



- List of EAM vendors and implementers the consultant has partnered with, hired, or recommended in projects within the last five (5) years
- Sample EAMIS analysis products from recent projects including comparison matrices versus client requirements
- Approach to producing detailed cost and resource estimation deliverables (e.g., TCO, staffing FTEs, implementation cost phasing)

#### **Technical Approach**

**25%**

- Thoroughness of proposed project plan
- Timeline proposed for project completion
- Proposed vendor project team, qualifications, and work process (virtual versus on-site)
- University asset and staffing requirements
- Proposed methodology for developing lifecycle cost estimates and ROI analysis, including clarity, realism, benchmarking strategy, and alignment with higher education/public sector practices

#### **Financial Proposal**

**15%**

- Project costs as compared to other RFP respondents

Section 5.1, General Background, the following information is added to the end of this section:

The University recognizes that transitioning to a new EAMIS platform presents not only a technical and operational shift, but also a strategic opportunity. As such, the consultant will be expected to align their assessment and recommendations with institutional priorities, including sustainability, digital transformation, and UNC Charlotte’s smart campus initiatives. Additionally, consideration must be given to the University’s readiness for organizational change, including the need for robust governance structures, stakeholder engagement strategies, and effective change management planning to support system adoption and minimize disruption.

To ensure long-term success, the evaluation of EAMIS options must include a comprehensive analysis of data migration requirements from the existing IWMS, both during implementation and for any ongoing dependencies post-deployment. The assessment must also include cost modeling across the full system lifecycle—from procurement and implementation through training, maintenance, and future scalability.

Section 5.3, Tasks & Deliverables, Part #2, subsection (b) will have the following requirements added:

- x. Evaluate how recommended EAMIS options align with the University’s strategic goals, including sustainability, digital transformation, and smart campus initiatives.
- xi. Assess organizational readiness for change and recommend governance structures and stakeholder engagement strategies to support EAMIS adoption and minimize disruption.
- xii. Assess data migration requirements from the legacy IWMS during implementation and provide guidance for post-implementation data management in cases where specific legacy IWMS functionalities will continue to be utilized.

Section 5.3, Tasks & Deliverables, Part #2, subsection (e) is replaced in its entirety with the following:

- e. Develop a notional roadmap for the potential new system's implementation including major steps, milestones, and timeline. The roadmap should also reflect the internal staffing model, change management planning, and phased budgeting considerations defined in (f) below.

Section 5.3, Tasks & Deliverables, Part #2, subsection (f) is hereby added to requirements:

f. Cost and Resource Estimation

- i. Estimated total cost of ownership (TCO) and return on investment (ROI), including licensing, implementation, training, data migration, and long-term support.
- ii. Cost estimates for implementation, covering all key phases (planning, procurement, deployment, training, and support).
- iii. Life cycle cost analysis over a minimum five (5) year period, including initial setup, software licensing or subscription, customization, integration, maintenance, and operational costs.
- iv. Identification and cost estimation of third-party tools, middleware, or consultants required for integration with existing University platforms (e.g., HR, finance, facilities applications, data lakes).
- v. Cost estimates for initial and ongoing training programs for end users, administrators, and IT support personnel, including post-implementation support services.
- vi. Benchmarking of all cost estimates against comparable higher education or public sector EAMIS implementations, with explicit statement of underlying assumptions.

**A SIGNED COPY OF THIS ADDENDUM MUST BE INCLUDED WITH YOUR PROPOSAL**

|              |           |
|--------------|-----------|
| COMPANY NAME | DATE      |
| PRINTED NAME | SIGNATURE |