



KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

REQUEST FOR SPONSORSHIP ADDENDUM

SOLICITAION NO.: SPO-0100
ADDENDUM NO.: 1
RFP ISSUE DATE: January 22, 2025
ADDENDUM DATE: January 27, 2025
OPENING DATE: FEBRUARY 3, 2025, 4:00PM EST

The following information is being provided in response to questions received for this Request for Sponsorship:

1) Could we get a list of titles that will be in attendance for this retreat?

a) The following information is a collective list of attendee titles:

Director of Marketing & Communications
Director of Marketing & Communications
Director of Public Relations
Marketing Manager
Director of Marketing & Communications
Coordinator of Public Relations
Director of Marketing & Communications
Coordinator of Public Relations
Marketing Manager
Director of Marketing & Communications
Director of Public Relations
Director of Marketing & Communications
Marketing Specialist
Assistant Creative Director
VP of Communications & Strategy
Director of Digital Marketing
Creative Director
Temp Staff
Director of Marketing & Recruitment
Coordinator of Public Relations
Chief Institutional Officer
Marketing Manager
Director of Public Relations
Director of Public Relations
Director of Marketing & Communications
AVP of Marketing and Communications
Coordinator of Public Relations
Director of Marketing & Communications

2) Could we get a short list of vendors who have sponsored this event in the past?

a) KCTCS has not had sponsors for this event in the past.

3) What is the approximate date the sponsorships will be awarded?

a) KCTCS expects to provide awards by the first week of February.

4) Is it acceptable to indicate within the submission that we would accept any sponsorship should they be offered?

a) The RFP states for Offeror to choose one (1) sponsorship level for consideration. If the Offeror does not get selected for the desired sponsorship requested in the proposal and indicates that their company/firm would be open to any sponsorship level, KCTCS may allow considerations for those sponsorship levels that were not selected by any Offerors providing proposals to this Request for Sponsorship. Per the RFS criteria, Offerors are **not** allowed to submit more than one proposal.

5) Our understanding is each Offeror selects one sponsorship opportunity with their submission. We would be willing to accept any of the sponsorship opportunities. If there are remaining available sponsorships, would other levels be offered? For instance, if we submitted for Snack and were not selected, but Lunch is still available, is there a possibility that Lunch would be offered as an alternative:

a) The RFP states for Offeror to choose one (1) sponsorship level for consideration. If the Offeror does not get selected for the desired sponsorship requested in the proposal and indicates that their company/firm would be open to any

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sponsorship level, KCTCS may allow considerations for those sponsorship levels that were not selected by any Offerors providing proposals to this Request for Sponsorship. Per the RFS criteria, Offerors are **not** allowed to submit more than one proposal.

- 6) Approximately how many attendees are you expecting?
a) KCTCS is expecting 30 to 35 attendees for this event.

Offerors must acknowledge receipt of this and any addenda either with solicitation or by separate letter or email prior to award of contract. The following information should be included in the response if received separate from the proposal:

RFP No.: SPO-0100
Title: Marketing Peer Team Conference Sponsorship

Name of Firm: _____

Authorized Signature: _____