



U N I V E R S I T Y O F
SOUTH CAROLINA

AMENDMENT NO. 1

TO: ALL VENDORS

FROM: Damon Hightower

**SUBJECT: USC-RFP-1602-DH
Implement an Integrated Housing Assignment and Conference Management System**

DATE: December 18, 2009

This Amendment No.1 modifies the Request for Proposal only in the manner and to the extent as stated herein.

ITEM ONE: QUESTIONS RECEIVED WERE CONSIDERED BY THE UNIVERSITY. A DECISION WAS MADE TO ANSWER THE QUESTIONS BASED UPON THEIR VALUE TO THE SUCCESS OF THE SOLICITATION. SEE PAGE TWO FOR QUESTIONS AND ANSWERS.

BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT NO. 1 IN THE SPACE PROVIDED BELOW AND RETURN IT **WITH THEIR BID RESPONSE**. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.

Authorized Signature

Firm

Date

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ITEM ONE:

THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDORS:

Question#1

Conference and Event Management

- Can other event services be integrated, such as parking or catering?
- Question: Explain integration requirements?

Answer #1

USC is not seeking to integrate with software systems that manage parking or catering; instead, USC prefers that the Event management component of the housing solution proposed be able to track catering requests, track costs, and allow USC Housing to bill the event sponsors for catering costs. The same is true for parking. How does the event management component of the housing solution proposed track parking space requests, number of passes, types of passes, location, and allow USC Housing to bill the event sponsors for all parking costs?

Question#2

Room Assignments

- Does the solution include a method for managing sex offender checks?
- What does the University do now for sex offender checks, and what data is collected, needed and stored in the present system?

Answer #2

Currently, our process is completely manual. Coordinators visit the national Family Watchdog site located at <http://familywatchdog.us/> to scan each applicant by name. They document, in the student's file, the date of the scan and the results. Fortunately, we've not found any offenders to date. The scan occurs twice : 1) point of initial application and 2) one week after the first day of classes.

Ideally, we prefer a method to check the registry automatically at the point of application and batch mode after the first day of classes, with alerts of possible matches sent to the system administrator for further investigation. Results of the search should be stored in conjunction with the student's record. To be clear, we only need to store a historical record of when a scan occurred and a "Y" or "N" indicator of match results.

Question#3

Room Inventory

- How would the solution integrate with a maintenance work order system?
- What systems does the University currently use?

Answer #3

FAMIS is used by our facilities group to track maintenance work orders on the Columbia campus. FAMIS is an Oracle application, developed and supported by Accruent, Inc. USC Upstate has developed an in-house system, based on Microsoft Access, for tracking maintenance work orders for housing that could be viewed as a 'stop-gap' until the housing assignment solution is implemented.