

 **RFP NO: RFP24-043 DATE: SEPTEMBER 18, 2023**

 **BUYER: Kelly Sloan, Purchasing Manager PHONE: (816) 271-4465**

**ADDENDUM #2**

FUNDING DEPARTMENT: ADMISSIONS DEPARTMENT

EQUIPMENT/SERVICES REQUESTED: VIRTUAL CAMPUS TOUR

**PLEASE NOTE: SEE BELOW FOR CLARIFICATIONS AND ADDITIONAL INFORMATION: PLEASE SUBMIT THIS INITIALED ADDENDUM WITH YOUR PROPOSAL.**

1. Regarding audio recordings-- Is MWSU providing any of the following: audio recording file, script, translations, and/or talent? Does Missouri Western own their current voice overs, and if so, can those be used?

**Optimally, we would help craft script but the recording and talent (if needed) are included in the winning bid. We do not have existing audio files.**

1. What is MWSU looking for in terms of a “full service” content development plan? Just imagery, or also creating copy for MWSU?

**We would help craft script but the recording and talent (if needed) are included in the winning bid.**

1. Regarding the deadline of October 13, 2023, can MWSU clarify if they are looking for a 13-day turnaround? If so, is that a turnaround to shoot, or to have a completed project?

**Turn around would be having the video and images complete before the colors disappear. Fulfillment of product would come later.**

1. Regarding pricing, does MWSU prefer to spread the costs evenly over 4 years? Typically, our proposals have an initial implementation fee, and a yearly content management and support fee.

**We will consider a range of pricing options. There is no template for that.**

1. Can MSWU clarify if they require any map development and/or implementation, separate from the virtual tour implementation?

**We do not need map development per se, but some products include map integration with their offering. We are open to variations in terms of map integration.**

1. Please clarify where to find the invitation to bid page.

**It is attached to the email with this addendum.**

1. Given the RFP questions are due 2 business days before our response would need to be shipped, is MWSU willing to extend the RFP deadline?

**We are not willing to extend. We need to optimize the fall colors for the best results.**

1. Are you willing to accept an electronic signature in lieu of a wet ink signature on all forms?

**No, we require the documents to have a signature by hand.**

1. Are you willing to accept an electronic submission in lieu of the hard copies? If not, will MWSU accept responses on a USB shipped to your location (no hard copy provided)?.

**ELECTRONIC AND/OR FAXED COPIES WILL NOT BE ACCEPTED.** **MWSU is requesting one hard copy and your entire proposal on a non-returnable flash drive.**

1. If the relevant demonstration videos are available via URL, can we provide a link to such in our RFP response vs. include directly as a file on the USB drive?

**Yes.**

1. Is there an incumbent providing similar services to your institution?  If yes, then please name the incumbent. If yes, then can you describe why you are proceeding with an RFP to procure services? Are there different / new services you’d like a new vendor to provide?

**This is all new.**

1. Did MWSU evaluate solutions that could meet its requirements through vendor presentations leading up to the RFP release? If so, what types and names of solutions and vendors were evaluated? .

**The Administration set up initial inquiries to assess scope of work and rough estimates. Based on that general information, MWSU decided to formally send out a request for proposals, identifying the details of the project and the services being sought. Campus Community and Concept 3D provided overviews of features. YouVisit was evaluated from their online link.**

1. With respect to “Interactive elements may innovative approaches using maps,” is MWSU requiring an interactive map, or can vendors include it as an optional add on?

**It can be optional.**

1. User Experience: For user information capture will the vendor embed a form from the University CRM?

**It is a desired option.**

1. Will 360° panos and video be capturing campus while the student body are present, displaying an active environment?

**Yes.**

1. Will desired class room, office, and common spaces within each location be provided to the vendor?

**Yes.**

1. Will menu functionality categorize destinations in tour based on location or program major?

**Location.**

1. Will program majors be highlighted in hotspots in virtual tour at designated areas?

**Yes.**

1. Will University provide additional marketing content, photos, logos, video, text content for tour creation?

**Where available and possible, yes.**

1. Will Spanish translation be provided or created by vendor?

**This is a desired option.**

THIS ADDENDUM IS HEREBY CONSIDERED TO BE A PART OF THE ORIGINAL PROPOSAL SPECIFICATIONS AND NEEDS TO BE INITIALED AND RETURNED WITH YOUR PROPOSAL IN ORDER TO BE CONSIDERED.