN OF GREENWICH

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February 15, 2019

**** ADDENDUM 1 ****

TOWN OF GREENWICH, CT

REQUEST FOR PROPOSAL #7463 DEADLINE: 3/05/19 AT 2:00 PM

FINANCIAL SYSTEMS SOFTWARE

The following are clarifications for RFP #7463:

Question #1: Payroll and HR personnel are mentioned in section IV (Application Descriptions) as well as in section VI (Cost Proposal), can you please confirm that those software areas are not part of this RFP?

Answer #1: HRIS/Payroll is not part of this RFP. Payroll will be in a separate RFP at a future date.

Question #2: What software system(s) are currently in use to process requested functions and how long have they been in use?

Answer #2: The Town currently uses MUNIS for everything except payroll, tax collection and tax assessment. MUNIS has been used for 20 plus years here in the Town.

Question # 3: Who authored the RFP specifications?

Answer #3: The RFP specifications were authored by the Town's Information Technology Director and Comptroller.

Question #4: Has the Town been shown any demonstrations of systems that will meet the published requirements?

Answer #4: The Town has not yet been shown any demonstrations that meet the published requirements.

Question #5: In the implementation section of the RFP, it refers to an implementation schedule requirement. It mentions adhering to target dates, yet no mention of the actual requirements or dates in the RFP. Can you please clarify this?

Answer #5: Respondents should supply an implementation schedule with requirements and target dates in their proposal.

Question #6: The proposal format is described beginning on page 10 of the RFP. Section II is labeled "Minimum Evaluation Criteria" and Section III is labeled "Comparative Evaluation Criteria." However, beginning on page 13, these materials are labeled as Sections IV and V. Can you please confirm they are labeled incorrectly on pages 13 and 26 of the RFP?

Answer #6: The sections were incorrectly labeled. Respondents should reference each section by section title within their proposal.

Question #7: There is not a designated section for the Reply Sheets (pricing), Insurance Procedure Form, Tax Certification, Statement of Proposing Company's Qualifications, and Vendor Information and Signatory Form. Should we add a section for these forms?

Answer #7: All forms must be submitted with the proposal. Respondents are to incorporate the forms into their proposal accordingly.

Question #8: Can the Town provide a Microsoft Word version of the RFP or a PDF that hasn't been scanned?

Answer #8: No, the Town cannot provide an editable version of the RFP.

Question #9: Is the Town looking for a Payroll application? If so, what requirements are you looking for in that application?

Answer #9: The Town uses ADP to issue paychecks. However, the Town needs to download ADP into a General Ledger. The Town needs the capability to upload or download an ADP payroll file.

All other terms and conditions of this RFP remain unchanged.



Renata Michalski
Senior Buyer