



Date: December 21, 2023

**ADDENDUM NO: TWO**

**TO ALL OFFERORS:**

**REFERENCE:** RFI No: 2024-RFI-7121223  
Commodity: Office Reservation Software System  
RFI Closing On: Thursday, January 11, 2024, at 2:00pm

Please note the clarifications and/or changes made to this solicitation:

1. Please see the following Questions and Answers:

Q4		Is the check-in/out a hard requirement, or is it a “nice to have” feature?
	A4	<b>Check-in/out is certainly a preferred feature. This is intended to alert users to a space that may have been reserved but is not being used (and was not cancelled) in the event a meeting room is needed.</b>
Q5		Will there be receptionists/office managers to monitor the check-in/out status as people come in/out?
	A5	<b>In some cases (not all), departments have receptionists/office managers. In these instances, they may be able to assist with reserving rooms, however, this will not likely be a defined job responsibility.</b>
Q6		How many conference rooms, focus rooms, and workstations can be reserved at each location?
	A6	<b>Ideally, you could access the entire County list and reserve any room/workspace from any of the tablet locations. The exact number of rooms is still to be determined and will evolve as the Facilities Master Plan develops. For the purposes of this RFI, estimate 15 locations * 2 buildings to start.</b>
Q7		Does the county need to know which workstation or the number of workstations available at any time for each location?
	A7	<b>Employees would need to know where available workstations are at any time during normal business hours. Additionally, amenities (e.g docking station w/ 2 monitors, land line phone, general configuration, etc.) would need to be assigned to help differentiate different workstations.</b>

Q8	Does the county need to know which focus room or the number of focus rooms available at any time for each location?
A8	<b>Employees would need to know where available focus rooms are at any time during normal business hours.</b>
Q9	Does the county need to know which conference room or the number of conference rooms available at any time for each location?
A9	<b>Employees (and in some cases, the public) would need to know where available conference rooms are. Employees would need to know at any time which conference rooms are in use/available.</b>
Q10	Is the ideal solution going to be added to an existing website, or is the county looking for a standalone solution with a separate domain or a mobile app?
A10	<b>Ideally a link could be added to the existing website to allow for public request of conference rooms, but primary access would be via a mobile app.</b>
Q11	Is the solution intended for county employees' eyes only, or is the solution meant to be public but to make a reservation, the user must be logged in?
A11	<b>Rooms that can be reserved by the public (e.g. COB 5 Conference Rooms) are intended to be public facing to include meeting details w/o a login. These and other rooms (shared by all staff and shared by departments only) should also be internally visible to employees (of said department).</b>
Q12	Do you request a formal quote at this time or a high-level preliminary estimate from a pricing aspect?
A12	<b>The RFI process is an informal process that allows interested Firms to share information on the services they provide with some reference to non-binding pricing.</b>

- All other terms and conditions of the solicitation remain unchanged. Submittals must be received in accordance with the solicitation requirements by **2:00 PM on Thursday, January 11, 2024**. Late submittals will not be considered.
- A **signed acknowledgement of this addendum** should be received by this office attached to your information document. Signature on this addendum does not constitute your signature on the original submittal document. The original submittal document should also be signed.

Sincerely,  
*Sharon Cash*  
Sharon Cash, VCO, VCCO  
Buyer II  
Phone: (434) 296-5854

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Name of Firm

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name