

**REQUEST FOR PROPOSALS #2027-005
Athletic Department Coaching and
Leadership Support Services
RESPONSE ADDENDUM #2
July 27, 2026**

CLARIFICATION

QUESTIONS

- 1. What outcomes would define a successful engagement after the first 12 months?**

ANSWER:

Clarity in communication, guidance and direction with select coaches, teams and staff that will enable all to move forward with greater support. We would craft specific outcomes with the preferred vendor, but it would be along those lines, at a minimum.

- 2. What organizational needs or leadership challenges prompted the University to issue this RFP?**

ANSWER:

A few coaches have asked for the need, as have some of our teams. Additionally, we thought integration for our support staff might be helpful. All of this is good for outside perspective.

- 3. Does the University envision respondents providing primarily one-on-one coaching, structured leadership development programs, organizational consulting, or a combination of these services?**

ANSWER:

There would be a mix of 1:1 and some structure, but would anticipate it being a combination.

- 4. What leadership development, coaching, or organizational development initiatives currently exist within the Athletic Department?**

ANSWER:

Right now everything we do is team, unit or department driven.

- 5. Is there an anticipated contract budget or annual budget range that respondents should consider when preparing pricing?**

ANSWER:

We are looking at what services are offered, what experience there is in the field, and that will help us determine forward movement.

- 6.** Section 1.2.8 of the RFP references a “cost response form” which includes approximate quantities of services. We do not see that form available on the procurement site. Can the University please provide the cost response form.

ANSWER:

The cost Instructions are outlined in Section 4 of the Submission Form Package. Due to the nature of this RFP there isn't a structured form.

- 7.** Section 1.3.3 of the RFP references the “Debarment, Performance, and Non-Collusion Certification Form” provided in Appendix B. We do not see the referenced Appendix or form in the procurement documentation. Can the University please provide.

ANSWER:

Please see section 1 of the Submission Form Package.

- 8.** Section 3.2 of the RFP states “the Respondent’s submission must follow the outline used below, including the numbering of section and sub-section headings.” The section does not include the referenced outline. The section does reference a “Submission Form Package” that’s been provided. However, we also do not see that available on the procurement site. Can the University please provide the missing outline guidance and Submission Form Package?

ANSWER:

The Submission Form Package is posted on the website under “Attachments”.

- 9.** Section 2.1.1 of the RFP references Appendices A, B, C, and E for evaluation. Most of these are covered by the prior questions. Please confirm that the applicable documents and guidance are provided.

ANSWER:

Please refer to the Submission Form Package.

- 10.** Can the University confirm the anticipated period of performance for the awarded contract?

ANSWER:

One academic year.

- 11. Has the University's Athletic Department engaged a partner to provide services of this nature from another provider in the past two years? If so, please indicate who has provided the services and for what duration.**

ANSWER:

The university has not used one sole provider but has used several different performance coaches for several different teams and the department.

- 12. Does the University anticipate engaging the awarded Contractor(s) to provide coaching and leadership services solely in support of coaches and athletic administration staff? Or are you looking to also support student athletes?**

ANSWER:

We plan to support at least one team, if not more, in addition to the coaches and admin leaders.

- 13. Will the University consider providers that are not located in the State of Maine? If so, please clarify if and how respondent location and/or travel expectations may factor into the evaluation.**

ANSWER:

We will consider non-Maine providers, but being able to get to campus will be important on a regular basis and will be a factor.

- 14. Could you clarify the anticipated scope of engagement, including the expected participant population, level of effort, and coaching cadence throughout the contract term?**

ANSWER:

Please see the RFP for the scope of work.

- 15. What are the University's expected deliverables and key success measures for this engagement?**

ANSWER:

Clarity in communication, guidance and direction with select coaches, teams and staff that will enable all to move forward with greater support. We would craft specific outcomes with the preferred vendor, but it would be along those lines, at a minimum.

- 16. Could you clarify the expected balance of in-person and virtual engagement, including expectations for attendance at practices, competitions, and other athletic department activities?**

ANSWER:

Regular, weekly, if not daily communication is expected with multiple in person touch points per month. Those may include any of the above, or just daily business and not around games or practices, etc.

- 17.** Could you provide additional guidance on the anticipated contract term, preferred pricing structure, and whether travel-related expenses should be included in the proposed pricing?

ANSWER:

We would expect this to be for at least the academic year and preferably sooner than that...and that the price is comprehensive in nature with all cost included.

- 18.** As the RFP indicates that multiple contracts may be awarded, could you clarify how responsibilities and work will be allocated among awarded vendors?

ANSWER:

We have to see what comes back from this and may split up work if needed for different coaches and/or teams if applicable and/or too much for one provider.