ADDENDUM 2

REQUEST FOR PROPOSALS

RFP 26-08

Design Services for Budget & Budget-in-Brief

Date of Issuance: October 30, 2026

This addendum includes responses to all questions received by the City of Delaware not included in Addendum 1.

1. **Our understanding is that both the final budget and budget-in-brief need to meet applicable WCAG standards to support the City's ADA compliance goals. Depending on the source files available, this could involve rebuilding charts, financial tables, organizational charts, and graphics containing text into accessible formats, as well as document tagging, alternate text, reading-order adjustments, and accessibility testing. We noticed that previous budget documents found on the website didn't appear to have this treatment. Is this accessibility work part of what you're expecting from the selected vendor? Will editable source files be available, or should we plan to recreate elements and extract text from flattened images or PDFs?**

   As a governmental entity, the City is required to meet WCAG 2.1 AA for all digital content, including PDFs. PDF/UA is helpful and encouraged but not required; compliance will be evaluated against WCAG 2.1 AA.

   Yes. The selected vendor will be responsible for completing testing for WCAG 2.1 AA accessibility. Source files provided by the City will be in editable formats, including MS Excel, Word and Visio. Narratives were previously prepared in Publisher, but that format is being discontinued.

2. **How many pages was the 2026 budget book, and what software was used to create it (Adobe InDesign, Microsoft Word, or specialized budgeting software)?**

   The 2026 budget book was approximately 332 pages. Software used to create included MS Excel, Word and Visio. Narratives were previously prepared in Publisher, but that format is being discontinued.

3. **Will the City provide financial data in Excel files, or will completed tables and charts be supplied for placement into the publications?**

   The City will provide raw financial data in Excel format. The selected vendor will be responsible for developing all required tables, charts, and graphs in accordance with GFOA Distinguished Budget Presentation Award criteria.

4. **Section 4 indicates that the remaining data will be provided on January 11, 2026. Should this date be January 11, 2027?**

   Correct. The City estimates providing the remaining budget data to the selected Respondent by January 11, 2027.

5. **For the online version of the Budget-in-Brief, is the City requesting an accessible PDF or an HTML page integrated into the City's website?**

   Submission of the electronic file of the Budget-in-Brief can be submitted in an accessible PDF format.

6. **Which accessibility standards must the final publications meet—WCAG 2.1 AA, PDF/UA, or both?**

   As a governmental entity, the City is required to meet WCAG 2.1 AA for all digital content, including PDFs. PDF/UA is helpful and encourage but not required; compliance will be evaluated against WCAG 2.1 AA.

7. **Will the City provide existing brand guidelines, logos, and photography for use in the publications?**

   The City has existing stock photography that can be shared and utilized by the selected Respondent. However, the City is interested in obtaining a fresh perspective for both the budget and budget-in-brief. Respondents are asked to provide a separate cost for the inclusion of photography and/or a stock licensing fee. The City will provide brand guidelines.

8. **Can you confirm whether printing is excluded from the scope of this RFP and that the selected firm will be responsible for providing digital and/or print-ready files only?**

   Neither printing of the completed budget nor budget-in-brief is included in the Scope of Services. The selected firm will only be responsible for providing digital and/or print-ready files only.