Florida State University

Competitive Solicitation
Addendum Acknowledgement Form

<table>
<thead>
<tr>
<th>CS No: ITN 5778-4</th>
<th>Title: Event and Information Communications System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: September 2, 2015</td>
<td>Addendum Number: 2</td>
</tr>
</tbody>
</table>

INSTRUCTIONS TO RESPONDENTS

Attached is additional information pertaining to the Competitive Solicitation identified above. Please read this information carefully and incorporate it into the terms, conditions and specifications submitted with the original Proposal and any prior addenda.

This cover sheet must be signed by the individual signing the Proposal and returned with the Proposal.

CERTIFICATION

This is to certify that I did receive the referenced addendum and have incorporated the terms, conditions, and specifications listed therein into the attached Proposal.

__________________________________________________
Printed Name/Title

__________________________________________________
Authorized Signature
ADDENDUM TO COMPETITIVE SOLICITATION

ITN 5778-4

Event and Information Communications System

The following change(s) shall become part of and supplemental to the above mentioned Invitation to Bid;

**Announcements** – university notifications that may or may not have a defined date and time (e.g. HR deadlines, surveys, concert tickets)

**Daily digest** – automated, daily email to Florida State University students, faculty and staff, listing key events and announcements for the current day, and on Friday including weekend events and announcements

**Department events** – events posted to individual department calendars, aggregated on the university calendar and announcements website

**Editor** – university employee or current student submitting or editing an event or announcement

**Moderator** – designated university employee responsible for reviewing and approving all key event and announcement submissions

**Key Events** – university calendar events that are deemed important to a wide university audience and approved to appear on the university calendar and announcements website

**Post** – any key event or announcement that is added to the university calendar and announcements website

**University calendar and announcements website** – Florida State University’s official website listing all university-sponsored key events and announcements

**University calendar system** – aggregated calendar of all department events

**University organization** – a formal department, school, college, center or registered student organization within Florida State University

**University-wide** – any event or announcement that impacts a large number of the student, faculty and staff population at Florida State University

**Question A**

I am reviewing your RFQ acknowledgment form and would like to know if you have any more information on the current system and what you are looking for. Any information would be great. We have no further information. If you have a specific question about one of the areas of the ITN, we are happy to elaborate on that area based on your question.

**Question B**

Can you please clarify the required formatting for the submitted proposals? Are 5 individual USB sticks required for the electronic copies?

Yes. We want five individual USB/DVD, plus an original which includes a paper copy.
Question C

Are you trying to migrate functionality, data or both? Is all data in SharePoint today?
We would like to migrate the data, add (as defined in the ITN) to the features and functionality we currently provide and launch an updated visual design and data entry interface. All the current event data is in SharePoint now.

Are you indicating that you want the system to also include a personal calendar or do you mean that you can output events by exporting them so that they can be input into an existing personal calendar (Outlook, Google calendar, etc.?), per the requirements in rows 101, 102 and 106 of the Functionality Form?
We want users to be able to output events by syncing a single event or whole calendar with an existing personal calendar so that they see updates as they are made on the system. Exporting a snapshot would not be as efficient.

Would the e-mail digest be for all events or a subset of events? If so, what is the subset criteria (event type, “favorited,” etc)?
There are two subsets of events: key events and department events.
The email digest will include various options for sending and content. The daily email digest will promote a subset of events included in the overall university calendar, including:
1. University announcements and events tagged by University Communications to be distributed to various, targeted audiences (e.g. faculty, staff, students, alumni, donors). Individuals cannot opt out of this message
2. Appended digest of calendar events and announcements for a specific department or subset of criteria that an individual subscribed to receive
Can you actually define the process here of syncing, complete with e-mail systems being used? Florida State University uses Microsoft Exchange for employees and Microsoft Office 365 for students. However, various other email systems may be used by clients. We would like to send the emails daily to all current students, faculty and staff, so email addresses must be updated/synced frequently.

EMS Software provides many different solutions for our customers. We know that our own EMS Enterprise solution is being used at Florida State University's Division of Student Affairs for the management of events and spaces. There is a native integration of our products in this regard and would like to confirm if the EMS Enterprise database would be one of the sources from which you would be pulling events? If so, is the native integration we offer a competitive and evaluative factor on which proposals would be measured? The RFP does not call this out specifically.

A new calendar system should feed from any system with public calendar event data, including systems used by Athletics, the Division of Student Affairs and other campus departments. We cannot speak to whether it would be a factor.

