February 12, 2016  (emailed to all proposers on this date)

ADDENDUM # 1
RFP 081603

EVENT MANAGEMENT SOFTWARE

Please note the following answers to questions that were asked prior to the
deadline for inquiries date of February 16, 2016 (3:00 p.m. MST)

1. How many departments/schools across the University will be requiring access to the
solution? Which departments are these?
Response: There are 15 primary academic units in the university, which are top-level
colleges or schools. All of these are expected to use the software. There are also a
number of administrative and service organizations likely to use the software,
including the President's Office, Provost's Office, Educational Outreach and Student
Services, the Enterprise Marketing Hub, the Office of Knowledge Enterprise
Development and Sun Devil Athletics. The system may also be used by university
affiliates, including the ASU Foundation and Alumni Association. Each of these units
can have dozens of reporting departments. For the purposes of this RFP, you can
estimate there will be 100 departments using the software, and some of them will be
sub-departments of a larger unit.

2. How many end-users (admins) will be needing access to the solution in total? How
many users per each department/school?
Response: For the purposes of this RFP, please estimate 250 users.

3. Across a 12 month contract period (1 Year), how many total annual registrations for
all events would ASU be processing through the chosen vendor’s system (ex: 50,000
– 150,000) a year? An educated estimate would suffice, or a range of a high/low
scope of overall registrations across all accounts.
Response: We anticipate 300,000 registrations with 90% of those attending free
events.

4. How many e-mails would be required to be sent out of each account per year (Cvent
currently offers a soft-limit of 500,000 e-mails per account, per year)? If needed, this
can be increased at an additional cost.
Response: We don't have this information. Please use your experience to estimate the
average number of emails sent for a system of similar size.
5. How does ASU plan to implement a centrally procured solution, dependent on the schools and units who would need immediate access vs. schools who may have a different timeline for overall implementation?

**Response:** It is likely that the University Technology Office will procure the software and work with the administration and university units to determine implementation priorities. Based on prior experience, it could take 12 to 24 months before all units are onboarded to the new solution.

If you have any questions regarding this notice, please contact me at 480-727-5177 or Catherine.thart@asu.edu.

Thank you,

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