

Addendum 1- Questions received to date 8/3/2022

Town of Wytheville RFP- HR and Financial Software

Responses by Elaine Holeton, Assistant Town Manager

- 1) Question: This is reg. the RFP 3141-1 posted on eVA portal.

I'm wondering if this RFP can be responded by any approved vendor registered on eVA portal or if it is open for only pre-approved vendors list in your organization. Thanks.

Answer: Yes, any firm licensed to do business in Virginia and with a Federal Id, can respond to the RFP. Please review the entire RFP to ensure that you can provide the services requested.

- 2) Question: I want to ensure that our response should include financial, HR/payroll, Tax billing, UB Billing and Cashiering software and well as self-service. I see that the primary focus is financial, billing and HR/payroll, but I want to make sure we propose our complete suite if needed by the Town.

Answer: Yes. All those services are needed. Please look at the Article 9 list of services for a complete list of our needs. We included this list as a pdf in the RFP and as an attached excel spreadsheet. We request that offerors use the excel spreadsheet to indicate which of these services they can provide and return that with any proposals submitted.

Also, do you have a count of real estate parcels that the Town bills for?

Answer: The Town sends out 4,227 tax tickets. Each tax ticket is for a tax map number/parcel.

And is the Town still using Bright for Tax billing and Utility Billing?

Answer: Currently yes, but we hope to transition away from Bright with this proposed conversion.

- 3) Question: I am reaching out with a question regarding the Town's RFP for Financial, HRIS and Payroll Software. That being said, is the Town interested in point solution proposals (i.e., a proposal that addresses a subset of the required functionalities)?

Answer: The Town would prefer a more comprehensive software and a firm that can provide all the services needed through one platform. You can submit a proposal; however, it may not rank as high as other firms if you can only provide part of the services.