

## Q&A Addendum

### RFP No. 631253 Student Engagement Software System

**This document provides question and answer information pertaining to the above captioned RFP.**

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

**DUE DATE EXTENSION:** The proposal due date for this RFP has been extended to Thursday February 16, 2017.

#### **Posted February 13, 2017**

**Question:** Whether companies from Outside USA can apply for this? (like, from India or Canada)

**Answer:** All vendor proposals that meet the scope and requirements of the RFP will be considered. Non-US companies can submit RFP responses – however the minimal expectation is that all communications occur in written and spoken English.

**Question:** Whether we need to come over there for meetings?

**Answer:** If vendor presentations are required, these would be on campus meetings

**Question:** Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

**Answer:** All vendor proposals that meet the scope and requirements of the RFP will be considered. Non-US companies can submit RFP responses – however the minimal expectation is that all communications occur in written and spoken English.

**Question:** Can we submit the proposals via email?

**Answer:** No.

**Question:** The difference in department names for the mailing addresses: what is the correct department name that we should be submitting everything too?

**Answer:** University of Arkansas  
Business Services-Procurement  
Administration Bldg, Rm 321  
1125 W Maple St  
Fayetteville, AR 72701

- Question:** Section 9.2: Does the University of Arkansas want to insert ACKNOWLEDGE for every single provision/question within this document as well as the standard terms and conditions? Or does the University of Arkansas want our response as a whole per section?
- Answer:** Respondents must address each section of the RFP. Providing response as a whole, per section, is fine.
- Question:** Section 9.3: Does the University want us to include our responses within the document? Or provide separate pages/exhibits to address items/concerns (i.e. standard terms and conditions document)?
- Answer:** All of your response information should be provided in the same sequence as its appearance in our RFP document. Making references to separate pages or exhibit documents is certainly acceptable, however we ask you remain consistent with the numbering and chronological order as listed in our RFP document. For this purpose will help streamline our evaluation process.
- Question:** What does the statement below taken from section 9.4, page 10 of the MS word doc mean? One copy of referenced or otherwise appropriate descriptive literature must accompany a submitted bid.
- Answer:** Provide supporting documentation for the product/service you are offering, if applicable.
- Question:** Is The Contract and Grant Disclosure and Certification Form only applicable to any subcontractors we are to use or is this for us to fill out?
- Answer:** Good morning. The Contract and Grant Disclosure and Certification Form in this case is required for the bidder to complete and submit to this office with the complete bid response. However, for any subcontractor that you plan to engage with in relation to this project, then you are required to gather this completed form from that subcontractor as well.