

Q&A Addendum
Consulting Services
for Network and Telecommunications Funding Model
RFP 615656

This document provides question and answer information pertaining to the above captioned RFP and will be updated as necessary.

REMINDER: It is the Respondent's responsibility to thoroughly examine and read the entire RFP document and any appendices and addenda to this RFP.

Posted September 2, 2016

Question: Section 11 - Indemnification and Insurance the University asks that proof of insurance be provided in the RFP response. What does the University consider proof? Are you looking for a certificate of insurance with the University named as insured prior to award?

Answer: A copy of your current COI will suffice. Upon award – the successful bidder will be asked to provide their COI with the University named as insured.

Question: The following questions are mechanical in nature to understand how the University wants the response presented:

In section 10.2 we are instructed to respond to each section of the RFP. That is understood and we will comply. It is not clear where the University want us to place our response to the areas we will be evaluated on, in some cases these items are addressed in the body of the RFP in other cases they are not.

Answer: Bidders can insert responses into the document provided, or create their own response document making sure to remain consistent with the numbering and chronological order as listed in our RFP document. Ultimately we want 1) all items addressed, and 2) addressed in a clear and streamlined format.

Following are our specific questions:

A) We would like to confirm that you want the response to the Company Overview identified in Section 12 in that section of the RFP, or do you want in it in Section 15, subsection A "*Vendor Qualification and Past Performance*"?

Answer: Section 12 – and/or labeled accordingly within your proposal.

B) We do not see where we are to provide our qualifications of personnel. Do you want this in Section 15, subsection B "*Qualifications of Personnel*"?

Answer: Section 12 – and/or labeled accordingly within your proposal.

C) We do not see where we are to provide our proposed approach to complete the engagement, Do you want this after the scope of work in Section 14 or in Section 15, subsection C "*Understanding the Nature of the Project*" ?

Answer: Section 14 – and/or labeled accordingly within your proposal.

Posted September 9, 2016

Question: To double-check, is this the correct street address for FedEx and UPS deliveries?
University of Arkansas
Business Services
ADMN 321
1125 W. Maple
Fayetteville, AR 72701

Answer: Correct

Question: Who is the executive sponsor(s) of this project at the University?

Answer: David Bruce, Associate CIO-Campus Networks

Question: Will the University provide the selected consultant with a project liaison or coordinator to assist with the coordination, scheduling, and communications of this project?

Answer: Yes

Question: Will the University be willing to provide advance materials, transmitted securely, to allow the successful consultant to review documentation and make preparations prior to conducting on-site work?

Answer: Yes

Question: Do you desire the selected consultant give and/or facilitate any presentations to UAF project leadership and/or stakeholders during the course of the project?
a. If yes, at what milestones and to what audiences?

Answer: Yes – at the end of the project. The audience would be the CIO leadership team, and likely the Vice Chancellor of Finance and Administration team.

Question: RFP Section 8 - Contract Term and Termination, Subsection (a) states that the University will give 30 days written notice to the contractor if the services become unsatisfactory, and if the services are still deemed unsatisfactory at the end of the 30 day period, the contract shall be canceled.

However, RFP Section 9.9 – Default, states that the contractor may be notified of failure or default in writing and demand that the default be remedied within 10 working days, and if the contractor fails to correct the default within ten working days, the contract shall be canceled.

Answer: “upon thirty (30) days written notice”

To clarify, how long does the contractor have to cure performance of this contract (30 days or 10 days) and is that time period in business days or calendar days?

Answer: 30 business days.

Question: Regarding RFP Section 9.2 – Agency Employees and Agents (page 4): Will the contractor’s project team be required to submit to background checks for this project? Will any subcontractors need to have a background check?

Answer: Only the successful contractor, and only for applicable “on-campus” duties/performance.

Question: Section 9.13 of the RFP and the “Proprietary Information” section in the Standard Terms and Conditions document indicate that proprietary information needs to be submitted in a separate envelope.

Since we are required to provide an electronic copy of our redacted proposal (per pages 4, 7, and 8 of the Terms and Conditions document), do we also need to submit the proprietary information in the hard copy proposals in a separate envelope?

Answer: Yes – labeled accordingly.

I assume the redacted electronic copy will be the one used by UAF to fulfill FOIA requests. Please confirm or clarify.

Answer: Correct.

Question: If we utilize a subcontractor(s), do they need to fill out the “Contract and Grant Disclosure and Certification Form” (as found in the Terms and Conditions document)?

Answer: No.

Question: Do you have a budget estimate or range for this project that you can share? If yes, please provide detail.

Answer: Yes we have a budget estimate, but not available in detail.