



## **Request for Proposal RFP No. 250324**

### **Annual Leave Exchange Program Administration**

#### **Addendum No. 3**

**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:** May 19, 2025

Please note changes to the projected timeline as highlighted below:

#### **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.**

<b>Goals</b>	<b>Target Dates</b>
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	Monday, May 5, 2025; 2:30pm CST
Vendor Demonstrations	June 2, 2025 through June 13, 2025
Winning Vendor Selected	June 2025
Commence Contract(s) Negotiations	June/July 2025
Implementation	At Conclusion of Contract Negotiations
Vacation Exchange Go-Live	July/August 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