

Request for Proposals (RFP)
Richland One Middle College
Request for Proposals (RFP): Financial Services
Addendum #1 March 17, 2026

RFP No.: [RFP-2026-001]

Issue Date: March 6, 2026

Response Due Date & Time: [March 21, 2026, 4:00 p.m. ET]

Point of Contact (POC): Dr. Carla E. Brabham, Principal

carla.brabham2@richlandone.org, (803) 738-7114

Procurement Method: Small Purchase (RFP) – \$25,001 to \$100,000

Advertising: Published in South Carolina Business Opportunities (SCBO) general circulation in the school on March 6, 2026.

Submission Method: Email

Notice to All Potential Respondents

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondents shall take this Addendum into consideration when preparing and submitting its Proposal.

Instructions: Please read the amendments carefully, complete and sign the confirmation receipt at the end of the addendum and include the signed copy with your proposal.

Amendment #1: Submission deadline clarification

There was a discrepancy regarding the submission deadline in the heading and in the schedule of events. In addition, the submission deadline has been extended to March 21, 2026 at 4:00pm to account for an unexpected school closure on March 16, 2026. The submission deadline is March 21, 2026, at 4:00pm.

Amendment #2: Extension of Evaluation Period

The Evaluation Period will be March 21-25, 2026.

Amendment #3: Intent to Award/Notice

The intent to award will be posted on or before March 30, 2026.

Amendment #4: Question and Answer Section

The questions below were submitted by email from interested respondents. The official responses from Richland One Middle College are printed below each question.

Question: Does the school anticipate this role being primarily remote, or would periodic in-person support be expected?

Response: The of the finance service company will be primarily remote. Although rare, in-person support may be requested if deemed necessary by both parties.

Question: Are there specific accounting systems or financial software currently used by the school (for example, QuickBooks or a school finance platform)?

Response: No specific financial software is required; however, accounting systems must be consistent with school finance laws and guidelines that are required by the state of South Carolina.

Question: Will payroll processing be managed internally with support from the selected provider, or is the expectation that the provider would manage payroll activities directly?

Response: It is the expectation that the provider will manage payroll activities directly with input from the school's point of contact.

Question: Is there a preferred point of contact for ongoing financial coordination with the school leadership or district?

Response: The preferred point of contact for ongoing financial coordination with school is the school's principal and the executive assistant, who performs internal bookkeeping duties. The provider is also required to prepare and present monthly financial statements to school's Board of Directors via video conference.

Question: I wanted to check if you guys are willing to waive the Insurance Requirements for this since its low-risk services.

Traditionally in the past we have just had to have Professional Liability (Errors & Omissions) CLAIMS-MADE, our limits for that are the following:

Per Claim Limit: \$1,000,000

Aggregate Limit: \$2,000,000

Per Claim Deducible: \$2,000,000

Response: We are willing to make considerations in area; however, the provider must acquire and/or maintain the required statutory insurance coverage.

End of Addendum

Execute Addendum:

I acknowledge that the addendum to the aforementioned Request for Proposals has been reviewed and considered in accordance with my proposal.

Vendor: _____

Authorized Signature: _____

Name and Title (Print): _____

Date: _____