

Business Services

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**Q&A Addendum #1**

**RFP11012024 – Research Administration Support Services**

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

*Vendor Questions*

Please see answers in red.

1. Will this engagement be fully remote?
	1. Yes, however travel may be necessary, as needed.
2. Is there a page limit on the text of the proposal?
	1. There is no page limit.
3. Section 14 questions A. 6 and 7 are repeated in B. Do you want us to answer these questions in both sections? Happy to copy our answers, but thought I would take the opportunity to ask.
	1. Please provide one answer to each question in either section.
4. Question 14.C.4.e – does this question refer to ongoing reconciliation, final or both?
	1. *RFP Question*: Financial Management - How does your organization handle the reconciliation of financial reports with project budgets?
	2. Both
5. Has UA implemented Workday Adaptive to facilitate grants forecasting?
	1. Workday Adaptive is not currently used for grant forecasting.
6. Are we able to look at a roles and responsibilities matrix for departmental vs. central?
	1. Roles and responsibilities vary by college. Work is underway to create a more standard model. The models in use at time of engagement will be provided to the awarded vendor(s).
7. Question 14.C.5.b. asks about utilizing outside systems for maintaining project documentation – is this an expectation that we utilize an outside system? We prefer to utilize University systems for storing and maintaining records/documents.
	1. *RFP Question*: Reporting & Documentation - What systems does your organization use for maintaining project documentation and records?
	2. No, there is no expectation to use an outside system, the vendor will be expected to use the University’s system.
8. In section 3. It states that pricing is firm for 2 years. In section 7.d. it asks for proposed pricing increases after year 1 to be outlined. Please confirm the ability to propose separate rates for year 1 and year 2, recognizing that the proposed rates for each year are then firm for the respective years.
	1. *RFP Questions*:
		1. COSTS / PRICING: Upon bid award, all pricing and/or discounts must be firm for a period of two (2) years. UA will not be obligated to pay any costs not identified on the Official Price Sheet. Respondents must certify that any costs not identified by the Respondent, but subsequently incurred in order to achieve successful operation of the service, will be borne by the Respondent. Failure to do so may result in rejection of the Proposal.
		2. 7. COST d. Outline any proposed price increases after year 1 of the contract.
	2. Please propose your most competitive pricing for year 1 and year 2 of a contract. Please include any expected % or $ increases in pricing YoY.
	3. The reference to pricing being firm for 2 years is in regard to the proposal of pricing remaining firm, not the actual pricing over a 2-year period.
9. In section 2, it states that the scope of services are ‘post-award research administration’ activities. Could you please clarify whether or not UA is also seeking pre-award support? Also, in this section, Other Areas of potential support are listed and include research security and conflict of interest review, core facility/service center fee setting and review, and research group or facility management. Can you please clarify to what extent these costing activities and regulatory compliance areas are intended to be in scope of this RFP?
	1. *RFP Reference*: 8. SCOPE OF WORK The University of Arkansas seeks to enhance its post-award research administration capabilities by engaging a managed services provider to augment existing support on an as-needed basis.
	2. The University currently has another active RFP with a focus on Pre-award support, RFP11012024 - Research Administration Support Services. The RFP can be referenced on the Hogbid website [here](https://hogbid.uark.edu/).
		1. In this RFP, there are 3 key areas:
			1. Area 1: To support research training for faculty seeking to build, rebuild, or enhance their success with
			2. Area 2: To provide specific support for colleges/schools and the departments in them to develop strategic, executable, and sustainable research plans that reflect the current and future strengths of their researchers and incorporate
			3. Area 3: To provide specific support for individual proposals that are responsive to funding opportunities, including
	3. The “Other Areas” are intended to be in scope to the extent the service can be provided by the vendor. Please elaborate on your ability to provide these services.

**Posted 12/05/2024**