

**TOWN OF GLASTONBURY  
REQUEST FOR PROPOSAL  
RPGL-2022-15  
LEASE ACCOUNTING & MANAGEMENT SOFTWARE  
(GASB 87 IMPLEMENTATION)  
ADDENDUM NO. 1  
OCTOBER 28, 2021**

The attention of respondents submitting proposals for the above-referenced project is called to the following Addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or other change, are all to be included in and form a part of the proposed Contract Documents for the work. Respondents shall acknowledge this Addendum on the Proposal Response Page (Attachment A).

***Question 1. Can companies from Outside USA can apply for this? (like from India or Canada)***

**Answer** All respondents are welcome to submit proposals, however, since GASB establishes accounting and financial reporting standards for US state and local governments a US company with a local presence is preferred.

***Question 2. Do we need to come over there for meetings?***

**Answer** Short listed respondents may need to meet with Town staff for an interview, which may be held in-person or via Zoom. In addition, since training and on-going support is a requirement of the RFP it is preferred that respondents are available for in-person training, although the Town will consider remote training from the selected respondent if offered.

***Question 3. Can we perform the tasks (related to RFP) outside USA? (like from India or Canada)***

**Answer** Refer to Question 1.

***Question 4. Can we submit proposals via email?***

**Answer** No, proposals are only accepted via the on-line portal identified in the RFP.

***Question 5. We regularly partner for similar engagements with a provider lease accounting software. However, because of our legal structure we are not permitted to resell software, and the software provider also prefers to have a direct relationship with the client. Our team is planning to submit a joint proposal that fully addresses the Town's requirements for software and the required ancillary services. It is a common practice that clients will sign a services contract and a separate software license agreement. Will the Town be willing to do this?***

**Answer** Yes.

***Question 6. Regarding the Lease Accounting and Management Software (GASB 87 Implementation) RFP, is there a specific deadline (i.e., date, time) to submit technical and administrative questions?***

**Answer** As per Item 12 under the RFP's Proposal Instructions, "Responses to requests for more specific contract information than is contained in the RFP shall be limited to information that is available to all respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the response deadline."

**END OF ADDENDUM NO. 1 TEXT**