

**REQUEST FOR PROPOSALS # 2022-078
Federal Agency Engagement Consulting Services
ADDENDUM #1
November 10, 2022**

UPDATE

The University is allowing respondents an additional opportunity to ask questions about the RFP. Please submit your questions to umsresponses@maine.edu before the end of day 11/14/2022. The University will respond in an addendum by 11/18/2022.

QUESTIONS

Q1: In Appendix D, on page 23, in number 1. Specifications of work, it states: Following paragraph under #1 will be used only when an MLA is the desired result, otherwise the language should be removed. Should the language under this be removed? This appears again in Appendix D, on page 24, in F. Should this language be removed?

A1: [Appendix D is the University of Maine System's standard contract template. This template will be modified to reflect the nature of the engagement with the awarded vendor. The terms and conditions will be negotiated between UMS and the awarded vendor post award. Respondents do not need to fill out or return any parts of Appendix D with their submission.](#)

Q2: Given the guidelines in Appendix D, on page 24, we plan to remove some of the subsections under payment. Would you please confirm if this is the correct course of action?

A2: [See A1.](#)

Q3: On page 24, it states: Any expenses not listed here will not be reimbursed. Does this amount include travel reimbursements?

A3: [See A1.](#)

Q4: In Appendix D, on page 25, there is a blank in number 11. Administration: Who should we fill in as the University's authorized representative?

A4: [See A1.](#)

Q5: On page 38, there is a blank for Institution Representative & Project Manager. Who should we put in this entry?

[A5: See A1.](#)

Q6: Is it appropriate for Drummond Woodsum Strategic Consulting to put in a joint proposal with another firm that we work with, which is located in Washington, DC?

[A6: Yes](#)

Q7: Are we able to submit two proposals with two different partners, both based in DC?

[A7: Yes. The University will evaluate both proposals.](#)

Q8: The RFP states the Community College System and the Maine Maritime Academy are permitted to piggyback off of the University's contract, with the same terms and conditions. Is the pricing for these potential and unknown projects outside of the pricing included in responses to this specific RFP (#2022-078)? If not, what is the likelihood, and under what potential circumstances, would the piggyback occur?

[A8: In this scenario, the vendor and the affiliate would have to mutually agree on pricing, SOW, etc and a contract amendment would be signed for the additional SOW.](#)

Q9: The RFP indicates the selected vendor will conduct an annual presentation to the University of Maine and separately the University Maine system institutions. The RFP also indicates the vendor will present an annual appropriations briefing to the University of Maine leadership. Is the appropriations briefing a separate event or can it be done during the University of Maine annual presentation?

[A9: All the presentations can be scheduled for efficiency, but there are three separate groups. Typically, the UMaine campus presentation and the UMaine leadership have been on the same day.](#)

Q10: The RFP indicated the scoring system and criteria for selection. Will the University of Maine disclose the respondents score, as well as the winning score?

[A10: The University informs all respondents about the resulting award and posts the awarded vendor on our public facing UMS Procurement website. We can provide additional information upon request.](#)