

**Q&A Addendum**  
**Advisory Services – Administrative Review**  
**RFP R717734**

**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 read and examine the entire RFP document and any addenda to this RFP.

**Posted July 26, 2019**

**Question:** 3. Price Escalation (when applicable)  
Given the nature of the advisory/consulting business and also given that we would recognize the price increase cap described in this section, may we justify price increases based on increases in standard rates we put into effect each year. These rate increases are put into effect following an internal assessment of the demand in the market that we serve.

**Answer:** Yes. New pricing and/or discount schedules must be submitted in writing and agreed upon by both parties.

**Question:** 9.13 Disclosure, B. Respondent Conflict of Interest Form  
The RFP states, "... for any RFP that requires disclosure of existing conflict of interest circumstances, ..." Does this RFP require disclosure and completion of the two forms noted in this paragraph? If disclosure is required and if, theoretically, we were to identify such conflict of interest, where does one obtain the referenced forms?

**Answer:** Yes. Refer to the "Standard Terms and Conditions (Signature Sheets)" packet listed on Hogbid as counterpart to the RFP document. Both forms mentioned in section 9.13 of the RFP document are listed in the Signature Sheets packet (pages 11, 13 & 14).

**Question:** 9.17 Warranty  
Is this section applicable to the services UAF is requesting in this RFP? It appears to apply to hardware and/or software. If it is not applicable, do we simply "ACKNOWLEDGE" it?

**Answer:** Standard language. Please address as ACKNOWLEDGED.

**Question:** 9.26 Time is of the Essence  
Is UAF willing to negotiate or eliminate this term?

**Answer:** This term is standard in all UA bid events, and it is imperative the timeline expectations are acknowledged for this bid event.

**Question:** 10. INSTRUCTION TO RESPONDENTS, 10.2  
The RFP states, "...If a description is requested, please insert detailed response accordingly." We interpret this to mean that our entire response should be presented with the content of this RFP supplemented with our detailed response imbedded in sections that request a description. Please confirm that this is correct or, if it is not, please clarify.

**Answer:** Correct. Respondent's required Proposal should contain sufficient information and detail while remaining consistent with the chronological order of the RFP document, for UA to streamline evaluation efforts and the merit of the Respondent's Proposal.

**Question:** 11. INDEMNIFICATION AND INSURANCE  
The RFP states, "Contractor shall furnish UA with certificate(s) of insurance..." and later in the same paragraph states, "Proof of Insurance must be included in bid Proposal." Does the proof of insurance that is required to be included in the bid Proposal need to be a certificate of insurance meeting the description in the RFP or can the certificate of insurance be provided if and when we are so fortunate as to be selected and negotiate a mutually-acceptable contract? Stated differently, (1) can proof of insurance be in a form other than a certificate of insurance naming UAF and (2) can this be provided later if and when a contract is signed?

**Answer:** Standard language. In this case, Respondents should provide their proof of insurance with their proposal, but it does not need to name the UA. When the RFP is awarded, and if determined necessary for this engagement, UA may request a Certificate of Insurance from the successful contractor to include other requirements.

**Question:** 15. EVALUATION AND SELECTION PROCESS, C. Cost (30 points)  
If we proposed additional, optional services, will those services be excluded from the calculation described in this section? If not, please describe how they will be handled.

**Answer:** Additional options/services are welcomed; however, evaluation is based on specific weighted criteria as listed in this section in order to fairly compare and confirm the merit of proposals during evaluation.

**Question:** APPENDIX I: Respondent Information/Reference  
Would UAF find it acceptable for us to cite a set of references from other components of the UASYS and count them among the three or more that we present?

**Answer:** Yes, ideally include references for similar engagements with higher ed.

**Question:** APPENDIX II: Official Price Sheet  
The RFP states, "If pricing is dependent on any assumptions that are not specifically stated on the Official Price Sheet, please list those assumption accordingly on a separate spreadsheet and show detailed pricing." Please clarify "show additional pricing." Is the objective of this request that UAF wants to understand the estimate additional cost if an assumption does not prove to be valid?

**Answer:** Correct. Provide any detailed information on assumptions and/or limitations to delivering services. If pricing is dependent on any assumptions, please list those assumptions accordingly and show detailed pricing impacts.