



# PROCUREMENT SERVICES OFFICE

510 BURMA ROAD, P.O. BOX 1839, LEXINGTON, VIRGINIA 24450

PROCUREMENT@VMI.EDU

ADDEDNUM 1

RFP # V211-26-050

20 March 2026

Addendum No. 1 for this public solicitation is created from questions submitted by potential offerors. Please note that any questions asked where answers appear in the solicitation will not be addressed in this addendum.

1. What is the expected annual number of transactions? **Yet to be determined, somewhere in the 500-700 range is likely.**
2. What is the total annual payment volume? **~\$900,000**
3. What percentage of payments is expected to be recurring? **Majority of payments to be recurring. ~90%**
4. What is the average payment size? **Undetermined at this point in time.**
5. What systems must the solution integrate with at minimum for go-live? **Full integration with VMI's ERP is not preferred. VMI prefers providing a batch or data file on a regular interval, potentially monthly.**
6. Does VMI currently use any specific ERP, finance, HR, compliance, identity management, or athletics systems that the vendor should plan to integrate with? **Ellucian Colleague is presently used but the vendor should not plan to integrate with the ERP. The selected vendor will operate independent of Ellucian Colleague.**
7. What historical data, if any, will VMI require to be migrated into the new platform at go-live? **ZERO – this is a new program.**
8. Which source systems currently contain the data to be migrated? **Ellucian Colleague may contain some data but this is a new program and VMI plans for the selected vendor to fully manage and process payments at the direction of VMI.**
9. Approximately how many total records will need to be migrated into the new solution at go-live? **ZERO-this is a new program. The RFP requires secure on-boarding of cadet-athletes into the new solution.**
10. How many active student-athletes or recipient profiles should vendors assume for migration? **ZERO – this is a new program.**

11. How many inactive or historical profiles, if any, must also be migrated? **ZERO – this is a new program.**
12. Approximately how many historical payment transactions will need to be converted? **ZERO – this is a new program.**
13. Over how many years of payment history does VMI expect to migrate? **ZERO – this is a new program.**
14. Approximately how many agreements, forms, or supporting documents will need to be migrated? **~60**
15. What is the estimated total file storage size for documents to be migrated?  
**Migration of an existing file is not contemplated since this is a new program.**
16. How many tax records or compliance documents, such as W-9s or 1099-related records, are expected to be included? **The RFP requests the vendor collect and manage required tax documentation where applicable.**
17. Does VMI expect the vendor to map and redesign current-state business processes as part of implementation, or only configure the platform to existing workflows? **VMI does not expect the vendor to map and redesign current-state business processes.**
18. What is VMI’s target implementation timeline and preferred go-live date?  
**Implementation to begin May/June 2026; Go-Live date August 2026.**

END ADDENDUM 1.