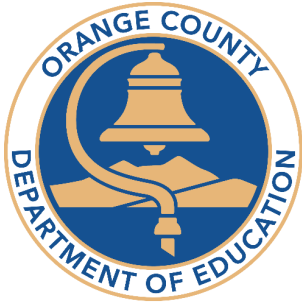




STEFAN BEAN, Ed.D.
County Superintendent of Schools

October 19, 2026

ADDENDUM #1

REQUEST FOR PROPOSALS (RFP) NUMBER: 26-02 EVENT MANAGEMENT SYSTEM

IMPORTANT NOTICE

Please note the following responses to questions asked by prospective Proposers:

Question 1: How many individual attendee registrations does Orange County Department of Education process on an annual basis?

Answer: Approximately 15,000 – 16,000 participants.

Question 2: Does the Department anticipate this number of processed attendee registrations increasing or decreasing in year two, three, etc?

Answer: We anticipate the number of participants will slightly increase over the next two to three years.

Question 3: What is the current software application used to manage attendee registrations?

Answer: We use a hosted solution that is offered by San Bernardino County Superintendent of Schools (SBCSS) called Organization Management System (OMS).

Question 4: Why is the Department looking for a new event registration application?

Answer: SBCSS is sunseting their OMS system and will go end of life in June 2027.

Question 5: How many events that require registration does the department host annually?

Answer: Between 400 – 500 events/trainings/workshops per year.

Question 6: How much is set aside in the Department's budget for this project?

Answer: TBD.

Question 7: How much did the department spend on processing attendee registrations last year?

Answer: \$7,875.

Question 8: Can you provide a Word version of the RFP?

Answer: No.

Question 9: When is the first event scheduled where the Department will use of the new registration application?

Answer: As soon as the event admins have been trained, we would start using the new system. No later than June 30, 2027.

Question 10: Can the Department share a URL of a past or upcoming event that collected or is actively collecting registrations?

Answer: Here is a link to our current registration system:
<https://ocde.k12oms.org/?gid=1223>

Question 11: For item 16, when it comes to uploading sponsor high-resolution/large file size logos, what does the department consider a large file size?

Answer: 1024 to 1200 pixels, up to 2 MB.

Question 12: For item 17, What specifically do you want to import or transfer from a Call for Presenters or Request for Presenter Proposals management system into the new registration application?

Answer: Speaker/Presenter details (e.g. bio, headshot photo, session info, etc.).

Question 13: For item 24, the ability to view the event schedule for a particular month, are you expecting to have a calendar view of the events created? Is the view for admins, external individuals, or both?

Answer: Yes, something similar to this: <https://ocde.k12oms.org/?gid=1223>

Question 14: For item 36, ability for registrant to be able to log back in after they have registered and change payment information (e.g., add credit card info), are you expecting the new system will store the registrant's credit card information or is it simply more about the attendee logging back in to make a second payment?

Answer: No storing of credit card information. The users should be able to log back into the system make a payment or manage their registration information.

Question 15: For item 64, allows for integration with third-party platforms what is Boomset's primary function and what check in system are you referring to?

Answer: For some of our events, we use Eventpack (formerly Boomset) for badge check-in using Zebra printers. We import a file from our event registration system into Eventpack to be used for badge printing and check-in using iPads and Zebra printers.

Question 16: Besides Boomset, what other third-party platforms will require integration and what is the integration's intent?

Answer: Other than the badge check-in integration and payment gateway, that is all we need at this time.

All Project Documents remain unchanged except sections or parts of sections added to, revised, deleted, or clarified by this Addendum.

This Addendum shall be considered part of the Project Documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally herewith. Where provisions of the following supplementary data differ from those of the original Project Documents, this Addendum shall govern and take precedence.

Firms are hereby notified that they shall make any necessary adjustments in their proposal on account of this Addendum. It will be construed that each Firm's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

Sincerely,

A handwritten signature in cursive script that reads "Kristin Lange".

Kristin Lange
Purchasing & Contracts Manager