STEFAN BEAN, Ed.D.
County Superintendent of Schools

October 21, 2026

ADDENDUM #2

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: Section 21 (data residency): content delivery has to be in the continental US. reg.learningstream.com runs through Cloudflare's global network, so either restrict it to US data centers or list it as an exception.

Answer: Yes, please restrict to U.S. data centers.

Question 2: Section 37 (no subcontracting): AWS, Cloudflare and the payment gateways could count as subcontractors. Ask OCDE to confirm hosting and payment providers are acceptable.

Answer: Yes. For purposes of Section 37, the Superintendent permits the use of disclosed third-party cloud hosting, and payment-gateway, and other infrastructure subprocessors supporting the proposed solution. The use does not relieve the vendor of any contractual obligation. The vendor remains fully responsible for contract performance and for ensuring that its subprocessors comply with all applicable contract requirements, including data security, confidentiality, and continental-U.S. data residency.

Question 3: Payment gateway: Section 3 names Authorize.net/Cybersource, but Appendix A says PayPal. We support all three, so asking which they use costs nothing.

Answer: We will no longer be using PayPal. Moving forward, we will use Authorize.net/Cybersource.

Question 4: Section 18 (insurance): the RFP requires $1M auto liability and California-admitted insurers. Confirm with whoever owns insurance, or list it as an exception.

Answer: Since no on-site services will be provided, we will waive the auto liability requirement.

Question 5: Could you confirm the current (or anticipated) number of attendee and administrator user accounts the solution should be sized for? The pricing tables for "Additional Attendee" and "Additional Admin User" are left open, and a baseline would help us propose accurate tiered pricing.

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

Question 6: If this information can be made public, is there a budget or cost threshold the Superintendent expects proposals to fall within?

Answer: TBD.

Question 7: Is there an incumbent vendor or system currently supporting event registration and professional-development tracking for OCDE? If so, could you share the primary reason for issuing this RFP (e.g., feature gaps, end of contract/service term, etc.)?

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

Question 8: Could you share the most recent contract value and term associated with the current solution, if applicable?

Answer: $7,875.

Question 9: Is there a target go-live date for the new Event Management System, or a specific upcoming event/conference it should be operational for?

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

Question 10: Could you provide an approximate number of events/conferences held per year and the typical number of attendees per event?

Answer: Between 400 – 500 events/trainings/workshops per year. The typical number of attendees per event ranges from as low as 10 to as high as 200.

Question 11: For the Mobile Experience requirements, would a fully responsive mobile web experience satisfy these requirements?

Answer: Yes. Having a mobile experience is not a priority for us, but a nice to have. A responsive mobile experience is sufficient.

Question 12: For item 75 (review of Call for Presenters submissions), is a single named reviewer per submission acceptable, or is a multi-reviewer/committee-based scoring workflow required?

Answer: A single named reviewer per submission is acceptable.

Question 13: For items 33 and 64, is integration specifically with Boomset required, or would an equivalent badge-printing/on-site check-in capability built into the proposed solution satisfy this requirement?

Answer: No, Boomset integration is not required. As long as we can export a CSV of participants/attendees, that would be sufficient.

Question 14: How critical to scoring is the sponsorship-tier hierarchy display referenced in items 14 and 61 (e.g., Diamond/Gold/Silver grouping on the website)? Is this considered a hard requirement or a nice-to-have?

Answer: Nice to have.

Question 15: Please provide the anticipated annual number of events, total registrations, paid registrations, administrator users, largest single-event attendance, and expected peak concurrent registration volume so that proposers can prepare comparable subscription pricing.

Answer: Estimating between 400-500 events per year, approximately 15,000-16,000 total registrations per year, approximately 1500-1600 paid registrations per year, 4 administrator users, largest single-event attendance is about 200, expected peak concurrent registration volume is approximately 1500-2000.

Question 16: Is this procurement replacing an existing event-management platform? If so, please identify the current platform, anticipated contract expiration or target go-live date, and the scope and volume of historical event, attendee, payment, session, speaker, and attachment data expected to be migrated.

Answer: Yes, this is replacing OMS, which was developed and hosted by San Bernardino County Superintendent of Schools (SBCSS), OMS will go EOL June 2027, we hope to go live as soon as implementation and onboarding has concluded, historical events will not be migrated, only current events that are active will be migrated.

Question 17: For requirements 33 and 64, will a scheduled CSV/Excel export to the event check-in system satisfy the requirement, or is real-time API-based integration with Boomset or another designated platform required? Please also confirm whether Authorize.net, Cybersource, or both payment gateways must be supported at launch

Answer: CSV export is sufficient, but an API would be nice to have (not a requirement). Yes, both Authorize.net and Cybersource are payment gateways that must be supported at launch.

Question 18: Please identify the required security, authentication, accessibility, and service-continuity standards, including any requirements for SAML/OIDC SSO, MFA, SOC 2 reporting, PCI DSS responsibility, WCAG conformance, audit logging, backup frequency, and recovery objectives.

Answer: SSO is not required, MFA is required, please provide SOC 2 compliance report, payments will be handled through Authorize.net or Cybersource and would not want to store any credit card information/transactions within the event platform/system, WCAG compliance is required, audit logging required, automated backups at least once a day with backup retention at least 30 days.

Question 19: Regarding section 37's prohibition on subcontracting, please confirm whether a SaaS vendor may use disclosed third-party cloud hosting, content-delivery, email-delivery, payment-gateway, and other infrastructure subprocessors while remaining fully responsible for contract performance and continental-U.S. data residency

Answer: Yes. For purposes of Section 37, the Superintendent permits the use of disclosed third-party cloud hosting, content-delivery, email-delivery, payment-gateway, and other infrastructure subprocessors supporting the proposed SaaS solution. The use does not relieve the vendor of any contractual obligation. The vendor remains fully responsible for contract performance and for ensuring that its subprocessors comply with all applicable contract requirements, including data security, confidentiality, and continental-U.S. data residency.

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,

Kristin Lange

Kristin Lange
Purchasing & Contracts Manager