



MANDATORY PRE-PROPOSAL TELE-CONFERENCE

Advisory Services – Administrative Review
RFP R717734

July 23, 2019
10:30 AM CST

TRANSCRIPT

Purpose

The purpose of this meeting was to provide a forum for vendors to obtain clarification about the RFP prior to preparing their proposals.

Reminders / Clarifications

- A Transcript of the call will be published on [Hogbid](#). It is the responsibility of each participant to review the Hogbid site for the Transcript information.
- Additional bidder questions related to this RFP should be sent via email to Whitney Smith, wesmith@uark.edu. Those questions received *after* the Transcript will be addressed by Q&A Addenda and published on Hogbid.
- Last date/time UA will accept any additional bidder questions: 7/26/19 by 10:30 AM CST
- The RFP Committee reserves the right to extend deadlines and other requirements, which will be published on Hogbid accordingly.
- Until further notice, proposals are currently due 8/02/19 by 10:30 AM CST
- **It is the obligation of Proposers to follow the activities on Hogbid.**
- **Proposers must sign all bid documents where required and submit with proposal.**

Participation

The following participants sent an email directly to Whitney Smith (wesmith@uark.edu) and are confirmed:

	<u>Company</u>	<u>Contact Name</u>	<u>Email</u>
1.	ISG	David Hemingson John Wheat	David.Hemingson@isg-one.com John.Wheat@isg-one.com
2.	CliftonLarsonAllen	Sarah Conroy Matt Ceppi	Sarah.Conroy@claconnect.com Matt.Ceppi@claconnect.com

UofA Team: Mike White, Debbie McCloud, Cale Fessler, Dawn Stoyanoff (non-voting)

Procurement Manager: Whitney Smith

Participant Questions / UA Answers

Q: Who will serve as the project sponsor(s)?

A: **Debbie McCloud (AVC-HR), Mike White (AVC-FA), Cale Fessler (AVC -Budget & Planning) and Dawn Stoyanoff (AVC-IT)**

Q: Does the University anticipate having an existing governance organization oversee the project? If so, please describe the structure and membership of this governance organization.

A: **The steering committee comprised of Debbie McCloud (AVC-HR), Mike White (AVC-FA), Cale Fessler (AVC -Budget & Planning) and Dawn Stoyanoff (AVC-IT) will oversee the project. A project manager will also be assigned and will report into the Steering Committee.**

Q: Is the University willing to assign a data coordinator to work with the firm selected and, more importantly, with University organizational units to achieve a comprehensive response to the survey?

A: **We will assign a project manager to the project. If the organization selected needs to have information, the project manager will work with the units to obtain what data we can provide to information to be responsive.**

Q: Section 10.2 of the RFP indicates that a respondent must address each section of the RFP. The second paragraph provides for an acknowledgement “if a detailed proposal is not required...” If an acknowledgement is required “for each section,” is a section defined at the number level, the first decimal level, or otherwise. Please clarify.

A: **“Acknowledgement” is required for each section as defined at the number level. If sub-levels require a detailed response, then please address accordingly.**