



Procurement and Contracting Services

Request for Proposals for Third Party Event Registration Software and Management Service Provider

Addendum #1

**Please mark all proposal submission
Envelopes with the following information**

**Sealed RFP #L132005
Due on 08/28/2019 no later than 2:00 PM, MST**

The due date for this RFP has been extended to August 28, 2019 at 2:00PM MST.

The following questions were received before the technical question/inquiry due date of July 18, 2019 at 12:00PM MST:

Q: 5.3.10 Application/Submission/Proposal Status/Review Management – is this different than 5.2.8 Abstract and Speaker Management? If yes, please explain

A: 5.2.8 Abstract and Speaker Management This is intended to ask the vendor to describe if the solution provides the ability for speakers to register and submit abstracts for events, separate from regular attendee event registration.

A: This is similar to 5.2.8 but is intended to seek information if the solution provides more robust and/or customizable capabilities to accept applications or proposals from speakers, exhibitors, instructors or others where the event manager(s) can then review, accept/deny, and track the applications related to the event. This would include features that are beyond a basic speaker/abstract submission tool

Q: 5.3.9 UA Admin Data Defined Extension Form Design – What does this mean?

A: Form builders included in the solution should allow the user to create custom form fields for the activity/event. Examples include additional demographic data of registrant and event choices like preferred meal or session.

Q: 5.3.23 Mobile meeting management – Can you please clarify what this means? A mobile app that is integrated?

This will depend on the vendor so please describe mobile meeting solutions that you have in place for your product(s). This could be mobile meeting management for the event coordinator, such as an app where the meeting coordinator can register and check in attendees, create polls, view meeting information. This could also mean an app for attendees where they can view meeting agendas, keep track of session topics, times, locations, and complete evaluations or polls on their smart device.

End of addendum, all else remains the same.