ADDENDUM NO. 1

Request for Proposals (RFP)

Accounting and Payroll Software

Date: November 24, 2025

This addendum is issued to provide responses to questions received from potential vendors regarding the Request for Proposals for Accounting and Payroll Software. All other terms and conditions of the original RFP remain unchanged.

QUESTIONS AND ANSWERS

Question 1: Will SCTDD provide the Conflict of Interest and Certification on Behalf of the Offeror forms?

Answer: Yes, SCTDD will provide these forms and they are attached to this addendum.

Question 2: What is the number of employees?

Answer: Approximately 160 employees.

Question 3: SCTDD is currently using multiple document management platforms. What are SCTDD's expectations regarding document management?

Answer: SCTDD would prefer the software to support document management and storage within the system.

Question 4: Is SCTDD open to securing end-of-year concessions with negotiations and a signature on/by December 31, 2025?

Answer: Yes, SCTDD would be open to this arrangement.

Question 5: What historical transactions would SCTDD like to migrate to the future system?

Answer: SCTDD would like to see approximately three years of data imported at the transactional level.

Question 6: How many W-2s does SCTDD process?

Answer: Approximately 200 W-2s.

Question 7: What is the pay frequency?

Answer: Payroll is processed on the 15th and 30th of the month. If the pay date falls on a Saturday, payment will be made on the preceding Friday.

Question 8: How many 1099s does SCTDD process?

Answer: Approximately 100 1099s.

Question 9: How many states are SCTDD employees located in?

Answer: Currently two states: Tennessee and Alabama.

Question 10: How many employees are clocking in and out?

Answer: Approximately 160 employees.

Question 11: Is payroll being run through one organization, even though SCTDD has 2 EINs? Or is it run separately through SCTDD and SCATS?

Answer: SCTDD would prefer to be able to process payroll for both entities under one company account. This is a preference, not a requirement.

Question 12: How many people will be logging into the software for financials/accounting?

Answer: Approximately 7 users.

Question 13: How many people will be logging into the software for payroll/HRIS? (Think administration, not employees for self-service.)

Answer: Approximately 4 users.

Offerors shall acknowledge receipt of this addendum in their proposal submission.

South Central Tennessee Development District