

**REQUEST FOR PROPOSALS #2023-080  
FACILITY SECURITY OFFICER SERVICES FOR UNIVERSITY OF MAINE  
RESPONSE ADDENDUM #01  
May 30, 2023**

**QUESTIONS**

1. Does the RFP limit the temporary part-time Facility Security Officer (FSO) services to local support/resources only, or are we able to provide support remotely via phone, email, video calls, etc. and travel to the campus as necessary? (We understand that the FSO position in which the University plans to hire directly would of course be a local individual).  
**ANSWER:** Remote support is acceptable, with travel to campus as necessary.
2. If remote support is acceptable, how frequent would travel be required?  
**ANSWER:** Travel would be requested at the project kick-off and for high-profile meetings with the University's leadership. A trip every two months during the period of performance is a reasonable expectation.
3. We would like to understand what the commitment in hours is for this engagement. Since there are many variables that affect the timeline of an FCL setup, it is difficult to allocate a specific amount of time necessary to this RFP. A commitment is necessary from both parties to stay on task to develop the security program, therefore we would suggest a time and materials approach, in which we submit an hourly rate and a minimum number of hours per month, with the option to exceed the minimum hours.  
**ANSWER:** We understand that it is difficult to allocate a specific number of hours without further information. Time and materials is an acceptable approach. Please provide a rate schedule using the cost tables provided in the RFP.