

**University of Maine System  
Higher Education Room Scheduling Solution - RFP# 2018-80  
ADDENDUM #02**

**QUESTIONS**

1. Whether companies from Outside USA can apply for this?  
**ANSWER:** Please see RFP Section 1.3.2 Eligibility to Submit Responses
2. Whether we need to come over there for meetings?  
**ANSWER:** Please review RFP Appendix E – Contract for Services, Rider A – Business and Performance Reviews
3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)  
**ANSWER:** Please review RFP Appendix E – Contract for Services, Rider A – Business and Performance Reviews
4. Can we submit the proposals via email?  
**ANSWER:** Please see RFP Section 1.3.8 Response Submission
5. For Appendix G, H, I, J, and L - Are responses to the stated questions required within each form? If so, can the University provide Word versions of these appendices for ease of response?  
**ANSWER:** Yes the questions all require a response. Word version can be supplied.
6. Unclear about how to implement the numbering outlined on Page 19 of the RFP. Can the University clarify this please? For example, should Section 2 and subsections be labeled as “3.2.2.1 Section 2 – Cost Response” “3.2.2.2 Appendix C – Required Cost Evaluation Exhibits”?  
**ANSWER:** Please follow the instructions in RFP Section 3.2
  - Label this response - Section 2 – Cost Evaluation
  - Insert ALL Appendix C – Required Cost Evaluation Exhibits

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The information provided for questions 7-9 is not readily available for all campuses in the University of Maine System, and features pertaining to it are considered non-primary and may not actually be used by all campuses in the system.

7. Can you breakdown the revenue generated from room/facility rental per university?

**ANSWER:**

<b>Campus</b>	<b>Response</b>
UMaine	Unknown – small % rooms are currently scheduled, currently academic scheduling only.
UMA	Unknown
UMF	\$350,000 – Includes catering revenue.
UMFK	Unknown
UMM	Unknown
UMPI	Unknown
USM	\$218,843 – Does not include catering revenue

8. What is the yearly revenue generated from culture and recreation activities per university?

**ANSWER:**

<b>Campus</b>	<b>Response</b>
UMaine	Estimated Conferences & Institutes (\$737,975), Athletics (\$297,574), UMaine Memorial Union (\$1,500)
UMA	Unknown
UMF	Unknown
UMFK	Unknown
UMM	Unknown
UMPI	\$35,000
USM	Unknown

9. Number of rentals each University does each year?

**ANSWER:**

<b>Campus</b>	<b>Response</b>
UMaine	Estimated Conferences & Institutes (175), Athletics (843), UMaine Memorial Union (100)
UMA	Unknown
UMF	Estimated at 6,000
UMFK	Unknown
UMM	Unknown

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UMPI	Estimated at 200
USM	Estimated at 775