



January 16, 2015

ADDENDUM NO. ONE

TO ALL OFFERORS:

REFERENCE: Request for Proposal No: **RFP# LBS-835**
RFP Issue Date: **December 19, 2014**
Commodity: **Conference Services Management System**
RFP Closing On: **January 22, 2015 at 2:30 p.m. (Eastern)**

Please note the clarifications or change(s) made on this proposal:

Question: In section II, the RFP states that JMU's Conference Services offers registration services for a limited number of clients. Can you please provide how many events per year, on average, that JMU Conference Services is managing the registration for and how many annual registrations are processed across these events?

Answer: JMU currently only consistently provides registration services for 2 (two) of our clients, but we are interested in expanding if we have a simple useable solution to offer. The current 2 (two) clients register around 450-500 individuals between them. JMU also has a client that cycles through every three years that we do registration for involving around 800 individuals.

Sincerely,

LeeAnne Beatty Smith, CPPB, VCA, CUPO
Buyer Senior, Contract Purchases
Phone: (540-568-7523)

PROCUREMENT SERVICES
MSC 5720
752 Ott Street
Wine-Price Building
Harrisonburg, VA 22807
540.568.7523 Phone