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**Q&A Addendum #1**

RFP No. 020822

Campus Cost Containment

1. Can the University provide details/reasons for the Non-Salary Spend increase of 78% year-over-year from 2020 to 2021? Is fiscal year spend 2022 expected to be at this same level?

The increase is due to the implementation of Workday, the new ERP system and construction projects. The spend for FY22 is not expected to be the same. The first billings of Workday and the implementation costs are amping up. Construction expenses change year to year.

1. Section 1, Description and Overview, states “UAF is seeking bid proposals from qualified and reputable professional consulting firms to provide a thorough review of all University spend and implement targeted cost reductions for the Fayetteville campus”. Can you clarify your expectation of implementation in the response? Are you looking for respondents to provide a timeline, resources, and cost for implementing recommendations and achieving cost reductions?

Yes, we are looking for respondents to provide a timeline, resources, and cost for implementing recommendations, and achieving cost reductions.

1. Section 1, Description and Overview, states Workday was implemented July 1, 2020; to achieve a comprehensive 2+ year view of UAF spend, will UAF provide spend information from the legacy systems?

Yes, UAF will provide spend information from the legacy system.

1. Section 1, Description and Overview, states Goal #3 as “Identify strategies and develop opportunities to reduce spend and fragmented purchases across identified spend categories”; does the University have any spend categories already identified for the Contractor to review, or will these be determined by the spend assessment completed by the Contractor? If categories have been identified, what are they?

This will be determined by the spend assessment completed by the Contractor.

1. Section 2, Scope of Work, mentions Stakeholders. Has UAF established or will UAF have established a governance structure including stakeholder identification prior to be the start of the initiative?

Yes

1. Section 2, Scope of Work, task #5 states the Contractor will review select contracts and determine whether the terms and structure are consistent with best practice; will these contracts be chosen by the University, or will they be selected based on mutual input with the Contractor?

Contracts will be selected based on mutual input with the contractor.

1. Section 2, Scope of Work, task #11 states Understanding and analysis of how Workday business process and workflow approvals are used in the procurement process and data analysis identifying synergies to be gained. Will UAF provide access to the Workday configuration and data tables for an independent review?

Yes

1. Section 3, Costs/Pricing, states that Respondents must certify that any costs not identified by the Respondent, but subsequently incurred to achieve successful operation of the service, will be borne by the Respondent. Failure to do so may result in rejection of the Proposal; where do we certify this statement? We have reviewed the Pricing Form and do not see any statement that can be acknowledged.

There is not a specific acknowledgement space; completing the signature pages of the RFP document confirms respondent’s acknowledgement/understanding of the stipulations.

1. Section 10.4 states that an Additional Redacted Copy is REQUIRED; if we do not have any proprietary information, is a redacted copy required?

No; this is only required if submitting proprietary information.

1. Section 10.4 states that Respondents must submit one (1) signed original, one (1) signed copy, and three (3) soft copies; will an electronic signature meet the signed original requirement?

Electronic signatures are acceptable; responses should be marked as to “Original” and “Copy”.

1. Does the University have a timeline or any specific deadlines to which the Contractor must adhere during the engagement?

The contractor should submit a timeline and specific deadlines not to exceed one year.

1. What previous spend analysis efforts has UAF completed, either on their own or with the help of a contractor?

None.

1. Would the University accept an email submission in lieu of hard copies and a USB response?

No – per the final paragraph of Section 10.4 of the RFP document: No call-in, emailed, or faxed Proposals will be accepted.

1. Does UAF recommend hand delivery of proposals or other methods to ensure USPS, FedEx or UPS delivers to the proper address?

Delivery method is respondent’s choice. Refer to first page of RFP document for instructions for chosen delivery method. If hand delivering the response, keep in mind that the response is due at 10:00 am, which is several hours prior to the bid opening event.

1. Page 4 – FY21 spend, increased by ~$130m. Could you describe what drove this increase and if it is expected in future years?

See question #1.

1. Page 5 – Proposal Requirements bullet 4. “Identify opportunities to improve the full spectrum of supply chain management and discipline across the UAF campus.” Could you please clarify what you mean by this bullet related to the spend analytics and procurement/sourcing scope? Recommend practices in improving the supply chain management and costs.
2. Page 6 section 3, “Respondents must provide detailed/itemized retail pricing for each individual component, and/or the overall system” and page 9, “that the technology provided to the State for purchase is capable, either by virtue of features included within the technology, or because it is readily adaptable by use with other technology, of:” Can you confirm UAF is not looking to purchase a system in addition to professional services.

UAF is not looking to purchase any new systems including ERP systems.

1. Page 7 states “the term shall be for an initial period of one (1) year (“Initial Term”). The parties may, through written agreement, elect to renew the Agreement on an annual basis for three (3) additional years (each a “Subsequent Term”)” but the pricing sheet only has one line for implementation and execution. Should we provide separate lines for each Option Year of implementation / execution support?

Yes

1. Page 20, section b2. Will other public sector or commercial experiences with similar scope be considered and count towards the respondent qualifications scoring criteria?

Yes

1. Can the work be performed virtually?

Yes

1. Is there an annual budget / ROM for the expected services?

The University does not disclose budget information.

1. The SOW tasks include “Implement targeted cost reduction efforts” but page 6 under expected deliverables indicates contractor will provide an implementation and execution plan. Could you please clarify if implementation support is desired or just the roadmap/plan? If implementation support is desired, can you provide details on how many cost reduction efforts will be undertaken in order for contractors to try to scope the level of effort for implementation support?

The implementation support and roadmap/plan are both desired. Only one cost reduction effort will be undertaken.