



Request for Proposal RFP No. 250324

Annual Leave Exchange Program Administration

Addendum No. 1

This document provides clarification 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 documents and any addenda to them.

Posted: April 9, 2025

Section II, Timeline, is updated as follows:

Timeline

The anticipated key dates for this process are outlined in the table below. These dates are estimated for informational purposes only. Please note they are subject to change based on availability.

Goals	Target Dates
RFP Issue Date	Monday, March 24, 2025
Intent to Bid Due	Friday April 4, 2025; 5:00pm CST
Vendor Questions Due	Monday, April 14, 2025; 5:00pm CST
Responses to Vendor Questions	Monday, April 21, 2025
Vendor Proposal Due and Proposal Opening	Wednesday, April 30, 2025; 2:30pm CST
Vendor Demonstrations	Week of May 12, 2025
Winning Vendor Selected	Week of May 26, 2025
Commence Contract(s) Negotiations	May/June 2025
Implementation	June 2025
Vacation Exchange Go-Live	July 1, 2025

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

Proposals will be publicly opened at the University of Arkansas System Office, **located at 2404 North University Ave., Little Rock, Arkansas 72207**, at the date and time listed in the Timeline. If planning to attend the proposal opening event, please arrive in the building lobby prior to 2:30 PM CST.

In the event the University is closed to the public during the proposal opening event, virtual access will be provided. Information on joining the virtual proposal opening event will be posted on HogBid (<https://hogbid.uark.edu>) prior to the proposal opening event date and time.

NOTE: Attending the proposal opening event is not required. No award will be made at the proposal opening. Only names of respondents and a preliminary determination of proposal responsiveness will be made.

All other elements of the RFP documents remain the same.

Terry Fuquay

Terry Fuquay
Director of Administrative Services