



Sports & Exhibition Authority
When you have the time, Pittsburgh has the place.

Addendum #1 – Sports Even Funding (SEF) Program Rebrand

January 7, 2025

1) Dates:

- a) Deadline for Inquiries: 12:00 PM | Friday, January 17, 2025
 - i) Email: procurement@pgh-sea.com
- b) Deadline for Submission of proposals: 12:00pm | Friday, January 31, 2025
 - i) Proposals must be emailed to procurement@pgh-sea.com.

2) Additional Information:

- a) Contact information
 - i) SEA Procurement & MWBE Specialist
 - (1) Alicia Matos
 - (a) Email: amatos@pgh-sea.com
 - (b) Phone: 412.393.7106
 - ii) Non-Mandatory Pre-Proposal Meeting Summary
 - (1) Alicia Matos conducted team introductions and process review
 - (2) Connor Reiche and Aaron Waller reviewed project scope
 - iii) Companies that attended Pre-Proposal meeting should send contact information to procurement@pgh-sea.com
 - (1) Outline company name and intent to submit a response

3) Attachments: Documents can be accessed [here](#).

- a) Pre-Proposal Meeting Agenda
- b) Pre-Proposal Meeting Sign-in Sheet
- c) Attachment D: Workforce Diversity Information (Excel)

4) Questions

- a) Will there be a separate domain for this website?
 - i) Yes, we are requesting a new domain as part of this RFP.
- b) How will events be added to the calendar on the website? Will they be pulled from a third-party site?
 - i) Events will be added to the calendar manually by the SEA staff
- c) Is there a budget range that the Authority has in mind?
 - i) We have currently budgeted approximately \$25,000 for this project.

- d) Would the website be connected to a third-party software?
 - i) Yes, the Authority uses a grant management software called Fluxx.
- e) Are there any restrictions on which content management platform should be used?
 - i) No, the Authority does not have a preference.
- f) What is the email that should be used for submitting questions?
 - i) procurement@pgh-sea.com
- g) If we have questions or comments on the provided sample contract, what is the best way to communicate them?
 - i) Any comments or questions regarding sample contract should be submitted in writing with your proposal.