

**REQUEST FOR QUALIFICATIONS #20-12
CONSULTING SERVICES FOR A REVIEW OF
POTENTIAL ADMINISTRATIVE SERVICES IMPROVEMENTS
FOR THE UNIVERSITY OF MAINE SYSTEM
ADDENDUM #2**

The University has issued the following addendum:

1. Question: Could you clarify what you mean by annual information forms on p8 #14: “The parties further understand that annual information returns as required by the Internal Revenue Code and Maine Income Tax Law will be filed by the University with copies sent to Contractor. Contractor will be responsible for compliance with all applicable laws, rules and regulations involving but not limited to, employment, labor, Workers Compensation, hours of work, working conditions, payment of wages, and payment of taxes, such as unemployment, social security and other payroll taxes, including other applicable contributions from such persons when required by law”

Response: The language mentioned by the questioner refers to Federal IRS Form 1099 reporting, if applicable. Per page 4, item 8 of the RFQ, vendors in their submissions pursuant to this RFQ should note any exceptions to the standard terms and conditions in their response.

2. Question: It is our interpretation that the RFQ should only include our qualifications and that an approach to the work is not a requested item. Could you clarify whether this is correct?

Response: Vendors should refer to the RFQ, including the Submission requirements and instructions portion where these items are stated as submission requirements:

1. *A statement of qualifications to include experience in public higher education policy and systems, as well as organizational analysis and business process reengineering;*
2. *A list of analogous administrative consulting projects conducted in the last three years for colleges and universities similar in size and resources to the University of Maine System;*
3. *A profile of key personnel to be involved in the project;*
4. *A list of three references from colleges and universities for work performed within the last three years on projects of similar size and scope;*
5. *An indication of the types of information and data you would require from the System;*
6. *A proposed schedule and budget for the project;*

7. *The standard hourly rates for the key personnel identified in the submission pursuant to item 3 above;*
 8. *Affirmation of the University's standard terms and conditions. Any desired deviations from the standard terms and conditions must be identified in the affirmation and the System reserves the right to reject any such requests or proposals making such requests.*
3. **Question:** As noted in the RFQ and the Addendum, the University of Maine System is “seeking consulting services to conduct a comprehensive review and analysis of academic and operational administrative structures, services, processes and practices within the System and its seven universities.” Is the System interested in receiving responses from, and ultimately open to choosing, firms that specialize in specific functional areas?

Response: The RFQ is seeking consulting services to conduct a comprehensive review and seeks to make an award to achieve that goal as stated in the RFQ. The University welcomes responses from all vendors and will evaluate those responses based on the criteria listed in the RFQ.

4. The University anticipates this addendum will be the final supplemental information it provides prior to the submission deadline. Interested parties with further questions are directed to the RFQ and associated addenda for all the available information in preparing submissions. While no further addenda are anticipated, vendors remain responsible , as stated in the RFQ, for monitoring the web site in the event any do occur.



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