

# EMPORIA STATE UNIVERSITY

---

## ADDENDUM 1

<b>Addendum Date:</b>	<b>July 16, 2024</b>
<b>Addendum Number:</b>	<b>1</b>
<b>RFP Number:</b>	<b>001-25</b>
<b>Questions Deadline:</b>	<b>July 15, 2024 (3:00 pm CST)</b>
<b>Closing Date:</b>	<b>July 26, 2024 (3:00 pm CST)</b>
<b>Procurement Director:</b>	Ashley Brandt
<b>Mailing Address:</b>	Emporia State University Purchasing Office 1 Kellogg Circle, Box 4021, Plumb Hall 103M, Emporia, KS 66801
<b>Phone:</b>	620-341-5137
<b>E-Mail Address:</b>	<a href="mailto:purchaseorders@emporia.edu">purchaseorders@emporia.edu</a>
<b>Item:</b>	<b>Ticketing Operations and Sales</b>
<b>Agency:</b>	Emporia State University (ESU)
<b>Location(s):</b>	Emporia, KS 66801

Below are the answers to vendor questions submitted prior to the RFP questions deadline. If you have already submitted a proposal, you can update your proposal prior to the closing date/time listed above.

1. In regards to the following statement in the RFP: “Contractor will provide sales and operations for approximately 100 total events by supplying a full-time Director of Ticket Operations. That position will be responsible for the day-to-day operations and sales of a NCAA D2 Athletic Department focused on increasing revenue for all ticketed sports. Position will also work collaboratively with the School of Visual & Performing Arts with ticketed events including choir, band, and theatre. As third party, personnel will report to the Sr. Associate Athletic Director for External Relations.”

Does this mean that the contractor needs to provide a full-time staff? Should this staff work on-site or can they work remotely?

*Yes, the contractor would need to provide a full-time staff position and work primarily on-campus. They would solely be responsible for ticket sales.*