

RFP for iManage Cloud Hosting and Migration Sports & Exhibition Authority

*Addendum #1
October 13, 2023*

Please acknowledge receipt of this addendum in your proposal.

A non-mandatory pre-proposal meeting was held via Teams on October 13, 2023, at 2pm. Please find attendance sheet from the non-mandatory pre-proposal meeting on this website (as well as copies of the contract, original RFP, and this addendum.)

www.pgh-sea.com/ftp-2023-imanageRFP.htm

All inquiries regarding this RFP must be submitted by 10am on Tuesday October 17, 2023. Please submit all questions in writing via email to Steve Morrison: smorrison@pgh-sea.com. You will receive a confirmation that we've received your questions.

Proposals are due Monday, October 23, 2023, by 12:00pm. Interviews, as needed, will be scheduled over the following 8 days.

Pre-proposal meeting summary:

During the pre-proposal meeting the RFP was reviewed including all dates and scope requirements. The contract, MBE, and diversity requirements and the associated forms were reviewed. No one felt there were any issues with timeline or any significant questions at that time.

Key Questions from the pre-proposal meeting:

Q: If only a 3-year pricing option is available for hosting, is ok to not provide a 5-year pricing option?
A: YES.

Q: What user groups will be using iManage (as it relates to the new project centric architecture?)
A: User groups were discussed along with project categories and other folders that we use for organizing and filing. A copy of the project categories and user groups can be found on the download site: www.pgh-sea.com/ftp-2023-imanageRFP.htm

Q: Can you clarify training requirements?

A: We expect at least two groups to be trained. End users and librarians/admins. These trainings may be conducted virtually. (As discussed, the end user training should be conducted in at least two sessions to keep numbers small.) In addition to the base training, short "how to" guides for basic tasks should be provided for both end users and librarians. Additional training can be provided via pre-recorded webinars or other online material.

Q: How many physical copies of the RFP need to be submitted?

A: Only one physical copy of the RFP needs to be submitted along with the electronic copy.

Q: Can the diversity table at the end of the RFP be provided as an excel file?

A: YES. Please find it on the download site: www.pgh-sea.com/ftp-2023-imanageRFP.htm

Q: Can you please provide the RFP in word format?

A: YES. Please find it on the download site: www.pgh-sea.com/ftp-2023-imanageRFP.htm