RFP 10848-24

Questions and Answers

Report Publishing Software for Financial Statements

The purpose of this document is to provide questions and answers regarding this RFP. The following Q&As are current as of 11/27/2024:

Q1: I would like to see previous years financial statements from City of Redmond. I found this for e.g. for 2022
https://www.redmond.gov/DocumentCenter/View/34548/2022-Financial-Report---FINAL-10-15-24-Complete-Packet
Is this the sort of report that is being expected from the software?
> A1: Yes, that is what we are looking for out of the software.

Q2: Could you provide successful bids for previous software and for how much?
> A2: No one has successfully bid for the software previously because the software has never been purchased by the City before.

Q3: Can you confirm if the city is looking for a 3-year agreement with an annual renewal price cap for the 3years? Or are you interested in a 3-year pre-pay contract?
> A3: We aren't specifically looking to prepay for three years, and the City does not currently have any contracts like that. However, we are open to considering it as an option. It would be fine for the bidder to submit both types of scenarios.

Q4: The Response Requirements & Format section states to complete the Key Requirements and Pricing Form (Attachment A). However, Attachment A - Key Requirements does not include a column to list pricing. Is the Pricing Form a separate document?
> A4: Please provide your pricing on an additional sheet. Addendum 1 posted to clarify this bullet point.

Q5: Attachment A - Key Requirements states that a Budget Book Report is optional. Is the Budget Book optional to include in the pricing?

A5: It would be best practice to you to provide pricing both ways, with the Budget Book included or not.

Q6: Does inclusion of the Budget Book count toward the Evaluation Criteria?
A6: Per our Evaluation Criteria on Page 6 of the RFP document there are 8 points dedicated to having an option of the Budget Book.