



REQUEST FOR PROPOSALS #2019-052
Research & Market Analysis for Maine Center
For Graduate & Professional Studies
RESPONSE ADDENDUM #1
January 30, 2019

CORRECTION

Page 22 of the RFP incorrectly states the RFP Deadline as February 22, 2019. The correct response date is February 4, 2019 11:59pm EST as stated on the cover page and in the Timeline of Key Events.

CLARIFICATION

This addendum responds to initial questions submitted by respondents.

QUESTIONS

Q1: Our company recently completed a research study for the University of Maine System office that dealt with both workforce and student demand for academic programs, including graduate level programs, on all campuses. How do you see this project differing from the results of that research?

A1: The focus of the research will be related to the academic programs included in the consortium that make up the Maine Center for Graduate and Professional Studies (Maine Law, UMaine Graduate School of Business, the graduate programs of USM's Muskie School of Public Service). However, if other disciplines are identified that might work in combination with one or more of these programs to meet workforce needs, they should be identified as well.

Q2: Can you confirm that in terms of the scope of programs, the coverage for this research would be graduate degree programs in the disciplines currently included in the consortium (UM School of Law; UM Graduate School of Business; the Muskie School of Public Service; and the Cutler Institute for Health and Social Policy? (For example, this would not involve research on workforce demand for programs in IT or engineering?)

A2: See above.



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Q3: In Section 1.1.4 Specifications/Scope of Work, bullet #3, the last paragraph reads, “The analyst will have access to workspace on the USM campus in Portland.” Since the data to be collected and analyzed does not require a specific geographic location for the work, could you elaborate on what you envision for this?

A3: The available workspace is for convenience only. There is no obligation to use it. However, there will be meetings held in Maine Center Ventures offices.

Q4: In regard to Rider B -- Insurance Requirements: The Rider states "The University reserves the right to change the insurance requirement or to approve alternative insurances or limits, at the University's discretion." Does this mean that these requirements may be waived in full if the highest scoring bid is received from a sole proprietor (not incorporated or an LLC) who does not have any of the four insurance types listed in Rider B?

A4: Professional Liability Insurance will be required of the successful candidate as noted in Rider B. The University is unable to waive its Insurance Requirements.

Q5: Section 1.1.4 refers to the scope of work “specifically as it relates to the academic disciplines in the Maine Center.” In section 1.1.3 the Maine Center consists of University of Maine Graduate School of Business, the graduate programs of the Muskie School of Public Service, and the Cutler Institute for Health and Social Policy. Can you please provide a list of the specific graduate programs the institute requires market research so as to better understand what type of employment is available, both today and in the future? In addition, can you please specify the time frame for “future”?

A5: The Maine Center for Graduate and Professional Studies is a consortium that includes the University of Maine School of Law, the University of Maine Graduate School of Business, the graduate programs of the Muskie School of Public Service, and the Cutler Institute for Health and Social Policy. The programs can be considered individually or in combination. Also, if there are other academic programs that, in



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combination with one or more of these programs, meets workforce needs, they should be identified as well. The purpose of looking at the future is that the employment marketplace is not static, therefore it would be useful to anticipate workforce trends as well, perhaps in a five to ten year timeframe.

Q6: Does University of Maine System/Maine Center Ventures have a preference for an independent contractor for this project, or will you also consider and evaluate larger consulting firms?

A6: Maine Center Ventures does not have a preference for one type of business over another.

Q7: The RFP notes that the scope of work involves market analysis for the Maine Center for Graduate and Professional studies, which is a consortium of various graduate schools and programs at the University of Maine System. Given that, is MCV narrowly focused on market analysis as it relates to graduate programming, or is undergraduate programming also in scope?

A7: Undergraduate programming is not within the scope of this RFP.

Q7: The project timeline outlined in the RFP is for a 1-2 year agreement with an initial six month term; is this timeline firm or are you open to a shorter timeline that achieves similar goals?

A7: The timeline can be shortened if objectives are met.

Q8: In order to allow ample time to provide a robust and thorough response to the RFP, is the University of Maine System/MCV willing to extend the deadline for proposal submission beyond February 4th, 2019?

A8: The deadline of February 4th, 2019 is a firm deadline.



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Q9: Which internal stakeholders do you expect will be need to be engaged during the course of the project? Is there an established task force structure for Maine Center Ventures, and in particular, for this project? If so, could you provide an overview of the structure?

A9: It is anticipated that internally, at a minimum, the Deans of the academic programs and professors within those programs will need to be consulted. Also, the office of Institutional Research in the Vice Chancellor for Academic Affairs office conducts research in these areas. The University of Southern Maine's Professional Development Office will be a useful resource as well. With respect to structure, Maine Center Ventures' CEO co-chairs, with the Provost of the University of Southern Maine, the Maine Center Council which includes the Deans and Provosts, among others.

Q10: On page 10 of the RFP, in the Timeline of Key events, the date for response submittal is listed as February 4th, 2019, 11:59 p.m. EST. Page 22 of the RFP states: Contractor's Bid in Response to Request for Proposal #2019-052 Proposal Submission Date February 22, 2019 Titled Maine Center Research & Market Analysis. Could you please clarify by which date you are requiring response submittals?

A10: February 4, 2019 is the date that responses must be submitted.

Q11: The RFP states that although the RFP is primarily for the Maine Center, the University of Maine System must be afforded the use of this agreement, with all the same terms and conditions applicable to the various University locations. Further, the RFP states that the initial agreement would be for a six-month term, with optional six-month renewals. Is it permissible to include modular pricing in the response submittal, with six-month and one-year terms for programs associated with the Maine Center, and incremental pricing options to include access for the entire University of Maine System and all of its (graduate and undergraduate) programs?



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A11: The terms for the Maine Center and for the University of Maine System, in all of its locations, must be the same.