

**ADDENDUM TO REQUEST FOR PROPOSAL #B04012 for
The Ohio Safety Congress & Expo: Registration and Lead Retrieval Services
Date of Addendum: October 3, 2003**

The following modification shall be made to the September 19, 2003 REQUEST FOR PROPOSAL #B04012 for The Ohio Safety Congress & Expo: Registration and Lead Retrieval Services:

5.2 ADVANCE REGISTRATION SERVICES

A. Process

The last sentence shall be replaced with the following sentences, with the changes underlined:

Please include in your proposal for 2005 detailed specifications and cost for this service. The Bureau reserves the right to identify separately advance registration services for the 2005 event in the contract resulting from this RFP as discretionary at the Bureau's sole option, which option will not be exercised until July, 2004.

The following additional provisions shall be added to this section:

BWC's Division of Safety & Hygiene is considering use of vendor's web site for advance registration for the 2005 Ohio Safety Congress & Expo. Please include in your proposal for 2005 a description and cost for this service.

Vendor will collect the following information for each pre-registered attendee:

- Bureau of Workers' Compensation policy number and business sequence number *
- First Name
- Last Name
- PIN number **
- Title
- Company
- Address
- City
- State
- Zip
- Phone
- Fax
- E mail
- Ability to distinguish attendees and exhibitors
- Up to 5 multiple-choice survey questions (e.g. days you plan to attend the event, number of years in the safety industry, level of purchasing power, etc.)

* Bureau of Workers' Compensation's policy number is an 8 digit text field to be auto-populated based upon a look-up function provided on the vendor's web site. Vendor will be provided with a standard database table (Microsoft Access, comma delimited, CSV, etc.) with up to 800,000 lines to use in the look-up function. Attendees must be able to query based upon federal tax identification number, primary company name or DBA name. All matches must display the following fields:

- Federal tax identification number
- Bureau of Workers' Compensation policy number and business sequence number
- Primary company name
- DBA name
- Complete mailing address

Policy number and business sequence number field must auto-populate based upon the attendee's selection of the appropriate policy number. Wildcard characters must be acceptable search criteria and search results must appear in 10 seconds or less.

Data will be presented to Bureau of Workers' Compensation's Division of Safety & Hygiene in a clean and logical manner in a standard table format. Validation routines must be implemented whenever possible (zip code, e-mail address, fax and phone number). All data, including numeric values, should be in text format.

**PIN number is comprised of first initial of last name, month of birth, day of birth and last 4 digits of social security number. The data presented to BWC's Division of Safety & Hygiene after the event shall include PIN Number in the following format: a single field containing one letter and 8 numbers, where the first letter of last name is the first character of the PIN, e.g. Anna Porter, born April 21, 1960, SSN 123-45-6789. Anna's PIN number would be P04216789. This unique series of characters is used for BWC's internal tracking purposes.