

**REQUEST FOR PROPOSAL #2019-073**  
**Grant Writing Services – University of Maine Farmington**  
**RESPONSE ADDENDUM #01**

**DATE: June 20, 2019**

**QUESTIONS**

**1. Appendix D Pages 21 through 27, “Master Agreement”**

Are items in the color red to be changed by us? Or are those just placeholders? We assume that we should only be responding to the items that are highlighted in yellow and that begin with <<INSTRUCTIONS...> but wanted to be sure that we should leave the items in red blank. We would also assume that we should leave the signatory line in the “Master Agreement” blank as well until we receive a final “Master Agreement” from the University should we be chosen, but if you could confirm that would be helpful.

ANSWER:

Please refer to Appendix F:

*12. Provide a statement that notes your acceptance to the conditions stated in Section 1.2 and Appendix A of the RFP regarding the University of Maine System, Contract for Services or note your non-acceptance to the stated conditions. For full acceptance please include a statement here to the effect as part of your response. For partial acceptance please provide the clause number and name for the exceptions and note your understanding that finalists will be required to provide marked up language acceptance as part of your response for full evaluation of this requirement, lack of providing the required response will result in a zero (0) score for the Contract for Services evaluation criteria in Section 2.1.1.*

There is not expectation of the contract being filled in other than the response as requested above.

**2. Page 28 of 41: RIDER A SPECIFICATIONS OF WORK TO BE PERFORMED. The Contractor agrees to the Specifications of Work to be Performed as follows: INTENT AND PURPOSE <<ENTER INTENT AND PURPOSE DESCRIPTION>>**

We are not clear on how to answer “ENTER INTENT AND PURPOSE DESCRIPTION” or if we are to leave unanswered.

ANSWER: See answer to question 1.

**3. Page 36 of 41: RIDER E IMPLEMENTATION PLAN AND TIMELINE <<INSTRUCTIONS – Bidders will insert their implementation plan and timeline here as part of their submission. >>**

Please confirm that we should insert our “implementation plan and timeline” after this page.

ANSWER: See answer to question 1. In addition, any Implementation and timeline information may be included in your response to Appendix G – Evaluation Questions – General, Implementation, Training and Support.

4. **Page 37 of 41: RIDER F CONTRACTOR'S SERVICE LEVEL AGREEMENT TO SUPPORT THE UNIVERSITY <<INSTRUCTIONS – Bidders will insert their Service Level Agreement (SLA) here as part of their submission. >>**

Beyond the description of Service Level Agreement found on page 29, Item #8, can you provide additional guidance on what you specifically require for a “service level agreement”? SLA's are typically seen in IT related agreements such as cloud or remotely hosted technology services. We are happy to develop a service level agreement but wanted to verify the level of detail you expect from an SLA for grant services. Any further clarification on the spirit of the expectation of the SLA would be helpful, including an example SLA for non-IT related consulting that we might consider.

**ANSWER:** Please see answer to question 1. No info is required regarding SLAs at the time of proposal submission. SLAs may be including during contract negotiation with selected respondent(s).

5. **Appendix F Page 39 of 41, question 3. “Please provide information about contract cancellations or non-renewals your company has experienced over the last three years.”**

Are you looking for generalized information, such as why clients may occasionally not renew? Or, are you looking for a specific list of clients that did not renew in this time period?

**ANSWER:** Please provide as much specificity as you believe would be beneficial to the evaluation team.

6. **Page 40 of 41, question 11. “Provide your guaranty structure for grant awards”**

Please provide further clarification of the meaning of this question.

**ANSWER:** Does your firm provide a guaranty of awards per applications. If so, are there financial implications resulting in cost reductions or refunds to the University if goals/guarantees are unmet?