Addendum No. 1

PROJECT: FINANCIAL PLANNING AND ANALYSIS SYSTEM

DATE: NOVEMBER 17, 2023

RE: ADDENDUM NO. 1 TO REQUEST FOR PROPOSALS, ISSUED NOVEMBER 2, 2023

TO: ALL BIDDERS

This addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated November 2, 2023, and shall be included in the relevant scopes of work and bids submitted. It is the bidder’s responsibility to determine if their work is affected by this addendum. Failure to acknowledge receipt of this Addendum on bid submission may subject the Bidder to disqualification.

The Following is AMENDED:

GENERAL NOTES AND CLARIFICATIONS:

1. Responses to questions received from Contractors is attached.

END OF ADDENDUM NO. 1
RFP 2023-22 Q&A Document for Financial Planning and Analysis System

Q1. Page 7 of the RFP document states "Proposal shall be a MAXIMUM of five (5) pages if or when printed." Could you please confirm if this is accurate? Since Section 8 "Requirements for Proposal" has several questions, we just wanted to re-affirm if this is a strict requirement.

R: Proposal shall be a MAXIMUM of five (5) pages if or when printed. Any cover sheets, table of contents, divider sheets, the MWBE Subcontracting Plan, the Execution of Offer, references, and team resumes do not count as printed pages, and nor do web site pages provided through hyperlinks or by reference to URLs.

Q2. Could you provide clarification on the specific inquiry: "Please submit a portfolio or samples of your work/software showing examples of your work/use on similar projects”? Would providing a snapshot of the FP&A solution meet the requirement?

R: Yes, snapshots (screenshots) of the FP&A solution meet the requirement.

Q3. What is the approximate number and types of users that you anticipate needing for your budgeting software application? Types being: Power User, Contributor, or View Only.

**Power User License**
This user will administer and manage the solution.
They will manage security.
They will create and modify the workflow process.
They will have the ability to create budget / forecast templates as well as build financial and operational reports that would then be distributed to end users.
These users can also have the ability to input data and commentary into budget and forecast templates.
They will have access to dynamic reports and dashboards.
They can review and approve budget submissions.

**Contributor Licenses**
These users will have the ability to input data and commentary into budget and forecast templates.
They will have access to dynamic reports and dashboards.
They can review and approve budget submissions.

**View Only Licenses**
These users have access to dynamic reports and dashboards.

R: Approximate user count by type shown below:

<table>
<thead>
<tr>
<th>License Type</th>
<th>Count</th>
<th>Capabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power User</td>
<td>2</td>
<td>Administer, manage solution</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manage security</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Create, modify workflows</td>
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<tr>
<td></td>
<td></td>
<td>Create budget templates</td>
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<tr>
<td></td>
<td></td>
<td>Build reports</td>
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<td></td>
<td></td>
<td>Input data/comments</td>
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<tr>
<td></td>
<td></td>
<td>Review, approve budgets</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Access reports/dashboards</td>
</tr>
<tr>
<td>Contributor</td>
<td>70</td>
<td>Input data/comments</td>
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<tr>
<td></td>
<td></td>
<td>Review, approve budgets</td>
</tr>
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<tr>
<td>View Only</td>
<td>10</td>
<td>Access reports/dashboards</td>
</tr>
</tbody>
</table>
Q4. The terms and conditions outlined in Exhibit C require further discussions. In interest of time, would National Trust For Historic Preservation In The United States consider accepting a signed cover letter as a viable alternative at this stage?

R: Exhibit C (Execution of Offer) should be included in responses to the RFP, but exceptions may be noted and will be considered upon submittal.