

RFP 2026-BRAA-02

Enterprise Resource Planning (ERP) Accounting Software and Implementation Services

Addendum #1

- 1. The RFP states in section 5.10 that the Proposer shall provide a copy of its most recent peer review, with a notation in the peer review report that it included a review of government standards. Can you clarify this?**

This section does not apply to this RFP. You are not required to submit this.

- 2. Would it be possible to set up some time to briefly connect for a bit of a discovery call?**

We are unable to meet privately to discuss the RFP due to being in the cone of silence. However, questions may be asked, and they will be answered in addendums posted to our website.

- 3. What systems are you currently using and looking to replace?**

We are currently using Sage 50 accounting software, which is the primary system we are looking to replace. We are open to additional modules that could replace other systems and integrate into the accounting software.

- 4. It seems like you have separate systems across Finance, HR/Payroll, Budgeting and looking for an all-in-one ERP system, would that be accurate?**

Currently we do have multiple different systems in place for these. We are primarily looking to replace our accounting software; however, we are interested in additional, fully integrated modules that could act as an all-in-one system. These will be assessed on a module-by-module basis for cost effectiveness and workload reduction.

- 5. How many users would be needing access to the system at any level?**

We would need approximately seven users.

- 6. How many total employees does the Boca Raton Airport Authority currently have?**

We have 9 full-time employees and 2 part-time employees.

7. Is Boca Raton Airport authority looking for just a Financial/Budgeting software, or a full ERP (Finance, Budgeting, HR/Payroll)

We are primarily looking to replace our accounting software; however, we are interested in additional, fully integrated modules that could act as an all-in-one system. These will be assessed on a module-by-module basis for cost effectiveness and workload reduction.

8. Can you please provide the following documents:

- **Detailed functional requirements checklist**
- **Copy of the Pricing Submission form in WORD format**

At this time, we do not have a detailed functional requirement checklist other than the information provided in the RFP.

The word document version of the pricing submission form is attached.

9. Section 1.3 mentions that the BRAA might award multiple contracts if it serves the Authority's best interest. With that in mind, would you be open to a proposal where the implementation services are handled by an independent firm separate from the software vendor?

While we are open to a proposal where implementation services are separate from the vendor, we would need to ensure that this was in the best interest of the Airport Authority.

10. Will BRAA be hosting a pre-bid conference call regarding this procurement? If so, please provide relative meeting details.

There is currently no pre-bid conference call scheduled. If it becomes apparent that one is needed, information will be posted to our website and sent out to anyone on the distribution list.

11. Please provide name and version of the current BRAA Financial system software.

Sage 50

12. Please provide a list of expected/desired 3rd party software applications for integration.

Other possible applications which could be integrated by various modules if selected are Paychex, Paya, Bank of America procurement card, TD Bank. It is not a requirement for the system to integrate with all or any of these.

13. Will BRAA desire a Vendor facing procurement portal for self-registration?

This is not a requirement.

14. Does BRAA require a budget book builder? Or an ACFR Statement Builder?

No

15. Does BRAA have a desired Project Implementation Timeline? When is the preferred Go Live Date?

We would like it to go live as soon as practical, however there is no target date.

16. Does BRAA current financial solution have a contract renewal date to be cognizant of?

The current software is on a year-by-year basis with the next renewal date being in November.

17. Will BRAA be using a 3rd party consultant to assist in the RFP evaluation or Implementation process? If so, has that consultant been identified?

No, there will be no 3rd party consultant.