



**BID # CHA23-01**

**ADDENDUM NUMBER 01**  
**REQUEST FOR PROPOSALS FOR:**  
**Budget and Planning Solution**  
**10/10/2022**

**TO: ALL CONTRACT BIDDERS OF RECORD**

This Addendum forms a part of the Contract Documents and modifies the Request for Proposals dated September 29, 2022, with amendments and answers to bidder questions noted below. This Addendum consists of a total of three (3) pages.

**AMENDMENT OF RFP LANGUAGE**

**Amendment #1**

**Language location:** Schedule of Key Events

**Old Language:**

Issue of Request for Proposal	Thursday, September 29, 2022
Proposal Due Date & Time	Friday, October 21, 2022 @ 2:00 P.M.
Post-Proposal Demo Meetings	Week of October 23 <sup>rd</sup>
Award and Notification to Successful Vendor, no later than	Friday, November 4, 2022
Contract Date & Commencement of Services	Monday, November 7, 2022

**New Language:**

Issue of Request for Proposal	Thursday, September 29, 2022
Proposal Due Date & Time	<del>Friday, October 21, 2022 @ 2:00 P.M.</del> Friday, October 28, 2022 @ 2:00
Post-Proposal Demo Meetings	<del>Week of October 23<sup>rd</sup></del> November 14 <sup>th</sup> through November 18 <sup>th</sup>
Award and Notification to Successful Vendor, no later than	<del>Friday, November 4, 2022</del> Friday, December 2, 2022
Contract Date & Commencement of Services	<del>Monday, November 7, 2022</del> Tuesday, January 3, 2023

**Reason:** CCSNH wants to allow more time for bidders to prepare proposals and for CCSNH to review proposals internally.

## **Amendment #2**

**Language location:** Page 8, Contract Term and Termination

**Old Language:** Unless terminated in accordance with other provisions of this agreement, the services herein described shall be performed during a term commencing on July 1, 2022 and terminating on June 30, 2025.

**New Language:** Unless terminated in accordance with other provisions of this agreement, the services herein described shall be performed during a term commencing on ~~July 1, 2022~~ **January 3, 2023** and terminating on ~~June 30, 2025~~ **June 30, 2026**.

**Reason:** Updating contract commencement date and end date

## **Amendment #3**

**Language location:** Page 3, Contract Term

**Old Language:** The term of any resulting contract shall end on **June 30, 2025**.

**New Language:** The term of any resulting contract shall end on ~~June 30, 2025~~ **June 30, 2026**.

**Reason:** Updating contract end date

## **BIDDER QUESTIONS**

**QUESTION #1:** Is there a deadline for bidder questions?

**ANSWER #1:** Bidder Questions will continue to be accepted up until the proposal deadline. Questions will be answered in writing and posted to CCSNH's website within 24 – 48 hours of being received.

**QUESTION #2:** How many users will need to access the Budget and Planning Solution?

**ANSWER #2:** 10 contributors & 10 view-only

**QUESTION #3:** What ERP(s) does CCSNH use?

**ANSWER #3:** Banner, ADP & Target X

**QUESTION #4:** What is CCSNH's annual revenue?

**ANSWER #4:** \$112M

**QUESTION #5:** What is CCSNH's fiscal year?

**ANSWER #5:** 7/1 to 6/30

**QUESTION #6:** Will CCSNH be available for pre-proposal meetings?

**ANSWER #6:** No. In the interest of time for CCSNH staff and to maintain fairness among bidders, CCSNH requires all questions to be submitted in writing and answered publicly on our website for all bidders to view.



**QUESTION #7: When will post-proposal demo meetings be scheduled?**

**ANSWER #7:** Post-proposal demo meetings will be scheduled during the week of October 30<sup>th</sup>. CCSNH will do its best to accommodate bidder’s schedules and provide as much advanced notice as possible before demo meetings.

**QUESTION #8: Will a demo script be provided for demo meetings?**

**ANSWER #8:** No

**QUESTION #9: Has the College seen any demonstrations of new budget systems?**

**ANSWER #9:** No

**QUESTION #10: Please clarify whether a Certificate of Insurance is due at the time of contract or with the proposal response.**

**ANSWER #10:** Bidders must provide a COI with bid responses. The winning bidder’s COI will also be included in the final contract.

**QUESTION #11: Is a sample COI acceptable with bidder responses?**

**ANSWER #11:** Yes

**Acknowledge receipt of this Addendum with the Proposal Form.  
Failure to do so may disqualify the Bidder.**

NOTE: IN THE EVENT THAT YOUR BID HAS BEEN SENT TO THIS OFFICE PRIOR TO RECEIVING THIS ADDENDUM, RETURN THE ADDENDUM WITHIN THE SPECIFIED TIME WITH ANY CHANGES YOU MAY WISH TO MAKE AND MARK ON THE REMITTANCE ENVELOPE BID INVITATION NUMBER AND OPENING DATE. RETURNED ADDENDA WILL SUPERSEDE PREVIOUSLY SUBMITTED BID.

Bidder \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

(This Document Must Be Signed)

Name \_\_\_\_\_

(Please Print or Type Name)