

LONGWOOD UNIVERSITY

201 High Street
Farmville, Virginia 23909
tel: 434.395.2093
fax: 434.395.2246
trs: 711

July 7, 2017

ADDENDUM 2 TO ALL OFFERORS:

Reference Request for Proposals (RFP): LU214-17-030
Commodity: Parking Management System
Dated: June 16, 2017
For Delivery To: Longwood University
Materiel Management
Farmville, Virginia 23909
Proposal Due Date: **July 12, 2017 at 2:00 p.m. Local Time**

This Addendum 2 to the RFP is being issued to answer questions received from potential offerors.

1. Reference Section IV. STATEMENT OF NEEDS, Page 7, Paragraph 2.(c): Who are the certain users that should be able to purchase their permits online by registering? Are they just the faculty, just the student, visitors or all of them? If they are specific, how are they determined; by group, Banner status, or enrollment status?

RESPONSE: Currently, only students and adjunct faculty can purchase their decals online. This is determined by Banner codes such as where they are living based on Banner's location management system, and also are they a resident advisor or an athlete. The University would also like to have contractors, visitors, guests, and event attendees to be able to purchase decals online. The University is looking to potential offerors for suggestions on how to do this, as these individuals would not be in Banner.

2. Reference Section IV. STATEMENT OF NEEDS, Page 7, Paragraph 2.(d): Please explain specifically how you want the handheld devices to recognize the permit in the software? Are you wanting a scanning functionality for the handhelds?

RESPONSE: Currently the handheld devices recognize the permits by the decal or the license plate being typed into them. We would like for the handhelds to be able to read a barcode or magstrip. The data on this would need to be provided from the parking software, so it can be put on our parking decals.

3. Reference Section IV. STATEMENT OF NEEDS, Page 7, Paragraph B.2.(d): Please explain specifically what type of kiosk application you are needing for the vehicle registration?

RESPONSE: We envision a kiosk where non-Banner people (visitors, contractors, event attendees) could purchase a parking decal, the same as online, to be printed out and placed in their windshield or registered with an LPR device. The University also desires a kiosk where people could pay their parking citations.

4. Reference Section IV. STATEMENT OF NEEDS, Page 8, Paragraph B.12.: Please explain specifically what type of gate management is needed for the events module?

RESPONSE: A gate controlled by a remote location that would allow a person to key a code to enter or use a scanning device that would allow them access. The University is looking to potential offerors for suggestions on how to do this. The University envisions eventually having approximately 7 gates.

Office of the Director of Materiel Management,
Central Stores, and Property Control



5. Reference IV. STATEMENT OF NEEDS, Page 8, Paragraph B.7.(e): Please explain what you need for bus management for the events module?

RESPONSE: The University is looking to potential offerors for suggestions on how to do this. The University may possibly be using more buses in the future and would like to evaluate solution(s) when selecting the Parking Management System.

6. Reference Section IV. STATEMENT OF NEEDS, Page 6, Paragraph A. Mandatory Requirements, Subparagraph 1. Citations, Item e.: How many handhelds are needed for this request?

RESPONSE: The exact number of handhelds is unknown at this time; perhaps three initially.

7. Reference Section IV. STATEMENT OF NEEDS, Page 6, Paragraph A. Mandatory Requirements, Subparagraph 1. Citations, Items b. and c.: Can you further define the exact information you wish to have pushed from our platform to your Banner system. Is it all payments only? Do you want to have identity details shared with a link to student ids/accounts?

RESPONSE: Besides being in the parking software, the parking ticket charge will be on the student's account in Banner. A student will be able to log into Touchnet to make a payment on their account and they can choose a line item payment to pay their parking ticket. The cashiers can also t-pay a parking ticket. The student's accounts are linked by their student id.

8. Reference Section IV. STATEMENT OF NEEDS, Page 6, Paragraph A. Mandatory Requirements, Subparagraph 1. Citations, Item e.: How many handheld devices do you require for your patrol officers?

RESPONSE: See response to number 6 above.

9. Reference Section IV. STATEMENT OF NEEDS, Page 8, Paragraph B. Desired Functions, Subparagraph 2. LPR Integration, Item i.: Can you please provide a more detailed explanation of how you want to be able to offer Departmental pre-paid permits? Are you asking to be able to bill a Department directly for a permit and have it process through Touchnet and recorded into a Banner file?

RESPONSE: Currently, departments do not pay. The University wishes to explore this option and is looking to potential offerors for suggestions on how to do this.

10. Reference Section IV. STATEMENT OF NEEDS, Page 8, Paragraph B. Desired Functions, Subparagraph 11.: Does this mean you are interested in a physical LED counter for lots/parkades?

RESPONSE: Currently, we do not have any type of counter. The University wishes to explore this option and is looking to potential offerors for suggestions on how to do this, if we decide to use this functionality. It would probably be tied in with a gate management or LED to let parking know how many spaces are being used and available to assist with parking for events and future planning for parking lot usage.

11. Reference Section IV. STATEMENT OF NEEDS, Page 8, Paragraph B. Desired Functions, Subparagraph 12.: Can you please define further what you hope for with regards to Gate Management? Are you looking for an automated system that is tied to your users to control the gates such as LPR, RFID or barcode solution?

RESPONSE: Yes. A gate which would allow a person to key a code to enter or use a scanning device such as LPR, RFID, or barcode solution that would allow them access. The University would be open to other suggestions from potential offerors. The University envisions eventually having approximately 7 gates.

All other general terms, conditions, and specifications shall remain the same.

Note: A signed acknowledgement of this addendum must be submitted with your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Very truly yours,



Cathryn B. Mobley, CPA, CUPO, VCCO, VCO
Associate Vice President for Administration and Finance

Name of Firm

Signature/Title

Date