

Addendum 1

RFP for Classrooms and Events Scheduling

Contract Number DSU20032509R-CES

Questions and Answers

The work/ clarification/ answers listed in this addenda shall be considered part of the Bid/ RFP document for the referenced project/ product/ services, etc.

Below are questions and answers regarding subject RFP. All questions are written in black color font and the answers are provided in red color font.

1. Under Section 1: Purpose, Background (page 3), The text of passage notes:

“It is also preferred that the software include an optional module to support the management of instructional and technical equipment installed in or delivered to classrooms.”

Question: Could DSU kindly specify what type of instructional and technical equipment is being referred to here as well as whether the software in question will continue to be Banner or a different software to be integrated with the equipment?

Answer: A/V equipment, smartboard, chalkboard, projector screen

2. Question 1: Can you please elaborate on your definition of “master calendaring” with respect to functional requirements?

Master Calendaring would include looking at all University space, whether it be classroom, event room, multi-purpose rooms, etc. We want to see how all space is used across campus at any time by the Registrar’s office, Events Management, Student Affairs, Residence Life or otherwise. One system where all space is managed and organized.

3. Section number: Appendix A – Scope of Work

Paragraph number: 2

Page number: 34

Text of passage being questioned: “A fast, efficient classroom scheduling optimizer; master calendaring with integration to Banner Student Information System.”

4. Can you please elaborate on the definition and process of “master planning”?

Section number: Appendix A – Scope of Work

Paragraph number: 2

Page number: 34

Text of passage being questioned: “Reporting service for master planning.”

This would include all planning, for the present and the future, of all space on campus. We need to better balance and measure room utilization across the entire campus. This measure can help us better plan our future schedules for better balance on rooms and building, as well as days of the week.

5. For the successful vendor, when is the initiation of the process for obtaining a State of Delaware Business Licensure required by (i.e. x amount of days after the awarding of the contract)?

Section number: b. Licenses and Permits

Paragraph number: 2

Page number: 17

Text of passage being questioned: “Prior to receiving an award, the successful vendor shall either furnish the Delaware State University with proof of State of Delaware Business Licensure or initiate the process of application where required.”

Soon University intends to award the vendor.

6. Questions on RFP for Classrooms and Events Scheduling - Contract No. 20-03-25-09R.

S.no	Section no.	Paragraph no.	Page no.	Text of passage being questioned	Question
01	V	04	16	5. Oral Presentations	Whether we can give Online presentations by Remote place? Yes, if University approves it to do so.
02	V	04	19	e. Insurance	What is prior time that the vendor to provide a Certificate of Insurance (COI). If you have a copy of COI, submit it with bid. Otherwise, instantly provide it upon request as this will be a part of agreement.

03	V	04	18	e. Insurance	By submitting a proposal, the proposing vendor agrees that in the event it is awarded a contract, it will identify and otherwise hold harmless the Delaware State University / . Question is not clear.
04	V	07	21	k. Termination of Contract	<i>Termination of Contract</i> <i>The contract resulting from this RFP may be terminated as follows by Delaware State required to perform the services required under this contract. Question is not clear.</i>
06	VII		35	Scope of work	Is the classroom activities and special events required recording facility? Yes.
07	VII		35	Scope of work	What is the minimum and maximum users count for classroom activities and special events? Siite license should be possible
08	VII		35	Scope of Work	How many parallel classroom or special events need to be accommodated at same time? Many in some case during the semester.
09	VII		35	Scope of Work	Is there any unique ID provided by the university to avoid duplication? We do have a unique number given to each section offering and we would expect the same for individual events.
10	I	03	03	Background	Can DSU specify the types of user roles and their purpose in using the system? Registrar personnel, Events Management team, Student Affairs personnel, interface for students, end users to make requests