

**Request for Proposal Q00957
Conference Center, Room and Dining Accommodations
for Harper College Leadership Conference
Addendum #1
March 14, 2019**

All changes to the Request for Proposal (RFP) are valid only if they are issued by written addendum. Each respondent must acknowledge receipt of any addenda in their proposal submission. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the proposal therein. Failure to acknowledge receipt of any addenda may cause the proposal to be rejected. If any language or figures contained in this addendum are in conflict with the original document this addendum shall prevail.

This addendum consists of the following questions received:

1. Main Conference Room to hold at least 45ppl (9/10-9/13). Is that set-up Conference Style? One large table for 45ppl? Or is it "Conference Style" actually meaning classroom style with attendees facing forward at tables and chairs?
Response: The set-up required is for conference style/classroom style meeting place.
2. Secondary conference room/amphitheater for panel discussions (9/11 am, 9/12 am)? How is this room set-up? How many people will be in this room?
Response: This room will be used for panel discussions with the panel, about 5 people, at the front of the room. We need room for 40 – 45 people to be in the "audience". The audience must be able to see/hear the panelist. Usually an amphitheater type setup works well.
3. (6) small breakout rooms (9/11-9/14) How are these rooms set-up? How many people will be in each room?
Response: Teams of 5 – 6 will using the breakout rooms. A conference table set up is fine.
4. Can either of the 1st or 2nd rooms be re-used for a breakout?
Response: Room 2 can be, not room 1.
5. Is there any flexibility of dates, if I do not have space available?
Response: No, the dates provided are the scheduled dates for this event.
6. How large does the secondary conference room need to be? In other words, how many people do you need it to hold?
Response: This room will be used for panel discussions with the panel, about 5 people, at the front of the room. We need room for 40 – 45 people to be in the "audience". The audience must be able to see/hear the panelist. Usually an amphitheater type setup works well.

7. Will there be people using the main and secondary conference rooms during the breakout sessions, or can those rooms be used as breakout rooms?

Response: Room 1 will be used during breakout sessions, room 2 will not be and can be used as a breakout room if needed.

8. How many people are to be expected for breakfast, lunch, and dinner each day

Response:

	Tuesday (9/10)	Wednesday (9/11)	Thursday (9/12)	Friday (9/13)
Breakfast	3	45	45	42
Lunch	42	45	45	42
Dinner	Welcome Reception in lieu of Dinner	42	42	N/A

Counts are estimated, final counts will be provided closer to the event.

9. Is all of the A/V listed (projector/screen, speakers, microphone, PA system) needed in all meeting rooms or only in the main room?

Response: The main room will need all the A/V equipment listed. The 2nd room will need microphones/speakers for the panelist, no other AV equipment will be needed in room 2.

Sincerely,

Jewell Jackson
Manager of Purchasing
Purchasing@harpercollege.edu