



March 2, 2026

To All Proposers:

Subject: **RFP No. 8620-W6, Software – Cemetery Database / DPRC**

ADDENDUM NO. 1

To Whom It May Concern:

With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

- Proposers are notified that the correct footer to the front-end RFP documents is: Form 30B – RFP. *The reference to On-Street Parking Mgt Services is deleted.*

- **Please see below questions received and responses from City**

1. Solution Approach

Is the City seeking a pre-built, cemetery-specific commercial off-the-shelf (COTS) solution, or would a configurable SaaS platform tailored to meet the outlined requirements be considered acceptable?

A) See page 13 of the technical proposal section

2. Data Migration

How many active cemeteries and total grave/lot records are included in scope?

A) Please see page 2 & 15 of the technical proposal section

What existing system(s) are currently in use?

A) Please see page 2 of the technical proposal section

Is the vendor expected to perform full data cleansing and normalization, or will the City provide validated datasets?

A) Vendor shall perform



3. Paper Record Scanning & OCR

- What is the estimated volume of paper records requiring scanning?

A) Please see page 2 & 15 of the technical proposal section

- Is the selected vendor expected to perform physical scanning and OCR services, or will digitized files be provided by the City?

A) Selected Vendor shall perform physical scanning

4. GIS Integration

- What GIS platform is currently used (e.g., ESRI/ArcGIS)?

A) There is currently no system in use at the Cemetery

- Is real-time bidirectional integration required, or would API-based synchronization be sufficient?

A) Real-Time

- Are existing GIS layers already fully mapped to grave-level detail?

A) No

5. Financial System Integration

- What financial/accounting system is currently in use?

A) See page 13 of the technical proposal section

- Is real-time integration required, or would export/import functionality (e.g., XML/ASCII) meet requirements?

A) Real-Time

6. Customer Portal

Does the City anticipate providing a public-facing portal for grave searches, genealogy lookup, online purchases, or reservation requests?

A) Yes



7. Mobile / Field Usage

Will cemetery staff require mobile or tablet-based functionality for real-time grave updates and operations in the field?

A) Yes

8. Budget Range

Is there an anticipated budget range established for this project, including implementation and ongoing subscription costs?

A) The City generally does not provide budget information while a request for proposals is posted.

Proposers are requested to acknowledge and/or include this addendum with submission. All other terms, conditions, and specifications remain unchanged.

Christopher J. Gagliastro
Purchasing Director