

Business Services

1001 East Sain Street | UPTW 101

 Fayetteville, Arkansas 72703

**Q&A Addendum #1**

**Research Advancement Support Services**

**RFP No. 11062024**

**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. Scope Area 1: Will research training be focused on one-on-one support or more general faculty conferences?
	1. Please expect a mix of both
2. Scope Area 3: How many proposals will need support over a calendar year?
	1. The central Research Development team previously supported ~50 proposals/year, which is a small subset of all campus proposals. The University no longer has a central research development team, but it is hoping to expand research advancement services for campus through this RFP.
3. It was mentioned the University was previously siloed - Will the awarded vendor be working directly with the Research department or with separate associates across colleges?
	1. Please expect a mix of both
4. Is the University paying for this in full or will it be split across departments?
	1. The University plans to have a single PO set for the entire initiative. Work orders and payment may come through different areas of the University but will ultimately flow through one singular PO.
5. Is it required to provide pricing details in Section 14.B and the Cost Proposal attachment?
	1. Yes, please provide pricing detail in both sections
6. Section 10.2: Are vendors required to acknowledge each section?
	1. A written acknowledgement is not required, however it is important for each vendor to thoroughly review and assess all sections
7. What does the “Discount $ of %” in the Cost Proposal refer to?
	1. This question is requesting if the vendor will be offering any discounts on proposed pricing
8. What are the required attachments?
	1. Cost Proposal & References sheets
	2. Standard Terms & Conditions & all included signature sheets
	3. Please also include any additional attachments that are necessary for a successful proposal
9. Are Adobe signatures & virtual signatures accepted?
	1. Yes, Adobe & virtual signatures are accepted
10. How should pricing be proposed in the Cost Proposal: Rate table, fixed fee, hourly rate table, etc.?
	1. Please propose a per unit rate table, as appropriate, and include any other detail necessary for evaluation
11. References: Appendix II Reference Sheet only requests for contact information, does the University also want context on these references?
	1. Contact information in required, however please submit any additional information/context to references as needed
12. In section 2, it states that the scope of services are “to build research excellence” and to be on call when any college, school, or department requires research advancement support. Is UA considering support in establishing institutional research advancement support (i.e., standing up a research support unit)?
	1. *RFP Reference*: 2. SCOPE OF WORK: The University of Arkansas seeks to enhance its research advancement capabilities by engaging a managed services provider to augment existing support on an as-needed basis.
	2. The University no longer has a central research development team and is not looking to establish institutional research advancement support at this time
13. For Area 3, support for individual proposals, respondents should be able to support research across varied disciplines. Are respondents expected to have subject matter knowledge to inform the content of each funding opportunity response or are respondents expected to offer expertise in funding opportunity response clarity and thoroughness?
	1. *RFP Reference*: 2. SCOPE OF WORK: The University of Arkansas seeks to enhance its research advancement capabilities by engaging a managed services provider to augment existing support on an as-needed basis… The central administration will utilize Respondents to ensure comprehensive research excellence strategy, planning, and execution.
	2. Respondents are required to offer expertise in funding opportunity response clarity and thoroughness, any subject matter knowledge would be an additional benefit
14. Section 14.A.6 asks for identification of who would be assigned to the project along with their background and credentials. Would a representative list with descriptive information fulfill this requirement, understanding those assigned are subject to change dependent on the specific need and timing?
	1. *RFP Question*: 14.A.6 ASSIGNED TEAM: “Provide who from the vendor would be assigned to this project”
	2. Yes, a representative list with descriptive information is appropriate. Please provide additional granular information (ex. CVs of individuals that could be assigned to the work) as available.
15. Is UA anticipating it will select multiple firms to meet the needs of each subsection within the separate areas (i.e. strategic planning vs. Coaching in Area 2)? If so, should respondents identify any sub-areas that are areas of expertise vs. sub-areas that are not?
	1. *RFP Question*: 1. OVERVIEW OF RFP: Respondents may submit a proposal for all the services entailed in this RFP or may submit a proposal for a specific service identified in this RFP. The RFP allows for multiple awardees across a suite of requested services in three areas.
	2. The University could select multiple firms to meet the needs of each subsection. Please detail any additional sub-areas expertise information, as needed.
16. Is pricing based on a virtual working model? How should travel be factored in?
	1. Please expect work to be conducted virtually. If required, travel will be billed as actual based on approval.

Posted 12/11/24