



SANDY SPRINGS™
GEORGIA

ADDENDUM NUMBER 1

**REQUEST FOR PROPOSALS #18-006
PERFORMING ARTS CENTER AT CITY SPRINGS TICKETING SERVICES**

**PROPOSALS DUE:
JULY 20, 2017 NO LATER THAN 2:00 P.M., EST**

By email: purchasing@sandyspringsga.gov

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP.

To All Prospective Offerors:

In reference to the RFP listed above, the following answers to questions, additions, deletions and changes are hereby incorporated into the Request for Proposal:

- Is there a budgeted number of events or a goal for a number of annual events planned per fiscal year? If so, could you express number of events for each venue separately? **Answer: Main Theatre 80, Studio Theatre 50, City Green 15, and Meeting Space 30 for a total of 175 ticketed events with a total anticipated event count of 275-300 in year one.**
- Can you describe what types of events you are planning for the performance spaces? Local events, national touring shows? And are there anticipated average ticket prices? **Answer: The City is anticipating hosting local events, national touring events, and self-produced events. Average ticket price based on event type are estimated at the following: Local events \$15, national touring shows \$75, and self-produced \$45 with an overall average of \$37.**
- Do you intend to sell any season subscriptions? **Answer: Yes**
- In terms of utilizing the donor management module, would you like donors to have the ability to give and renew pledges online themselves as well as speaking with a development representative? And does the level of giving relate to the type of tickets a donor could purchase? **Answer: The City would like the donation software included as an additional option in your response. The City would like the capability of using both online and over the phone donations. Yes, the City would utilize the level of giving depending on the type of organization.**
- Can you estimate the total number of users that may be utilizing the system? Both in total and at any given similar time? **Answer: (1) Box Manger, (1) Donor Manager (If the City utilizes the donor management module), (8-10) part time staff, and (10) view only.**
- Section 7 of the RFP states proposals shall be printed on single sided 8-1/2" X 11" in size or folded to such a size. Font shall be 11 point or larger. But it also states proposals are due no later than July 20, 2017 at 2:00 PM via e-mail. Just confirming that it is acceptable to submit a proposal via email or do proposals need to be printed and delivered/shipped? **Answer: No hard copy is required. Submit your proposal electronically via e-mail.**
- Are the two (2) pages of required forms included in the 10 page maximum total of our response? (Proposal Signature and Certification and Corporate Certificate) In other words, if the forms are included in the number of pages, then our response should be 8 pages which also includes cover letter and financials? **Answer: The forms are not included in the ten (10) page maximum.**

- Pursuant to page 12, Section 8 Model Contract Information we submit the following comments for the “Model Contract”. Paciolan reserves the right to negotiate final contract terms. **Answer: The City intends to enter into a contract with the successful Offeror based on the Model Contract; however, the City will consider contract modifications specific to the nature of the services to be provided upon award of the contract.**
 - Section 2: “acceptance of services” should be removed as the services are ongoing technology subscription services (i.e. not professional services) and not subject to acceptance.
 - Section 5: The following should be deleted, as termination for convenience is contrary to our business model: “This Agreement may also be terminated by either party by giving written notice thirty (30) days prior to the effective date of termination.”
 - Section 6: The following should be deleted as it is not applicable, since we are providing technology subscription services and not development professional services: “and any Work Product (as defined below), patents or copyrights covered by this Agreement. Work Product shall include, but not be limited to, all hardware and software, written, graphical, and recorded material, and any copies, abstracts or summaries thereof.”

I hereby acknowledge receipt of Addendum Number 1 for #18-006 Performing Arts Center at City Springs Ticketing Services, for the City of Sandy Springs, GA 30350 and have incorporated the changes into my response for the abovementioned Request for Qualification.

COMPANY NAME: _____ **CONTACT PERSON:** _____

ADDRESS: _____ **CITY:** _____ **STATE:** ____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **EMAIL ADDRESS:** _____

SIGNATURE: _____ **DATE:** _____