

Delivery and Implementation for a Budget Software Solution

RFP Questions and Answers

Release Date 03/03/2026

Q1: For each report in scope, please provide the following:

1. **Report Name**
2. **Frequency (annual, quarterly, monthly, ad hoc)**
3. **Content Stability**
 - a. **Is the report structure and content generally consistent year over year?**
 - b. **Or does it undergo significant changes in structure, data, narrative, or visuals each cycle?**
4. **Publicly Available? (Yes/No)**
5. **If not publicly available**
 - a. **Approximate page count –**
 - b. **File format (PDF, PowerPoint, InDesign, etc.)**
 - c. **Description of visual content (e.g., number and complexity of charts, graphs, tables, infographics)**
6. **Synergies/Overlap**
 - a. **Please describe any shared data sources, duplicated content, or other efficiencies across reports.**

A1: For each report in scope, please provide the following:

1. **Report Name** - The City produces an annual Budget Document. Refer to the scope for objectives. The City is looking to the vendor's proposed solutions for options in this category.
2. **Frequency (annual, quarterly, monthly, ad hoc)** The City produces an annual Budget Document. The City produces an annual Budget Document. Refer to the scope for objectives. The City is looking to the vendor's proposed solutions for options in this category.
3. **Content Stability**
 - a. **Is the report structure and content generally consistent year over year?** The City produces an annual Budget Document. The City is looking to the vendor's proposed solutions for options in this category.
 - b. **Or does it undergo significant changes in structure, data, narrative, or visuals each cycle?** The City produces an annual Budget Document. The City is looking to the vendor's proposed solutions for options in this category.

Vendors are welcome to view the City's publicly available budget documents for reference.

- 4. Publicly Available? (Yes/No) - Yes.**
 - a. If yes, please provide a link. - <https://elkgrove.gov/finance/annual-budget>
- 5. If not publicly available:** Vendors are welcome to view the City's publicly available budget documents for reference.
- 6. Synergies/Overlap:**
 - a. **Please describe any shared data sources, duplicated content, or other efficiencies across reports.** The City is looking to the vendor's proposed solutions for options in this category.

Q2: Describe key systems of integration for GRC (Workday / OneTrust) and the ideal state of the integration including any analytics.

A2: Integration should be an existing and working API. To satisfy this, there must be existing customers that are live on your system and our ERP system who are successfully transferring data.

Q3: How many ERP reports/data extracts are you considering for scope?

A3: There will be one ERP system to integrate with.

Q4: For integration with your ERP, please indicate your preferred approach (e.g., direct system integration, file-based transfer via secure file-sharing site, or other

A4: Direct Integration

Q5: The RFP references Attachment B as the City's standard General Services Contract; however, we are unable to locate Attachment B within the posted RFP materials. Could you please confirm whether the Contract will be issued via addendum, or provide a copy of Attachment B for review?

A5: See Addendum 1.

Q6: The RFP outlines both:

1. a required proposal order (Items 1-9 including Introductory Letter through General Services Contract) and
2. required Sections A–L (Checklist, Forms, Functional Matrix, Technical Specifications, etc.) that must be completed and cross-referenced.

To ensure we structure our response in the format most helpful to the City, could you please clarify how you would like the proposal organized, given the required 1–9 proposal order and the separate Sections A–L presented?

A6: Please refer to page 2 of the RFP for instructions on the order and content and ensure that all items referenced in Sections A-L on pages 6-7 are included in the proposal.