



Office of the Vice President
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January 16, 2019

ADDENDUM #1 to the University of Florida ITN19KA-115 Proposal Development Experts for Federal and Non-Federal Grants and Contracts is scheduled to be opened on **January 30, 2019 3:00 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 **ITN19KA-115** 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:

- Responses to technical questions and inquires submitted prior to January 9, 2019.

Sincerely,

Kathy Aylesworth
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

Company Address

City/State/Zip

Responses to questions submitted for the University of Florida ITN19KA-115 Proposal Development Experts for Federal and Non-Federal Grants and Contracts.

Q1. Under Evaluation Criteria (Section 2.1, p. 7), what is meant by "Willingness to work under conditions of exclusivity"? This seems to imply that the successful respondent would not be able to maintain other clients during the UF contract term. Clarification of this point would be appreciated.

A1. This criterion means that there may be instances where the Institution will request that the vendor will not provide concurrent consulting services to more than one PI, team or other institutions for the same grant or contract.

Q2. Does UF anticipate that the potential resulting agreement of this ITN will be a "retainer" model wherein applicable vendors will be engaged through the PDEX system on an as needed basis **OR** will the potential resulting agreement(s) have a specific scope of services and number of tasks (such as training sessions, proposal reviews, etc....) offered under one umbrella agreement (even if with multiple vendors)?

A2. UF anticipates the resulting agreement will establish a pool of qualified vendors that will be engaged for services on an as-needed basis.

Q3. The Scope of work states: "We anticipate entering into contracts with multiple qualified vendors. The length of each engagement will be determined by the magnitude and complexity of the proposal." Does UF have a lower/upper limit on the number of vendors to be included in this pool?

A3. There is currently no upper or lower limit to the vendor pool.

Q4. Will a discovery, contracting, and negotiation process be initiated with each emerging need/proposal or will these parameters/pricing be set in advance as a part of this award?

A4. The intent of the ITN process is to establish and set these parameters in anticipation of emerging needs.

Q5. Does UF have an expected budget for the total amount of money to be spent on the collective pool of vendors? If yes, can you share the expected/estimated total amount to be spent through this ITN?

A5. There is no fixed budget for these services, however, this solicitation process is only carried out for services with an aggregate cost estimated to be over \$75,000, for the entire length of the contract. Multiple colleges and departments within the institution may utilize the resulting contract therefore individual budgets will vary.

Q6. Is it acceptable for pricing submitted by task or project, rather hourly rate? For example: Pricing to be displayed as "1 proposal review project" rather than "35 hours of Senior Consultant time"

A6. Pricing should be submitted by an hourly fee schedule. If necessary, alternative fee structures may be discussed during the negotiation period.

Q7. In Section 4.1 ("Proposal Format Organization"), should proposals be in single-spaced or double-spaced text?

A7. *Line spacing is at the discretion of the proposer.*

Q8. The RFP states that MS Word files are "preferred." Is a PDF acceptable as well?

A8. *A pdf is acceptable.*

Q9. The RFP states that 12 point font is required. We assume that is for narrative text and that a smaller font size can be used in graphics. Can you please confirm that our assumption is correct?

A9. *This assumption is correct. A smaller font size can be used within graphics.*

Q10. We assume you want tabs included in the bound hardcopies. How do you expect the electronic copies to indicate similar tabs? Hyperlinks in the TOC?

A10. *All hard copies of the proposal must be tabbed and numbered per Section 4.1.1, Response Format. Electronic copies may indicate tabs using folders, hyperlinks within the Table of Contents, or separate and clearly titled files referencing the tab number. In electronic copies, tabs may also appear as page headers so long as the information appears under the tab in which it was requested.*