

November 25, 2025

City Procurement Policy Modernization

RFP Addendum 1

Clarification Questions and Answers

- 1) Is/was there an activity/event triggering the need for this Policy Modernization project?
 - **Our current Administrative Order involving purchasing is almost 20 years old and it makes sense to review our entire purchasing policy to align with an updated A.O.**
- 2) Are there other initiatives (ERP modernization, finance transformation, digital procurement upgrades) that the new procurement policy must align with?
 - **We would like a coherent policy that aligns with current systems, but the City is open to recommendations.**
- 3) How would you define success for this project (beyond delivery of the requested scope)?
 - **An updated, comprehensive policy that is ready for City Council presentation.**
- 4) Does the City expect potential changes to policy related to the federal Uniform Guidance (2 CFR 200)?
 - **Yes. We would like to incorporate prospective changes into the policy modernization that align with the federal standards.**
- 5) What procurement and financial systems are currently in use (e.g., ERP, Onboarding, Purchasing, Sourcing, Contracts, and Invoicing)?
 - **Currently all functions are performed through Tyler Technologies' Munis.**
- 6) Is the City planning technology changes in the next 12–24 months?
 - **Nothing specifically related to purchasing is currently planned.**
- 7) Approximately how many stakeholders does the City expect to participate in interviews/workshops?
 - **It is anticipated that no more than 20 stakeholders (in total) would be involved in interviews, but most workshops would be significantly smaller.**
- 8) Any preferred formats for outputs – e.g., MS Visio for process maps, MS Projects for workplans – or up to the selected partner to determine?
 - **The selected partner can advise on the best output format.**
- 9) For this scope of work, we would typically recommend key workshops & meetings be conducted in person but otherwise performed remotely. Is on-site support required, desired, not required, or not desired?



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- **Some on-site is desired with flexibility depending on the purpose of the meeting.**
- 10) Current policy documentation is primarily focused on competitive bidding & contracting requirements – does the City want to expand scope of policies to other source-to-pay areas such as procurement involvement & intake, supplier conformance & onboarding, use of preferred suppliers, contract usage, credit card program usage, receiving, delegation of authority, and invoicing/payables?
- **The main focus is on the direct procurement policy, but use of City purchase cards and delegation of authority are policies to review as well.**
- 11) For implementation support, the term “configuration” is used – is this intended as configuration inputs/recommendations or directly configured updates by the partner?
- **Ideally supporting the creation of the pertinent documents but will allow for direct updates when appropriate.**
- 12) Appendix A notes four required forms. Can you please provide templates for these four forms and/or detailed descriptions for what you require for these forms?
- **Please Appendix A forms below.**



Proposed Project Team Matrix

Provide the following information for each key team member:

Name	Role	Qualifications	Years of Experience
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Non-Collusion Affidavit

State of _____
County of _____

I, the undersigned, being duly sworn, depose and say that:

1. I am the authorized representative of the proposer for the project referenced in this RFP.
2. The proposal is genuine and not collusive or sham.
3. No person or entity other than the proposer has any interest in this proposal.

Signature: _____

Printed Name: _____

Title: _____

Date: _____



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Acknowledgment of Addenda

Project Title: _____
RFP Number: _____

The undersigned acknowledges receipt of the following addenda:

Addendum No. _____ Date Received _____

Addendum No. _____ Date Received _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Conflict of Interest Disclosure

Project Title: _____
RFP Number: _____

Please disclose any potential conflicts of interest that may exist between your firm and the City of Dublin, Ohio:

Signature: _____

Printed Name: _____

Title: _____

Date: _____



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