We would like a complete list of all data sources which would populate the calendaring solution. The Functionality Form names only one additional one called Athletics Neulion. Can each of these systems output their data through a web service (API functionality)? Currently, we are unaware of all systems on campus used for calendaring. Most of the calendaring will come from the main calendar system in SharePoint—calendar.fsu.edu—which we hope to replace with this ITN. Other solutions on campus will include Neulion, which Athletics will likely continue to populate and sync nightly. I am unaware of the output options of these systems. We’d like to know if you can import the basic formats (.ics, ical, xml, rss).

The Calendar of Events indicates that the event Best and Final Offers has a date yet to be determined. When is the determination going to be made on this event?
At this time, we don't know when the BAFO will be issued.

The Calendar of Events indicates that the event FSU Posts Intent to Award has a date yet to be determined. When is the determination going to be made on this event?
At this time, we don't know when the award will be made.

Did any vendor(s) help define the requirements as it relates to this ITN for Florida State University? If so, which one(s)?
No.
How many calendars will exist in total? Examples commonly used in higher education include the following: Academic Calendar, Athletics Calendar, Featured Events Calendar, Performing Arts Calendar, Community Calendar, "Around Town" Calendar, etc. Oftentimes, the more events that there are in any one classification, the more sub-calendars are created in order to reduce clutter when viewing. As an example, one institution may show Athletics in two calendars - "Home Games" and "Away Games" and others may have any number of them - for example, "Football," "Men's Basketball," "Women's Basketball," etc. We are trying to determine the total number of individual calendars based on the segmentation that Florida State University will use.

We would like each department on campus to have their own calendar so they can own their content and keep it updated as needed. That said, the current number of calendars is 92. With a new system, we could double or triple that number. Here is a list of departments (e.g. schools, colleges, departments, centers, institutes) at Florida State University: fsu.edu/departments. Each department could potentially have a calendar of their own.

How many event publishers will exist to approve and publish events?
Each department calendar will have 1-5 people who can add or approve events. Additionally, there will be 1-5 people—likely in University Communications—who will approve events to be upgraded to university key events and appear in the email digest.

How many unique, named end users will be viewing events? We understand that anonymous viewers without logins cannot be counted.
Many users viewing events will be anonymous. The need to login will be necessary only for those who want to subscribe, RSVP, or share an event on social media. We do not know how many users will want to use the calendar this way, as the Florida State University community is very large and includes alumni, donors and prospective students.

**Question D**

Are the requirements listed ranked by priority? If not, please describe the ‘must have’ requirements from the ‘nice to have’ requirements.

While all requirements are desired, here’s an overview of key requirements:

- Converge university event and announcement posts onto one Web page
- Ability to send targeted daily digest emails to different audiences
- Auto sync with email accounts from admin and student email systems
- Customized digests allow individuals to subscribe to additional event and announcement emails and RSS feeds for different filters
- View on multiple platforms
- Responsive design for calendar and announcement website
- Meet all federal accessibility requirements

Please define the display requirements for 'pinning'.

Pinning refers to the ability to select posts to feature as a key event or announcement by checking a box so that the post appears (be pinned) at the top of the page.

Please define the requirements for archiving.

We would like the ability to search prior calendar events or announcements and keep them publicly available.

Are parking options in a pre-defined list?

We can see if Transportation and Parking Services can provide that upon request. Here is the website: transportation.fsu.edu
Please identify the current mobile app used; is it a custom mobile app or a third party platform.
The current app is a custom app created in-house: http://its.fsu.edu/Web-Services/myFSU-Mobile

Please provide a definition of the agenda view.
An agenda view lists all events on a day under the date of those events, as opposed to a calendar, grid view.

Please define the behavior requested with control settings; are they constrained to notification and content filtering settings?
Users will want to control most settings including but not limited to subscribing to various calendars, setting notifications and alerts for events, overlaying various calendars in a view, adding a social media share setting (so one click could share an event or announcement on their social media account) and opting in or out of select digests.

What is expected to occur with an auto sync?
Email accounts should be kept up to date on a vendors' email solution system. We would like to send the emails daily to all current students, faculty and staff, so email addresses must be updated/synced frequently.

ADDENDUMS MUST BE SEALED AND ENVELOPE PLAINLY MARKED ON THE OUTSIDE. SHOW THE ADDENDUM NUMBER, BID NUMBER, OPENING DATE AND THE TIME