



Office of the Vice President
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October 17, 2019

ADDENDUM #1 to the University of Florida ITN20NH-120 Consulting Services for Educational Improvement and Policy Development for the University of Florida Lastinger Center for Learning scheduled to be opened on **November 5, 2019 2:30 PM** at the University of Florida, Elmore Hall Conference Room, Radio Road, Gainesville, Florida.

This addendum shall be considered part of the Contract Documents for the above mentioned **ITN20NH-120** as though it had been issued at the same time and incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original document, this addendum shall govern and take precedence. All other terms, conditions, and regulations will apply.

This addendum consists of:

1. Responses to questions and inquiries submitted prior to 5pm, October 15, 2019.

Sincerely,

A handwritten signature in blue ink that reads 'N. J. Heredia'.

Nicola Heredia, Director
Procurement Services

Please acknowledge receipt of Addendum #1 by signing below, and returning this addendum with your proposal. Failure to include addendum with your proposal may result in rejection.

Signature

Company Name

Email Address

Company Address

City/State/Zip

Responses to questions submitted for UF's ITN ITN20NH-120 Consulting Services for Educational Improvement and Policy Development for the University of Florida Lastinger Center for Learning

Q1. Will ITN20NH-120 supersede ITN 18NH-118? That is, to be eligible for work with the Lastinger Center will we need to respond to this new ITN?

A1. The award of this ITN will supersede ITN18NH-118. To be covered under a contract, and eliminate the need for individual solicitations for future work, a response and award to this ITN would be required.

Q2. Where in the scope of work is the need expressed for translation services?

A2. Translation services would be included within the 'technical support of online course creation' services.

Q3. Does the University of Florida have specific labor categories and descriptions, or should the offeror propose their own?

A3. The offeror should propose their own – frequently these are based on job title.

Q4. Section 6.35 of the solicitation states annual price increases of any kind will be limited to 5%, and should the PPI fall, a subsequent reduction would be made. Is this related to the negotiated and approved yearly escalation that would be included in offerors proposals? If so, is the University willing to waive this requirement upon receipt of a suitable justification in an offeror's proposal?

A4. This requirement may be discussed during the negotiation phase of the solicitation.

Q5. Section 4.1, Tab 4, (b) requests details or list of items included and excluded from the hourly rates. Please confirm that a list of the items that are included and excluded from the hourly rate is sufficient.

A5. A list of items is sufficient, but should include pricing for those items excluded from hourly rates, where possible.

Q6. Will the University of Florida consider electronic submission of materials in place of hard copies sent via courier?

A6. No, UF must receive hard copies before the specified deadline.

Q7. Can you please confirm whether the submission includes each of the following (i.e., both printed and electronic copies):

- a. One electronic copy, on PC media, of the full proposal
- b. One printed, bound original of the proposal (with signature)
- c. Four (4) printed, bound copies of the proposal

A7. The submission should include all of the following:

- 1 electronic copy
- 1 original, signed paper copy
- 4 paper copies

Responses to questions submitted for UF's ITN ITN20NH-120 Consulting Services for Educational Improvement and Policy Development for the University of Florida Lastinger Center for Learning

Q8. Is our understanding correct that the University of Florida would like one original hard proposal, four hard copies, and one copy of the original on PC compatible media? Should the additional four hard copies contain the authorized person's signature?

A8. They should contain the signature, but that signature does not need to be an original.

Q9. Does this mean that the signature page under Tab 1 does not get scanned (since the electronic document is to be submitted in Word format)?

A9. The signature page should be scanned. Word, excel or adobe would be preferred formats for the submission.

Q10. Is a cover letter allowable? If so, should this be included in Tab 1 or Tab 2?

A10. A cover letter can be included in Tab 2.

Q11. In the portfolio of sample work, is it acceptable for our documents to be submitted with client names redacted to ensure confidentiality agreements are upheld?

A11. That would be acceptable, but UF does request contact information for references in tab 2.

Q12. Can the oral negotiations mentioned on page 17, Section 4.2.11 be conducted via conference call/Skype, or must they be conducted in person?

A12. When the proposals have been evaluated, UF will determine whether negotiations are required, and the preferred method for the negotiations.