



City of Raleigh

Request for Proposals #: 274-BMS25-001

Title: Budget Document Creation Tool

**Proposal Due Date and Time: 08/14/2024 no later than 5:00PM
EST**

ADDENDUM NO.1

Issue Date: 08/1/2024

Issuing Department:

Direct all inquiries concerning this RFP to:

Dylan Karahalios
Business Systems Manager
Budget & Management Services
Email: Dylan.Karahalios@raleighnc.gov

City of Raleigh
Addendum 1 to RFP 274- BMS25-001

Issue Date: 08/01/2024

To: All Proposers

This Addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of proposal packages and does hereby become part of the original RFP documents and supersedes the original RFP documents in case of conflict.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the follow additions, clarifications, and/or changes to the RFP as listed below and **sign and return this addendum with your proposal package.**

RFP Questions & Answers

Below are all questions that were submitted prior to the deadline (07/31/2024) and all of the responses by the City of Raleigh (COR).

Creole 7/26/2024

- There was mention of Oracle Planning and Budget Cloud Service in the RFP, have you had any assessments of best practices for your current tools?
 - Raleigh response: We have not.
- Does the city have or use Oracle Narrative Reporting?
 - Raleigh response: We do not have it and do not use it.
- When were the Oracle Planning and Budget Cloud Service licenses purchased?
 - Raleigh response: Before I started, I believe it was in 2017.
- Can you please provide a list of what SKUs you currently have purchased?
 - Raleigh response: I don't have the specific SKU number but all we have access to is the older, standard PBCS module. We are not on the new EPM and do not currently have access to Narrative Reporting.

Lomali/GovDollars 7/31/2024

- What portions, if any, of item 13 (Communications/Communication Plan) in Appendix V is intended to apply to the budget document creation tool?
 - Raleigh Response: There is no planned need for a communication plan from the vendor selected. If any communication plan is needed, the City will develop its own in conjunction with the vendor and the Communication Department.
- Does the first bullet point under Scope of Services (Section 4), *Assess current budget book development processes and workflows*, mean the budget creation tool should match the City

of Raleigh's current processes and workflows, or that the vendor should assess these processes and workflows for potential improvements during implementation?

- Raleigh Response: The intent is that the vendor would learn and assess our basic process to determine how that might work within the specified software product being proposed. We understand that our process, as it stands now, may not fit perfectly into and out-of-the-box software application so we would look to the vendor to work with us on which parts the software may be changed to accommodate our process, and which parts of our process we would have to change to accommodate limitations of the software.

Anavate Partners, 7/31/2024

- I am requesting clarification on the number of users proposed in the RFP titled "Budget Document Creation Tool" (Proposal Number: #274-BMS25-001) issued by the City of Raleigh Budget & Management Services Department. Specifically, could you provide the breakdown of users into read/write and read-only categories?
 - Raleigh response: The number of users will depend on the functionality of the system and is currently unknown. The best estimate I could give you would be 125 read/write, and an additional 25 read only. The majority of the work would be performed by staff in the Budget Department, maybe 11 read/write users, but we would hope to send out portions of the book to departments to review and edit and while that is a small number of pages that is a large number of users.

Dylan Karahalios
Business Systems Manager
Budget & Management Services
Email: Dylan.Karahalios@raleighnc.gov

Sign below and return this addendum with your proposal.

Proposer Name & Company: _____ **Date:** _____

Signature: _____ **Title:** _____