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**REQUEST FOR PROPOSALS #39-13
BUSINESS PROCESS REENGINEERING (BPR)
FOR FACILITIES MANAGEMENT INFORMATION SYSTEMS
UNIVERSITY OF MAINE SYSTEM
ADDENDUM #2**

The University of Maine

This addendum reflects responses to vendor inquiries:

University of Maine
at Augusta

- Q1. GENERAL INFORMATION, Section 1.1, Purpose – It appears as if the thrust of this RFP is for consulting services, and not for technology recommendations. In this section is the following statement:

University of Maine
at Farmington

"The University expects this study will recommend changes to its technology and processes."

University of Maine
at Fort Kent

Have you already chosen the Facilities Management technology, or have it in place, which this RFP will address? Are you requesting BPR / Analysis / Training services only? This seems to be reinforced by the narrative in Section 1.3, Background and Section 1.4, Goals and Objectives.

University of Maine
at Machias


University of Maine
at Presque Isle

However, STATEMENT OF WORK, Section 3.1, Functional Scope, states: "The University lacks a contemporary information management system for facilities management that is scalable for the diverse needs of its campuses and uniformly adopted by them." And "The University intends to implement a comprehensive facilities management software platform which is a standards-based, web-architected enterprise Integrated Workplace Management System (IWMS) that is easy to use, well supported, scalable and able to provide information and guide associated processes that in turn drive planning and decision making concerning the existing and future built environment at all levels of the University of Maine System. The University envisions an agile, sustainable and powerful suite of tools...." which appears to broaden the RFP to include software recommendations, possible acquisition assistance, and possible implementation.

University of
Southern Maine

- A1. A vendor has been chosen. We are requesting BPR/Analysis/training services only.
- Q2. PROPOSAL CONTENT, Section 4.2, Pricing: This chart structures pricing for the processes (left column) and for each Step (heading row). It is assumed these 6 steps correspond to the Steps described in Section 3.2.1, Advisory Services. Is this correct?
- A2. Yes.

- Q3. While the Term of the contract is mentioned in Attachment A: Contract for Services, Item 2, there is no mention in this RFP of projected start date and projected length of the engagement- please provide.
- A3. It is anticipated we will start mid-July and end no later than October 31.
- Q4. To what level will you need work flows mapped in Visio?
- A4. Level three.
- Q5. What is the estimated number of work flows that are expected to be mapped with each projected processes?
- A5. We assume you are referring to sub-processes. We anticipate there will be as many as five and as few as two sub-processes for each process.
- Q6. Do you currently have KPIs in place for projected processes?
- A6. Not at this time. The goal is to develop KPIs during the review process.
- Q7. Do you have a projected timeline for the engagement?
- A7. See answer for Q3.
- Q8. Is it anticipated that the engagement will be carried by 2 FTEs, or is the FTE expectation higher than 2 FTEs?
- A8. This should be determined by the vendor. See timeline to estimate required resources.
- Q9. Can the FTE obligations be carried out by more than two people?
- A9. See answer for Q8.
- Q10. Will you provide these responses, via Addenda, sooner than June 20? It would be extremely helpful in assembling this RFP to have the answers as quickly as possible.
- A10. Yes.



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University of Maine System
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June 14, 2013