**Amendment #1 to RFP No**. **ICMAHO/Brownfields Conference Registration Services/2021**

**Date of Issuance: 10/26/2020**

**Questions and Answers**

The following are answers to questions submitted through **10/23/2020.** Respondents are still encouraged to submit questions until the question deadline on 11/13/2020. ICMA will respond to questions on a weekly basis with final responses going online 11/16/2020.

1. Is ICMA looking for an event registration platform such as Cvent or Eventbrite to contract with directly, or is ICMA looking for a 3rd party to set up and manage the registration platform?

*Historically, this vendor has provided the registration platform, set it up to meet the needs of the conference, and managed the process, but other methods noted in the RFP could be considered.*

1. Can you provide the names previous companies/vendors you have utilized for conference registration services?

*We decline to provide this information.*

1. Referencing Pre-event Scope of Services item #10: *Provide additional technical and customer support to ICMA staff and customers during the first 24 hours of registration.* Will this support be provided onsite or after registration opens online in March 2021?

*Item #10 is specifically referring to March 2021 (or when registration opens). The vendor will be expected to provide the setup of the platform and monitor the online registration desk for issues and questions. The vendor will also be expected to provide advance and onsite support during the conference, in September 2021.*

1. Does ICMA need onsite conference registration support?

*Some onsite staff support would be considered imperative, and would act as the registration process and equipment expert overseeing the vendor supplied registration kiosks/badge printers (see SOW item #2).*

1. Can you tell us the previous (2018/2019) conference registration rates?

*Please see Exhibit A: Registration Costs Chart*

1. Will the previous year’s rates be relatively the same for 2021, if they aren’t confirmed yet?

*Brownfields 2021 registration rates are not yet confirmed.*

1. Can you provide a breakdown of how many total registered in each rate *category (ICMA Member, Life Member, ICMA Professor, Retired Member, Global ICMA Member & Nonmember (Non U.S. and Canada), ICMA Student Member, ICMA Partner / Guest / Spouse, Nonmember).*

*Please see Exhibit A: Registration Costs Chart*

*The vast majority of payments are credit card payments done through registration website or onsite.*

 *Exhibit A: Registration Costs*

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder Group** | **Pre-Registration Fee**(available until December 9, 2019 at 11:59pm) | **On-Site Registration Fee**(begins at 8:00am on December 10, 2019) | **2019 Registrants (approximate)** |
| **AS** –Academia/Student(student/faculty ID required) | **$50** | **$50** | **100** |
| **CG** – Community Group | **$125** | **$150** | **225** |
|    **EJ** – Environmental Justice |
| **NP** – Non-Profit |
| **LG** – Local Government | **$200** | **$250** | **900** |
| **SG** – State Government |
| **FG** – Federal Government |
|   **TG** – Tribal Government |
| **PS** – Private Sector | **$325** | **$400** | **500** |

1. Will the selected registration vendor be integrating with that database to verify membership rates, etc?

*We will not be linking the registration data to ICMA’s internal CRM.*

1. Has an SSO been utilized before in the registration process?

*No.*

1. Are exhibitors offered Lead Retrieval services? If so, how many of the approximate 165 exhibiting companies participated by renting lead devices in 2019?

*We have offered this in the past, but at a limited scale. We do not anticipate registration services being involved with lead retrieval services. We did not rent lead devices in 2019.*

1. It is mentioned that the selected vendor should be able to “link to housing.” Which housing vendor does ICMA work with for the Brownfields conference?

*We anticipate using a vendor well known in the events industry – linking to their system with a code should not be an issue. Our formal agreement with this vendor is not finalized at this time.*