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 5781-4
Postal Campus Deliver Management

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

Questions And Answers

1. What are your hardware requirements? (Matt adds: Handhelds, barcode scanners etc.)
   A. 6 Handheld or iOS/Android devices 2 Barcode scanners and 2 label printers.

2. Are you receiving for students, or Faculty and staff or both?
   A: Primarily for Faculty and staff. Student mail is split off to an on-campus partner (The UPS Store) who manages the student u-boxes for campus. We would be interested in hearing about u-box management or assignment features as a value-add or future enhancement.

3. How many desktop users will there be?
   A. Two desktop users will be required. Additionally up to 6700 customers would need the ability to log in to the customer portal.

4. Can reports be scheduled? Please elaborate what you are looking to accomplish be scheduling reports. Do you want to run reports over a certain time frame or do you want to run reports at certain intervals? (page 4)
   A: Both. We would like to be able to run ad-hoc reports that cover arbitrary time frames as well as have the ability to schedule reports that arrive via email on configurable schedules.

5. Please describe your requirements of AGING reports and EXCEPTION Reports. (page 4)
   A: The intent here is to have reporting that shows packages that are ‘stale’ or lost as well as packages that were delivered outside a specific time frame. E.g. an exception report may show all packages (summary and detail options) for a given timeframe that exceeded a two day handling time. A different exception report may show excessive time between route stops.

6. What do you mean by data refresh in "detail your solutions user and customer management features; data refresh, authentication?" (page 5)
   A: We are looking for specifics as to how customers, buildings, addresses, etc. can be brought into your system on an ongoing basis and how old or stale data can be purged. Additionally, we are looking for information about how we can manage user authentication for staff functions as well as any customer facing portal. FSU makes every attempt to have its software systems utilize a single sign-on, preferably the campus LDAP system.

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