

**Addendum 5**  
**ERP Solution**  
**RFP 615190**

**This document provides updated information and clarification pertaining to the above captioned RFP and will be updated as necessary.**

**REMINDER:** It is the Respondent's responsibility to thoroughly examine and read the entire RFP document and any appendices and addenda to this RFP.

1. **DEMO FACILITY.** How big is the auditorium where we are demonstrating our products? How many seats?  
**RESPONSE:** The demonstration facility in Little Rock has approximately 150 seats. The demonstration facility in Fayetteville has approximately 300 seats.
  
2. How many observers do you anticipate physically being in each sessions? What is the anticipated range?  
**RESPONSE:** The staff interested in these sessions will be across 15 University of Arkansas System institutions around the state so the System is broadcasting the demonstration sessions using Zoom Webinar software. We expect that most people will be observing the demonstrations online rather than traveling to Little Rock or Fayetteville. These sessions will not be recorded. Most of the attendees in person are likely to be System employees who work locally. Since the System is not requiring pre-registration for those who choose to show up in person to observe, we have no way to estimate. Whether attending online or in person, each observer is required to execute a confidentiality agreement regarding the demonstrations.
  
3. Does the Evaluation Committee still have 13 members? Who is on the committee (by name, role on the committee, institution where the person works and job title)?  
**RESPONSE:** There are thirteen members on the Evaluation Committee plus a non-voting chairperson. These members were selected to represent different types of institutions and different subject matter areas important to this procurement. The System does not publish the names of the Evaluation Committee during the evaluation. The Evaluation Committee members will introduce themselves to the vendors at the start of the demonstration sessions.
  
4. Who is the System Facilitator (by name, institutions or company and job title)?  
**RESPONSE:** The System has engaged ISG to support them during this procurement, and an ISG consultant will serve as the facilitator for the demonstration sessions.
  
5. Please clarify the time discrepancies in the demonstration scripts between the summary agenda on pages 6 through 9 and the detail scripts on pages 10 to 40.

Item/Subject Area	Agenda time indicated	Detailed Script time indicated
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Financial Overview	45 minutes	30 minutes
Grants	30 minutes	45 minutes
Projects	45 minutes	30 minutes
Strategic Sourcing	30 minutes	45 minutes
Commodities	30 minutes	45 minutes
Q&A (for Financial)	30 minutes	not slotted (but
lunch and breaks were slotted)		
HR General Overview	45 minutes	30 minutes
Q&A (for HR)	15 minutes	not slotted
Student Administration Overview	45 minutes	305 minutes
Vendor Conclusions	30 minutes	not slotted

**RESPONSE:** The updated demonstration script schedules will be distributed separately. The schedules on the summary agenda as delivered were the correct timeframes. Additionally, the detailed scripts would not have time specifically called out for breaks, lunch, Q&A and conclusion as they are not scripted. However, they are in the summary agendas so those timeframes should be followed.

All else regarding this RFP solicitation remains as is. Other than software demonstrations, further questions concerning all matters of this RFP should be sent via email to:

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