



27 April 2023

**Addendum 1 for RFP 23-28 – University Scheduling Software**

This addendum provides answers to questions submitted by prospective bidders. The University's answers are shown in **RED**.

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General RFP Clarification

- When is the scheduled Award Date for this RFP? **Documented on the website.**
- In as much detail as possible, what is the process for award, who is involved in the decision making and does this need final executive or board approval? **Process included in the RFP document. It does not need executive or board approval.**
- Has the budget already been allocated & identified for this RFP? If so, what is the allocated budget? **Will not be provided.**
- What is the expected validity duration of pricing submitted? Our organization has a standard 60 day validity for all incentivized pricing. **60 days will be acceptable**
- Can you provide detail on what is driving the June 30th timeline for delivery? **End of existing contract**
- Does the institution allow for electronic submission of RFP responses? Through our software solution and business operations, it is our goal to reduce paper waste and strive for eco-friendly practices. **Yes, procedures included in the RFP document.**
- Does any of the RFP submission require a notary? **No**
- Which parts of the RFP require signature? **The bottom of the RFP Cover Page**

Integration/Technical Questions

- Given the option, would the institution prefer separate SIS integrations for each of the solutions (academic & event scheduling), or a single integration covering all solutions? **A single integration is preferred but would consider separate**
- How important is it to be able to configure the solution without requiring IT or vendor support? **Most solutions require a one-time set-up/configuration that would require both but after that neither are not needed**

#### Requirement Workbook Questions

- Requirement #87 - "Ability for user defined reports to be appropriately labeled prior to saving the reports/query" - Please define the expectation for "appropriately labeled" reports - is this a request for customized naming conventions or simply clearly/logically named reporting? **customized naming**
- Requirement #98 - "Customizable exception reports and be able to designate the individual or group that should receive the report" - Please define what you mean by "customizable exception reports."

**Any report created to show errors or exception in processing**

- Requirement #118 - "Must not use or provide default credentials." Please provide more detail about this requirement. **There are service providers, hosted/cloud servers that assign a default password or any vendor user/training account/ID used to access the system cannot use a system default password/name.**