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**REQUEST FOR PROPOSALS #
2019-031 Capital Campaign
Consultant for the Maine Center for
Graduate and Professional Studies
Response Addendum # 1
November 15, 2018**

The University of Maine

CLARIFICATION

University of Maine
at Augusta

This addendum responds to initial questions submitted by respondents.

University of Maine
at Farmington

QUESTIONS

University of Maine
at Fort Kent

Q1: What current fundraising infrastructure (staffing, systems, etc.) currently exists for the Center?

University of Maine
at Machias

A1: There are not currently any professionally staffed fundraising infrastructure systems in place. MCV as created and engaged a steering committee for several months now. They have also been working closely with the UMaine, USM, and Maine Law Foundations and anticipate entering into some kind of agreement with the Foundations to work in conjunction with the fundraising agency that is chosen.

University of Maine
at Presque Isle

University of
Southern Maine

Q2: How much progress has been made on fundraising for the \$7.5M matching gift?

A2: A committee has been established and expectations have been communicated.

Q3: What is the total amount of private dollars that is expected to need to be raised for the project? And under what timeline?

A3: The dollar amount and timeline are to be determined based on building cost and final building size.

Q4: What is the history of fundraising for the individual schools and institutes that make up the Center?

A4: The information requested is confidential and will only be shared with the awardee.

Q5: Section 2.1.2.2 of the RFP makes it sound as though the Agreement (Appendix D – Contract for Services) needs to be signed (and perhaps fully completed) and submitted by the consultants as part of the proposal submissions. This is reiterated in the Response Format Instructions, Section 3.2.3. Could you provide some clarity and guidance regarding what is needed and expected at this time for the Agreement? If it does need to be fully completed by the proposing consultants as part of the proposal submissions, is it possible to receive a copy of Appendix D, including the Riders, in a format that can be easily filled out, such as a fillable form? Having the other Appendices also available in a format that can be easily filled out would be helpful, too.

A5: Evaluation Criteria for the Contract for Services section is based on the respondents agreement to the terms and conditions in Appendix D - Contract for Services. 5 Points

The requirement for respondent submission is to title the response “Section 3 - Contract for Services” by either indicating:

- a) Agreement to all terms and conditions by simply signing the contract (the actual contract will be negotiated and filled in after award).**
- b) Indicating the area and sections of the Contract for Services that the respondent takes exception to. Depending on which sections are identified/redlined by the respondent, will determine the point deduction of this evaluation section.**

Q6: Is Maine Center Ventures the entity with which the engaged firm will be working? Is there any current development professional focused on activities in support of MCV?

A6: Yes, MCV is the entity with which the engaged entity will be working. No, there are not any professional development staff focused on MCV activities currently.

Q7: Will the engaged firm have access to University giving histories - especially as it relates to the School of Law, Business School, Muskie School, and Cutler Institute?

A7: See answer to Question 4.

Q8: How much has been raised in support of these institutions, in particular over the last 5 years?

A8: See answer to Question 4.

Q9: Beyond the Alford Foundation, has much has been raised philanthropically in support of MCV?

A9: A committee has been established and expectations have been communicated.

Q10: What are the specific requirements and deadlines to be met according to the Alfond Foundation grant?

A10: There are milestones to be met between now and when the total match needs to be raised. Specific milestones will be shared with the awardee.

Q11: How specifically would the Alfond Foundation and matched funds be allocated in support of MCV?

A11: The match and grant will be allocated 100% in support of MCV.

Q12: The business plan suggests an anticipated/necessary successful campaign in excess of \$150 million; how does the Alfond grant and anticipated match fit into this plan?

A12: The cost of the building is yet to be determined. The grant and match will be used to support MCV activities.

Q13: . Is there a commitment of the UMS partners involved to advance the philanthropic needs of the new entity?

A13: Presuming that “UMS partners” refers to the UMaine, USM, and Maine Law foundations, see answer to Question 1.