

**Salem State University**  
**RFP 2018-04 Summer Conference and Residence Hall Management**  
**Addendum II**  
**Conference Minutes**  
**Date: September 28, 2017**

**SSU Attendees:** Joseph Donovan, Associate Vice President, Business Affairs; Evelyn Wilson, Director, Purchasing and Vendor Relations, Business Affairs; Frances Squires, Administrative Assistant II, Finance and Business.

**1. Timetable**

All RFP proposals are electronically due on Wednesday, October 4<sup>th</sup>, 2017 by 2:00 PM. Any proposal received after 2:00 PM will not be accepted.

**2. Questions**

**Q: Have you received any questions in written form before this call?**

A: No, we have not.

**Q: Under Purpose in the RFP it says, “The University will retain full responsibility for student life matters and discipline,” but it does not say anything about maintenance. I would like to make clear that facility maintenance is not part of the proposal, correct?**

A: Yes, that is correct. There will be a coordination of effort in terms of working with our maintenance staff both in terms of preparing in advance for the summer season as well as during the summer season or during the engagement. The maintenance aspect is the responsibility of the university, and the manager here would be responsible to coordinate that. I think this statement refers to a specific problem a student might have, which would be routinely addressed by residence life staff.

**Q: On Appendix B, there is a list of groups that are in your current summer revenue, and on that list, are there any of those that will remain with the university or will that all be considered part of summer conferencing and hospitality?**

A: Yes, that section was designed to give the respondents a sample of the type of activity that we have done in the past. Appendix B represents the full 2016 fiscal year; 2017 has yet to be completed due to the fact that it is a part of the Massachusetts State College Building Authority’s budget process, which is still in process. There are some groups that come fairly regularly, such as Summer Bridge, Upward Bound, and SSU Orientation, and it is meant to show that there are a number of these that are, shall we say, returning customers, and this gives a framework upon which to estimate. All of these, however, will be part of the summer hospitality project, because they entail an element of summer resident activity.

**Q: I did not see specific summer residency, such as summer students who are staying for the summer, on the list in Appendix B. Is that outside of the scope?**

A: Yes, this is outside of the scope of that.

**Q: In doing the calculations and looking at this, it appears that Atlantic, Bowditch, and Peabody are not or has not been used?**

A: I think Atlantic has been used in the past, and there most likely would be an element of it going forward. This particular summer, there may have just been those being Atlantic, Viking, and Marsh that were available for it. It is possible that the other buildings may in fact be part of the summer operation for a particular year that would have to be coordinated and discussed with our residence life staff, facilities, and anybody else that needs to be involved with it. In the past, however, from my own recollection, I know we have used Atlantic and Marsh. I do not think we have used Peabody and Bowditch, but I could stand corrected. The other issue that may come into play is that this past summer we had renovations being done in Bowditch and Peabody, so a lot of it depends on the projects going on at those times in determining whether or not those buildings may be used or not. I think that would likely be part of the budget process where we are trying to identify, not only for the start-up, but for each year, which sites are offline for a particular period. Another possibility is that we may know there are particular ones that are definitely offline but those that we might want to hold off on and fill the others before we get to the second tier, and this information will be available before starting the project.

**Q: Is Bates, the residence hall located on south campus, one that could be utilized and are there support services there or is that something that should be sort of hands-off?**

A: I'm not sure at this time. I think that would be something that we would deal with on a year to year basis because those are different configurations. They resemble townhouses, with four bedrooms, two bathrooms, a kitchen, and living room in each apartment, making them different from the rest. I do not believe they are necessarily offline, though. I think that may be part of the growth pattern too as we hopefully see success with the program. Before we may not have undertaken an initiative because of either lack of staff, facilities, or the timing was off. Whereas some of these things may either through the budget process or shortly thereafter come up as an opportunity and we may make a collective decision with the manager going forward.

**Q: In looking at the information that was provided in Appendix B, I did some rough calculations and it looks as though over the summer occupancy period in the year that was provided, there was about a 6% occupancy in the entirety of the summer. Has that been fairly consistent over the last few years?**

A: Yes, that figure sounds to me to be fairly consistent.

**Q: Expenses were not included in here, so are you able to provide a brief summary of what it is taking to put on the program currently and if there are any dedicated costs to it? Specifically if you currently employ summer desk attendants in the building as well as what I would consider summer conference assistants, such as RAs for the summer that help with the program, just what those costs were?**

A: We would have to provide that and will see what we can do, for we do not have that as of yet. It should be recognized as I believe we may have mentioned that there is turnover that has gone on with the residence life staff so I think we may have to take that into consideration and there may have to be a level of assumption associated with that.

**Q: The other piece to that is if those would continue on or that would then get sucked into what the manager is providing?**

A: I would think there would have to be a baseline of those to continue and then augment that based upon the demand. The baseline being provided by the campus and an augment provided by the management company.

**Q: Is there a preference for a fixed fee, incentive fee, or a combination of the two?**

A: I would prefer a mixed combination, but we are open for anyone to submit a proposal that may involve any other combination. I think it is also recognized that because it is the first year and has a startup nature, there will be some costs that are associated with that and difficult to predict.