

**Request for Proposal (RFP)**

**RFP No. 03222023**

**Capital Program Management Software Implementation & Integration**

**Q&A ADDENDUM #1**

1. I saw that we need to do the bid offline so id there any option where we can submit the proposal online?

No – per Page 1 of Terms & Conditions document:

NOTE: Formal bids are NOT accepted by fax or email.  All bid submissions must be received and accepted by the Purchasing Office no later than the date and time designated on the official bid document, unless otherwise stated by the Procurement Official.

1. Are you open to working with an offshore company for this project?

Proposal responses are not limited by geographical location. However, please note that having a physical presence will be part of the evaluation process. Vendor must have ability to participate in on-site trainings, meetings, etc. when necessary. Vendor must demonstrate ability to provide all requirements of the RFP, including those which may require physical presence.

1. Are you open to developing this solution from scratch or looking for an industry-ready product?

The UA seeks an industry-proven solution, implemented by other Higher Education institutions. The baseline requirements defined in Section 14A; respondent experience, integration experience, and security audit reports dictate that the product is already developed and on the market as a Capital Program Management System.

1. Please provide the total number of expected users in the system, both internal and external.

Initially we expect 20 FAMA users, 20 campus users (clients) and up to 100 Contractors & Architects (external non-concurrent vendors). There will be approvers using the DocuSign component outside of the system.

1. Please provide your projected averaged 3-year annual capital spend over the next 3 years.

We do not have good projections for the next 3 years. We can provide historical data covering the last five years:  89.8M FY22; 117.4M FY21; 94M FY20; 164M FY19; 198M FY18

A solution that can provide predictive analysis is desirable.

1. Section 14.1 Question 7 of the RFP Workbook requests **Proposal shall include data migration services and description thereof.,** however there is no specification of the data migration that is required.  Is it the University’s expectation that this proposal include data migration work, and if so, can the University please specify what systems the data is being migrated from, the total number of projects being migrated, the total file size of documents to be migrated, and the total number of individual records that will be included in the migration?

Revise 14.1.7 to read “Respondent shall have data migration capabilities.”

UA is not planning to migrate documents from our project files at this time. However, we currently have 345 “Active Projects” listed in a SharePoint Directory that could be mapped as an add-service. The values in the directory include basic project information (Project Name, Project Number, Description, Total Project Cost, comments, Contractor, Coordinator, etc.)

* 345 Active “Project Creation” records.
* 74 Invoices– tracking approval cycle.
* 277 Purchase Orders– tracking approval cycle.
* 152 Budget Amendment– tracking approval cycle.

1. How many users (internal vs. external) do you plan for this system?

Initially we expect 20 FAMA users, 20 campus users (clients) and up to 100 Contractors & Architects (external non-concurrent vendors). There will be approvers using the DocuSign component outside of the system.

1. How many projects are active at any given time (average)?

We currently have 345 “Active Projects” listed in a SharePoint Directory.

1. Have you received demonstrations of any solution prior to the release of this RFP?  If so, can you identify with whom?

eBuilder, PMWeb, Procore, and ProjectMates

1. For Capital Planning, can you identify the source of funding options?

The sources of funds for capital projects are generally a combination of university reserves (cash funds from various units), bond proceeds, grants and private gifts, state funds, federal funds, and gifts-in-kind, depending on each project.

1. For Capital Projects Execution, can you identify the processes you utilized (ie. RFI, Submittals, etc.)?

RFI and Submittals are the AEC purview as the Owner we manage the following:

* Plan Review,
* Coordination with the Campus Community, the City, and Campus Utilities; including road closures, utility connections and outages, moving, dead-days,
* Internal Shops may provide labor; execution of parts or whole of projects.
* Stormwater, Environmental, and Safety inspections,
* Purchasing and Coordination of Owner provided furnishings and equipment,
* Processing of invoices, pay application, potential change orders, etc.
* Project Closeout (documentation for the assets),
* Reporting

1. Are you already licensed for DocuSign?

Yes, the UA is a licensed by DocuSign. FAMA is not actively using DocuSign in our Business Processes.

1. Software pricing: U of Arkansas is asking for Subscription Service, per price seat.

Question – How many seats or named user licenses is U of Arkansas asking for or expecting for this awarded contract?

Initially, we expect 20 FAMA users, 20 campus users (clients) and up to 100 Contractors & Architects (external non-concurrent vendors).

1. Additional to question above, an unlimited number of licenses can be quoted based on U of Arkansas’s annual construction volume – it’s stated in the RFP that the team is currently managing over one hundred million dollars in new contracts each year, is there a total dollar amount of contracts managed (total annual construction volume) each year by the team above the one hundred million of new construction (remodels/JOC’s/renovations)?

Historical data covering the last five years (including renovation, JOC, equipment installations, etc.) 89.8M FY22; 117.4M FY21; 94M FY20; 164M FY19; 198M FY18.

1. Will UA extend the proposal due date by one week?

The due date will not be extended at this time.