



THE UNIVERSITY OF SOUTHERN MISSISSIPPI

June 3, 2021

ADDENDUM 1 TO RFP 21-57

This addendum provides answers to questions submitted by prospective bidders. The University's answers are shown in **RED**.

Deidre Edwards
Buyer

1. In the RFP, Section L states that the start of the project is required within 30 days of issuance of a PO. It also states that the "system including support and maintenance must be operations by July 1, 2021". Is this date accurate? This gives 2 ½ weeks to choose a vendor, execute contracts and get the system up and running. Please clarify?
July 1, 2021 is a target 'go live' date, if you are unable to meet that, provide the best possible date that the system can be operational in production.
2. For RFP 21-57, is USM looking for a COTS system or a custom software solution?
The university is looking for an existing system that can be implemented with some user configuration for branding and preferences not a custom, full blown development project.
3. How many beds does the campus have? **Overall total bed count is 3,755.**
4. Do you have Summer conferences? Est. How many per year? How many beds are used for summer conferences? **Yes, but Conference Services is a separate department and does not currently utilize the same system.**
5. What are you using now for verifying room conditions at move in/move out? **We are using an online form called Room Condition Report generated by the current student housing system.**
6. How many staff will be using the system? What are their roles? **Approximately, 25 full time staff members, more than 200 student staff, and all residents will be utilizing the system. Full time staff utilize the system for responsibilities such as assignments, email communications, billing, leave requests, appeals, processing applications, generating**



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reports, etc. Student staff utilize the system to check in and out residents, complete Room Condition Reports, and desk operations. Residents utilize the system to apply for housing, cancel housing, self-assignment, initiate room changes, etc.

7. How many staff will be trained, and will there be system admin? There will be an application admin. Ideally, approximately five staff will be trained who in turn will train the remaining staff members.
8. Do you prefer training in-person or remote? Either will work but prefer in-person. Note – All travel costs must be included in the bid response.
9. Do you prefer install in-person or remote? Either will work but prefer in-person assuming the installation configuration can be done in this session. Note – All travel costs must be included in the bid response.
10. When is your preferred go live date? July 1, 2021 is a target ‘go live’ date. If you are unable to meet that, provide the best possible date that the system can be operational in production. This could be pushed to as late as Sept. 1, if necessary, but that is not preferred.
11. One of the optional features listed in the RFP (#30) states that there is a need to have a “system to provide the ability to define automatic trigger alerts for notifications in the workflow process.” Can you please provide more detail about what you are looking for with specific examples? If your system provided an approval workflow process, we are looking for alerts to notify a status or approver action needed. This could be for room change requests, check out process, conference requests, etc.