



November 3, 2021
ADDENDUM NO. 1
RFP# SH2109 – Room and Event Scheduling System

ONE (1) ORIGINAL SIGNATURE HARD COPY AND TWO (2) USB DRIVES OF THE RESPONSE TO BE SUBMITTED

All proposal responses shall be addressed and returned to this location by the due date listed below:

**City Colleges of Chicago
Dawson Technical Institute
Procurement Services
3901 South State Street, Room 102
Chicago, IL 60609
Attention: Sherri Hardemon, Contract Administrator**

Proposals are due Monday, December 13, 2021, no later than 12:00 p.m. local Chicago time

Item 1 – Modification to the Deliverables Spreadsheet

Tech and Functional Requirements Tab

- A. There were originally thirty-one (31) items listed under the description column. The list has increased to thirty-seven (37) items.**

The following items were added:

- 32 The solution is able to generate event revenue reports by college, space, dates, payment status, waiver status, etc.
- 33 The solution enables email notifications and reminders related to room reservations and any pending tasks.
- 34 The solution allows to use filters to view only available rooms or rooms in conflict.
- 35 The solution integrates with CCC's digital signage system and website calendars.
- 36 The solution captures and displays event description.
- 37 The solution allows users to log into the system using CCC credentials.

- B. The format for the Tech and Functional Requirements Tab has also been revised for ease of evaluations.**

Item 2 – Modification to the Deliverables Spreadsheet

Fee and Cost Proposal Tab

- A. We have revised the fee and cost proposal tab to only include eight (8) cost type items.

**Please acknowledge receipt of all Addendums in your proposal responses.
END OF ADDENDUM**