

MOUNT VERNON CITY SCHOOL DISTRICT
165 NORTH COLUMBUS AVENUE
MOUNT VERNON, NEW YORK 10553
E-MAIL: HTHOMPSON@MTVERNONCSD.ORG, Fax: (914)665-3395

TO: All Bidders
FROM: Board of Education of the Mount Vernon City School District
DATE: **October 3, 2025**
RE: RFP # 25/26-07 Business Operation and Finance Consultant Services

ADDENDUM # 1

Attached please find Addendum No. 1 for your review and use

PLEASE E-MAIL THIS COVER SHEET TOGETHER WITH YOUR COMPANY'S NAME TO OUR OFFICE AS CONFIRMATION OF RECEIPT.

RFP # 25/26-07 Business Operation and Finance Consultant Services

**MOUNT VERNON CITY SCHOOL DISTRICT
165 NORTH COLUMBUS AVENUE
MOUNT VERNON, NEW YORK 10553**

ADDENDUM NO. 1

This Addendum contains clarifications and/or changes to the requirements of the contract and/or rfp specifications. Such clarifications/changes shall be incorporated into the contract/ rfp documents and shall apply with the same meaning and force as if they had been included in the original documents.

The conditions of the contract shall govern all work and services described in this Addendum. Wherever the conditions of the work and the quality or quantity of materials/services are not fully described in this Addendum, the conditions of the work, etc. included in the original contract and/or rfp specifications for similar items of work shall apply to the work described in this Addendum.

The conditions of the contract, as enumerated in the contract documents and/or the bid specifications apply to all work described in this Addendum.

The School District received the following questions from prospective proposers. The questions and answers are as follows:

Question: Does the district have plans to release a similar RFP in scope, but targeted for the Early Childcare space?

Answer: No.

Question: What software(s) are you currently using?

Answer: The School District is currently using nVision for its financial management software.

Question: Are there existing providers for these services?

Answer: No.

Question: What is the preferred mode of service delivery – onsite, remote, or hybrid?

Answer: Hybrid would be preferred.

Question: What is your budget for these services?

Answer: The School District is soliciting proposals for the services described in the RFP on an as-needed basis. The School District does not guarantee any volume of work or revenue as a result of this engagement.

Question: How many people work within finance and business operations? We would want to interview/meet with these people to gain an understanding of the processes in place, so we want to get an understanding of how many people would be involved in that process.

1. Can you elaborate on the type of “assistance” you are seeking per this paragraph below? Would it be appropriate to write up the best practices within our findings and recommendations report or are you looking for training sessions, actual execution of work, etc.?

Answer: **The Finance/Business Office has over twenty-five staff members. Please review the scope of services set forth in the RFP for a recitation of the services to be provided under this RFP. The School District is seeking a qualified individual or firm to provide advice, consultation, assistance and administrative support to the key personnel in the Business Office and to the Assistant Superintendent of Business in the performance of their respective duties, as described in the RFP.**

- **Best budgetary development and administration practices**

- **Best practices for supervision of purchasing**
- **Best practices in administration and management of retirement, payroll benefits and accounting.**
- **Best practices for cash, revenue, expenditure management.**
- **Staff utilization and administration.**