

 UNCC HARLOTTE Purchasing Department 9201 University City Boulevard Charlotte, North Carolina, 28223-0001 June 16, 2010	REQUEST FOR PROPOSAL NO. 66-2610-BR A copy of the Bid and Addenda are located here. https://www.ips.state.nc.us/ips/BidList.aspx?x=3%2bl%2fX3b%2bZ6HYVoph%2fc173VZ%2bgO5CmNDpPOyZ0eNpueYdWHDLDChqjPtWv6gUI7e0M%2bmiWJdYnd0jh%2fUiU63CIQ%3d%3d
	Proposal Closes: RFP EXTENSION TILL June 28, 2010 – 3:00 pm
	Commodity: Event Management
	Contract Type:
Refer <u>ALL</u> <i>Inquiries</i> to: Brian Richardson Phone: 704-687-7321 Fax:704-687-3122 e-mail: bjricha2@uncc.edu	Using Agency Name: The University of NC at Charlotte
ADDENDUM # 1	Agency Requisition No.

A. RFP Extension: RFP Closes: June 28, 2010

Proposals, in sealed envelopes, clearly marked “**CCI Event Management System Proposal**,” must be received not later than Monday, June 28, 2010 at 3:00 p.m. EST, and shall be addressed per instructions as outlined in Appendix A. of the bid document.

B. Revised Timeline for RFP:

Monday, June 21, 2010	Questions about RFP
Monday, June 28, 2010	RFP closes
Wednesday, June 30 and Thursday, July 1, 2010	Vendor presentations
Tuesday, July 6, 2010	Vendor selection
Wednesday, July 7 to Friday, July 23, 2010	Vendor notification, contract preparation, training and payment gateway set-up
Monday, July 26, 2010	Ready-to-use

C. Answers to questions received concerning this RFP

- How many users would need access to the Cvent system?
At this point, we would have at least four users with the possibility of adding one or two more. I would be the main administrator along with our Director of Communications and two additional department administrative assistants.

2. Most of our clients import contact information from an outside database (such as Microsoft Excel, ACT, Oracle, etc.); however, we also offer API integration for clients who want contact information passed back and forth automatically from Cvent to your database. Should I include the API integration in the pricing as well, or would you prefer to transfer contact information through a simple import/export process?

I'm not sure. Up to this point, we have not been utilizing email lists through our event registration software. All announcements, reminders have been handled separately by way of our College email with addresses from our current attendee registration lists stored in ACT.

3. We offer a few different options for training. Would your users prefer to attend our standard online training, coordinate a private online training, or have a member of our Client Services team come onsite for a training session?

I believe we should be able to utilize your standard on-line training, if it is offered during the training time period allocated. However, there may be specific applications where private on-line training will be necessary. I don't believe we should have to have on-site training; however, if it is available and there is a separate cost associated with that, please include that in your proposal. As much as "we" customers feel we have a typical event set-up, we are actually unique in many ways, therefore, some instances may require on-site assistance.

4. During the Vendor Presentation segment, would that be a private online demonstration via WebEx and conference call, or would that be an in-person presentation taking place at the university?

Once proposals are received, we will arrange a presentation time for vendors, which will be a private on-line demonstration via WebEx and conference call.

5. What constituent data will be loaded into the online community from ACT?

At this point, the only information we believe we may be using from ACT! would be a person's name and email address for the purpose of announcing events and follow-up/reminders.

6. Will email marketing be used? Will they load data into the system that allows for the use of email marketing to advertise an event?

Do you mean an outside person/company being able to market to our email lists, attendees? If so, no we are not allowed to do that. If you mean us (the College), yes we have current email lists of previous attendees that we will use to announce events and send reminders.

7. Will we be providing just an event registration form?

No, we will have a full description of the event; a list of speakers, their photo, company information, their presentation title and abstract; sponsors' names and logos, directions to the University, list of local hotels with active links; and multi registration levels for most events. In the case of College-specific events, we would have an RSVP, regrets, menu selection.

8. Will there be any design that needs to be included?

Yes, we would have a specific College image and may also have an event-specific image for each event.

9. What has to be “ready” by July 15th?
All training and the entire system up and ready to go with active event registrations; however, this date may be revised based on the revised timeline, which should be approved and ready for distribution by tomorrow morning.
10. What is the go live date for the first event in the new system?
July 15th or the revised date still to be approved.
11. Do they have events that utilize sub-activities under a larger event? (i.e. reunions and homecoming)
Yes.
12. In Appendix B, item # 50: “Your system must drop registrants from future reminders, once they have registered.” Can you please provide further details regarding this requirement?
Once someone registers for an event, who was on this email list, we would like to have the system know they have registered and automatically drop their name off the email list for that specific event only, so they are not included in future follow-up/reminder email announcements for that specific event. This process/procedure would repeat itself for each, specific event. So if the same email list is used to announce events that are occurring around the same time period, each event and corresponding email list for that event will work together. We do not want a person's email to be dropped from a master list once they registered for any event -- it should only be dropped once they register for a specific event.

D. All other requirements stated in the RFP bid document remain unchanged.

This form MUST be signed and returned with Proposal response.

<u>VENDOR CERTIFICATION:</u>	
Vendor (Printed)	_____
Vendor Rep Name (Signed)	_____
Date	_____