Below are the questions we have received from various parties with respect to this Request for Quotation, along with our response (indicated in red font). Although we have endeavored to remove duplicate questions, we have presented the questions below in an unedited format. We hope this is helpful to you in preparing your proposal. Please remember that quotes are due by 2:00pm Mountain Time on May 22, 2014. This addendum is number 001. Please follow the submittal instructions carefully when submitting your proposal. CMC is not able to accept a late submittal. Remember to allow a few extra minutes for any technical difficulties.

Are all records in an electronic database?
Yes

If they are in an electronic database, what type of database?
Excel

Is there an application that is used with these records?
Donor Perfect Online

Is the data in a relational database with dependent tables?
Yes

Is there a data structure with keys that can be reviewed?
Yes
Regarding a one-time database scrub, including, a ‘deceased’ flag, of 50,000, 100,000 or 250,000 records dating back to 1982.

How many total records are in the database?
Currently 250,000 – but the total amount submitted for the scrub will be determined by the overall cost.

Is the deceased flag a field in the database?
Yes

Do all records have address, city, state, zip, email in the same format.
Yes

Are there duplicate records for an individual with different addresses?
No

The summary page for this solicitation says “hard copy only” but the request states that an electronic submittal is permitted. Please clarify. A hard copy is not required. Please email your proposal directly to Amy Stull, astull@coloradomtn.edu

Are facilities available on site to access the database?
No

Please describe whether remote access is possible.
No

Are all records in the same type of database?
Yes

Are all databases located within the same building or server area?
Yes

Does CMC have a preferred method for pulling this data or is this negotiable with the chosen vendor?
Prefer Excel

Is the completed or scrubbed data to be returned in the original database format or will there be additional formatting required for loading into the designated system?
Yes

What are the number of columns per record? We currently have 8 columns: first name, last name, birthdate, address line 1, address line 2, city, state, zip. Adding a deceased flag brings our total to 9 and, if determined cost effective, and email address would bring our total to 10.
Are we validating email records “syntax” or validating email records as valid & in-valid? We currently have very few email addresses. Those we have must be verified that their still current and/or updated to current. We also are hoping to secure valid email addresses for those records containing none at current.

The “deceased flag” are we cross referencing some type of files the college has? Do you have an example of the way this data is seen or handled? We don’t currently have this data, but would like to obtain it. It could be indicated as a “Y”, “yes” or “deceased” in the appropriate excel column.

Will work be handled on-site or remote? Our current information is contained in an Excel spread sheet. We are planning to send our records to be done remotely. If for any reason a bidder feels it would be important to be on site, those proposals will also be considered.