# ADDENDUM NO. 1

**REQUEST FOR PROPOSAL (RFP) No. 24-03**
**TOWN OF CUTLER BAY**
**INTEGRATED ENTERPRISE SOFTWARE SOLUTION**

Addendum No. 1 form shall be part of the original RFP No. 24-03 INTEGRATED ENTERPRISE SOFTWARE SOLUTION document and <u>modifies</u> the original RFP as noted below:

**REVISION TO ORIGINAL RFP DOCUMENTS BELOW: "RED"**

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I.VII PROPOSAL SUBMISSION INSTRUCTIONS
    A.   Proposal Content Organization

NOTE:  The third sentence shall read:

…"The Certificates, **Title Page, Table of Contents**, Exhibits, and Appendixes (Required Forms) identified in the Submission Requirements contained in this RFP shall <u>not</u> count towards the thirty (30) page proposal limit…"

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I.XVI INSURANCE AND PERFORMANCE AND PAYMENT BONDS
    A.   Insurance Requirements

Prior to execution of an agreement with the Town, the successful Firm shall provide certificates evidencing minimum insurance coverage as required hereunder. **Proof of Insurance will only be required for those respondents who proceed to Part 2 of the selection process.** Companies authorized to do business under the laws of the State of Florida shall issue all insurance policies. The certificates shall clearly indicate that the successful Firm has obtained insurance of the type, amount, and classification as required and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the Town's representative. Compliance with the foregoing requirements shall not relieve the successful Firm of its liability and obligations under the agreement.

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SECTION V

V.I PART I, PROPOSAL REQUIREMENTS CHECKLIST

Proposer has attached all documents listed in the checklist as provided and any other pertinent information.

| Appendices | Title | Form Attached? | |
|---|---|---|---|
| | | *Yes* | *No* |
| - | Firm's Proposal Package: Including one (1) original, three (3) copies and one (1) USB drive. | | |
| A | Proposal Confirmation | | |
| B | Indemnification Clause | | |
| C | Non-Collusive Affidavit | | |
| D | Drug-Free Workplace Form | | |
| E | Sworn Statement on Public Entity Crimes | | |
| F | RFP Addendum Acknowledgement Form | | |
| G | Anti-Kickback Affidavit | | |
| ~~H~~ | ~~Proof of Insurance~~ | N/A | N/A |
| I | Certification Regarding Scrutinized Companies | | |
| - | Section IV:  E-Verify Affidavit | | |
| - | Section IV:  Single Execution Affidavits | | |
| - | Section IV:  Americans with Disabilities Act Compliance Affidavit | | |
| - | Section IV:  Public Entity Crimes Affidavit | | |
| - | Section IV:  No Conflict of Interest or Contingent Fee Affidavit | | |
| - | Section IV:  Business Entity Affidavit | | |
| - | Section IV:  Anti-Collusion Affidavit | | |

# Exhibit B – Functional Requirements - Finance Department REVISED

| Feature | Description | Vendor Response | Comments |
|---|---|---|---|
| **Tax Management** | | | |
| ~~Tax Calculation~~ | ~~Ability to calculate various types of taxes based on predefined tax rules, including sales tax, property tax, and payroll tax.~~ | | |
| ~~Tax Rate Management~~ | ~~Capability to define and maintain tax rates for different jurisdictions, tax types, and applicable time periods.~~ | | |
| ~~Tax Exemptions~~ | ~~Functionality to manage and apply tax exemptions for eligible entities or transactions, ensuring accurate tax calculations.~~ | | |
| ~~Tax Filing and Reporting~~ | ~~Tools to generate tax reports, prepare and file tax returns, and comply with tax regulations and reporting requirements.~~ | | |
| ~~Tax Compliance Monitoring~~ | ~~Tracking and monitoring of tax compliance, including timely payments, filing deadlines, and adherence to tax laws and regulations.~~ | | |
| ~~Tax Auditing~~ | ~~Ability to provide audit trails and documentation to support tax filings, handle tax inquiries, and assist with tax audits.~~ | | |
| ~~Tax Integration~~ | ~~Seamless integration with other modules, such as accounts payable and accounts receivable, to automate tax-related processes and ensure accurate tax recording and reporting.~~ | | |
| ~~Tax Research~~ | ~~Access to tax research resources, such as tax law libraries or online tax databases, to stay updated on tax regulations and changes.~~ | | |
| ~~Tax Planning~~ | ~~Tools and features to assist with tax planning and forecasting, enabling the organization to optimize tax strategies and minimize tax liabilities.~~ | | |
| ~~Generate 1099 Forms~~ | ~~Generate 1099 form, automatically calculating and populating the necessary information such as payments made to independent contractors or non-employee service providers.~~ | | |
| ~~Multi-Jurisdiction Support~~ | ~~Capability to handle taxes for multiple jurisdictions, including different tax rates, rules, and compliance requirements.~~ | | |
| **Revenue Management** | | | |
| Revenue Recognition | Ability to accurately recognize revenue based on accounting standards and guidelines, such as ASC 606 or IFRS 15. | | |
| Billing and Invoicing | Functionality to generate invoices, bill customers for products or services rendered, and manage billing cycles. | | |
| Revenue Allocation | Capability to allocate revenue to different departments, projects, or funds based on predefined rules or formulas. | | |
| Contract Management | Tools to manage customer contracts, including tracking contract terms, renewal dates, and billing schedules. | | |
| Payment Processing | Ability to process various payment methods, including credit cards, electronic funds transfers, and checks. | | |
| Accounts Receivable | Features to track and manage outstanding customer balances, aging reports, collections, and credit control. | | |