

ALAMANCE COUNTY

NORTH CAROLINA

ADDENDUM NO. 1 TO REQUEST FOR PROPOSALS

Comprehensive Property Tax Software System Replacement

RFP No.: #27-P002

Original Issuing Department: Alamance County Tax Administration

Original Issuance Date: July 24, 2026

Original Proposal Due Date: September 1, 2026, by 3:00PM

Addendum Issuance Date: July 28, 2026

Contact Point: Alamance County Tax Administration, Alamance County Office Building, Graham, North Carolina. Email: brad.fowler@alamancecountync.gov

OFFICIAL SOLICITATION DOCUMENT — ALAMANCE COUNTY TAX ADMINISTRATION



This Addendum No. 1 supplements the Request for Proposals identified on the cover page above with: (1) the vendor response key for the Technical Requirements Matrix, (2) Appendix A — Cost Proposal Form, issued as a separate Excel workbook, and (3) Appendices B through E — required proposal forms. Except as added by this Addendum, all other terms, conditions, and requirements of the RFP remain in full force and effect. Vendors must acknowledge receipt of this Addendum using Appendix E below and submit it with their proposal.

1. Vendor Response Key — Technical Requirements Matrix

Each requirement in the Technical Requirements Matrix must be answered using one of the following response codes:

- **Y — Yes.** Met by the standard, generally available product as of the proposal date, with configuration only.
- **E — Exception.** Not met; vendor takes exception. Explain in the Comments column.
- **MN — Modification, No Cost.** Met via modification or committed roadmap item at no cost. State the committed delivery date.
- **MC — Modification, at Cost.** Met via modification at additional cost. State the estimated cost and delivery date; this cost must also appear as a line item in Appendix A, Cost Proposal Form.

A blank response will be scored as “E.” A “Y” response for functionality that is not generally available as of the proposal date may be grounds for rejection of the proposal.

2. Appendix A — Cost Proposal Form

Appendix A is issued as a separate Microsoft Excel workbook, “Alamance County CAMA RFP — Appendix A — Cost Proposal Form.xlsx,” attached to this Addendum. Vendors must complete Appendix A in the format provided and submit it with their proposal.

“Vendors must complete Appendix A in the format provided. Do not restructure the workbook, add or remove line items, insert additional tabs, or substitute a vendor-standard pricing format. Costs omitted from Appendix A will be deemed included in the total price. Any cost associated with an ‘MC’ response in the Technical Requirements Matrix must appear as a line item in Appendix A.”

Appendix A contains the following tabs:

- Sheet 1 — One-Time Costs
- Sheet 2 — Recurring Costs, Years 1–8 (Years 5–8 correspond to the two optional two-year contract renewals and must be priced now)
- Sheet 3 — Rates & Optional Items, including hourly rates for out-of-scope work and the vendor's proposed annual escalation rate for renewal years, which may not exceed the lesser of CPI-U or 4% per year
- Sheet 4 — Total Cost of Ownership Summary (auto-calculated from Sheets 1 and 2)



3. Appendices B–E — Required Forms

The following forms are added to the RFP as required proposal contents, per Section 10.5 (Required Proposal Format). Vendors must complete and submit all of the following with their proposal:

Appendix	Form	RFP / Statutory Basis
B	E-Verify Affidavit	RFP Section 12.13; N.C.G.S. Chapter 64, Article 2
C	Conflict of Interest Disclosure	RFP Section 12.14
D	Divestment Acknowledgment (Boycott of Israel)	RFP Section 12.15; N.C.G.S. § 147-86.80 et seq.
E	Addenda Acknowledgment & Non-Collusion Affidavit	Standard procurement requirement

Note: per RFP Section 12.15, no vendor certification is required by statute regarding the boycott-of-Israel divestment list — the County independently confirms this prior to award. Appendix D below is an informational acknowledgment, not a certification.

Appendix B — E-Verify Affidavit

Pursuant to N.C.G.S. Chapter 64, Article 2 and RFP Section 12.13, the undersigned certifies that the vendor and each of its subcontractors performing work under any contract resulting from this RFP are in compliance with, and will remain in compliance with, the requirements of the E-Verify program throughout the term of the contract.

Company Name: _____

Authorized Signature: _____

Printed Name / Title: _____ Date: _____

Appendix C — Conflict of Interest Disclosure

Pursuant to RFP Section 12.14, the undersigned certifies that the vendor has disclosed below any actual, potential, or perceived conflict of interest arising from a current or former relationship with any Alamance County officer, employee, or elected official, including family relationships, financial interests, or prior consulting engagements relevant to this procurement. If no conflict exists, the vendor shall so state.

Description of Conflict (or “None”):

Company Name: _____

Authorized Signature: _____

Printed Name / Title: _____ Date: _____



Appendix D — Divestment Acknowledgment (Boycott of Israel)

Pursuant to RFP Section 12.15 and N.C.G.S. § 147-86.80 et seq., a company identified on the North Carolina State Treasurer's list of restricted companies engaged in a boycott of Israel is ineligible to contract with Alamance County. The County will independently confirm that the apparent successful vendor does not appear on the Treasurer's restricted company list prior to award. The undersigned acknowledges this provision.

Company Name: _____

Authorized Signature: _____

Printed Name / Title: _____ Date: _____

Appendix E — Addenda Acknowledgment & Non-Collusion Affidavit

Vendor acknowledges receipt of the following addenda to this RFP, if any. Failure to acknowledge an issued addendum may result in the proposal being deemed non-responsive.

Addendum Number	Date Issued	Acknowledged (Initial)
Addendum 1		
Addendum 2		
Addendum 3		

The undersigned further certifies that this proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, or corporation; that the vendor has not induced or solicited any other vendor to submit a false or sham proposal; and that the vendor has not sought by collusion to obtain any advantage over any other vendor or over the County.

Company Name: _____

Authorized Signature: _____

Printed Name / Title: _____ Date: _____