

Q&A Addendum

RFP #100322

University Hotel and Conference Center Feasibility Study

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

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

Posted 10/13/2022

Question 1: Regarding Section 12. On page 18 of the RFP document, does "Total number of clients" refer to the firm's current number of active clients or the total clients served in the firm's history?

Answer: The University is looking for the total number of past and current Higher Education clients that align with the scope of the requested services in an effort to understand experience within the scope of services requested.

Question 2: Section 14.C on page 18 of the RFP document requests sample or illustrative deliverables. When full report samples are requested, typically we provide them on a separate USB drive or as a link to download rather than printing hard copies due to the number of pages. Can you confirm that a link to download or files on a separate USB drive meets expectations as an appropriate way to provide report samples?

Answer: USB copies or links will be allowed.

Question 3: Can UA speak to an estimated budget for the study?

Answer: The University is unable to provide budget and/or pricing information in order to assist bidders with their price proposal. Bidders should provide their best price for the services requested.

Question 4: Forms for submittal:

- **Within the RFP document, Section 10.2 (INSTRUCTIONS TO RESPONDENTS), it states that 'Respondents (must make) sure to remain consistent with the numbering and chronological order as listed in (your) RFP document.'**
- **Within the same RFP document, under Section 14, there are six (6) subsections outlining the order requested for submittal of responses.**

- **Further, there are a number of forms and/or sheets within both the RFP and Terms & Services document that are requested to be included within the submittal.**
- **Can you please advise where you would like these forms to be included within the outline of the RFP document in Section 14?**

Answer: As long as the forms are clearly identified and available, the University does not have a preference as to where the forms, sheets, and additional documents are inserted within the proposal.

Question 5: Budget for completing requested scope of services:

- **Has a budget or anticipated range for budget expectations been established? If so, can you please share?**

Answer: See question 3.