**Q&A #5**

**RFP #583908**

**ERP Advisory Services**

1. Question: In Section 6 of the Proposal Pricing description, the RFP states: “…In the second table, Respondent shall provide hourly rates by role for services listed in Section 1.4.2, Implementation Oversight Services…” For the second table, is it expected that the vendor outline their own terms and/or titles or is it assumed that the terms/titles listed in the second table are the only ones requiring rate? Same for the third table?

Answer: Please respond as the document is written. The possibility of other terms/titles would possibly be addressed in the contract negotiation phase with the chosen vendor.

1. Question: Due to the Thanksgiving Holiday week, is it possible to delay the proposal submission deadline by 2-3 business days?

Answer: It has been deemed advantageous to extend the deadline to 3:00 pm, December 8, 2015.

1. Question: To clarify, it appears the University expects all text provided in the RFP to be included in the bid submission. Specifically, the documentation on pages 1-13.

Answer: The signed RFP signature sheet should remain attached to the entire RFP document.

1. Question: The RFP does not separate the submission of the Pricing Section and the Technical Proposal. Is it the University’s expectation that these be included in the same file/document? Submitted together and not separately.

Answer: All components of RFP should be responded to together. The only “separate” response is the Redacted Copy addressed on Page 8 and Pages 18-19 of the RFP document.

1. Question: For the rate card for additional services, is the University seeking a maximum rate or are you seeking a rate range?

Answer: We are requesting specific rates and actual charges, not a possible price range.