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Addenda #1
University Responses to Inquiries
RFP 75-15

The University of Maine

University of Maine
at Augusta

Q1. Format of training: What is the approximate length of the training desired by the University of Maine?

University of Maine
at Farmington

A1. THE PROVIDER IN PART NEEDS TO DETAIL THIS AS A PART OF THEIR RESPONSE. WE ARE THINKING OF MINIMALLY ONE DAY OF TRAINING PER AUDIENCE.

University of Maine
at Fort Kent

Q2. Format of the training: Does UME prefer one collective training session for the three audiences or to conduct separate trainings tailored to the specific audiences?

University of Maine
at Machias

A2. WE WOULD PREFER SEPARATE TRAININGS ALTHOUGH ONE COLLECTIVE TRAINING DIVIDED OVER 1+ DAYS COULD BE APPROPRIATE AS WELL. THERE IS SOME OVERLAP IN THE AUDIENCES.

University of Maine
at Presque Isle

Q3. Policies: Is your current policy regarding investigation/adjudication available online? Do all campuses in the UME system share this policy, or are they different? If different, are these policies available online? Is the student policy different than the employee policy?

University of
Southern Maine

A3. THE UNIVERSITY WILL SHARE POLICIES WITH RESPONDENTS SELECTED AFTER REVIEWING INITIAL PROPOSALS. THE RELEVANT POLICIES ARE UNIFIED ACROSS THE SYSTEM.

Q4. RFP Section 7.2.5: Does this apply to in person training?

A4. SECTION 7.2.5 WAS AN ERROR AND SHOULD BE DISREGARDED.

Q5. Submission format RFP Section 1.15 v. 4.1.1. – Section 1.15 requests an emailed (PDF submission), while section 4.1.1. sets forth specific requirements for a paper copy. Please confirm that UME is requesting both an email and hard copy version of the proposal.

A5. THE UNIVERSITY IS REQUESTING BOTH AN EMAIL SUBMISSION AND ONE PAPER COPY. THANK YOU.

Q6. Enhancement/Add-ons: Which institutions should we prepare pricing for any enhancement/add-on services? How many employees and students at each institution?

A6. WE CURRENTLY DO NOT HAVE THIS DETAIL - WE WOULD PREFER ANY LANGUAGE THE PROVIDER WOULD WANT TO PROVIDE AROUND THE ABILITY TO ACCOMMODATE ADD-ONS AND/OR ENHANCEMENTS. THIS TRAINING WOULD BE SYSTEM-WIDE SO ANY ENHANCEMENTS WOULD BE DISCUSSED AT THE SYSTEM LEVEL.

Q7. Can you please send native versions of the various appendices and forms?

A7. NATIVE VERSIONS OF THE VARIOUS APPENDICES AND FORMS MAY BE REQUESTED BY SENDING AN EMAIL TO GREGG@MAINE.EDU.

Q8. RFP Section 5.1.6: Does this section apply to the scope of this RFP?

A8. THIS WAS AN ERROR AND SHOULD BE DISREGARDED.



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