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Business Services

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**Addendum #1**

**Research Administration Support Services**

**RFP11012024**

**Posted 11/15/2024**

The projected timeline for this RFP has been edited as follows:

7. **PROJECTED TIMETABLE OF ACTIVITIES**

The following schedule will apply to this RFP, but may change in accordance with the UA's needs:

Thursday, October 31, 2024 RFP released to prospective respondents

Monday, November 18, 2024 2:30 pm CST - Intent to participate in Virtual Pre-Proposal Conference due date

Wednesday, November 20, 2024 11:00 – 12:00 pm CST - Mandatory Virtual Pre-Proposal Conference (via Zoom)

Friday, November 22, 2024 Last date/time UA will accept questions

Wednesday, December 5, 2024 Last date UA will issue an addendum

Thursday, December 19, 2024 2:30 PM CST - Proposal Submission Deadline *and* Bid Opening Event

**Note:** Attendance of RFP opening is not required. No award will be made. Only names of respondents, and a preliminary determination of proposal responsiveness will be made at this time.

Week of January 13th, 2025 Respondent Presentations (if necessary)

Week of January 27th, 2025 Notice of Intent to Award

Upon Intent to Award TBD\* Contract Negotiations Begin (upon intent to award)\*

Upon Contract Approval: Service to Commence (upon final legislative approval, if applicable)

\*UA places a value on all elements of this RFP. As such, after evaluation of Proposals and selection of Contractor(s), the UA reserves the right to further negotiate with the selected respondent on any or all elements, and to award accordingly.

Other elements of the RFP remain the same at this time.

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

Ellen Ferguson

Director of Contracts, Strategic Sourcing & Fleet