



March 29, 2018

University of Virginia
Procurement and Supplier Diversity Services
P.O. Box 400202
Charlottesville, Virginia 22904-4202
(434) 924-4212

ADDENDUM TWO (002) TO ALL FIRMS: OPEN ENROLLMENT GENERATION 2

Reference: [Request for Proposal #END040317](#) (Follow hyperlink for original RFP document)

Services: Executive/Academic/Healthcare Search Firms

Dated: April 24, 2017

Generation 2 Open Enrollment Issue Date: March 29, 2018

Proposal Due: May 31, 2018

Generation 2 Open Enrollment

The University is now accepting Proposals for Generation 2 of the Executive/Academic/Healthcare Search Firms.

1. If your firm meets the mandatory criteria as outlined in [RFP #END040317](#);
2. Proposal response to this open enrollment period requires specific document submittal instructions found below in G. Contents of Proposals.

A. Scope of Goods and Services.

As outlined in [RFP #END040317](#) under Section: B. SCOPE OF SERVICES

B. Information about this RFP

C. Anticipated Award Schedule Open Enrollment

Issue Date for Generation 2 Open Enrollment of RFP: March 29, 2018

Preproposal Questions Open Period: through **May 31, 2018**

Deadline for Receipt of Proposals: Generation 2: **May 31, 2018**

Contract Award: Generation 2: June through August 2018

D. Contents of Proposals

Proposals should include information outlined in this section. Copies of proposals must be submitted through the Contract Opportunity Portal found on the PSDS webpage online at <http://www.procurement.virginia.edu/pagecontractopp> Firm(s) will be prompted to enter the “code” “**Executive2018**” to access the tool for upload. For detailed instructions see **Attachment 2**.

Proposals should include the following documentation:

1. Award Agreement; Vendor Proposal Contracting Form: Generation 2 in Microsoft Word or Pdf. format. (Uploaded as a single document. Once a file is selected for upload, the tool will not allow additional documents to be uploaded in the same section.
2. Any additional Proposal Documents that are of necessity, such as the Firm’s portfolio of services. (Uploaded as a single document. Once a file is selected for upload, the tool will not allow additional documents to be uploaded in the same section.
3. Pricing Proposal/Terms.

Preproposal Questions Open Period

Firms receiving this RFP are welcome to submit questions concerning this RFP to ToShun Campbell at tc8yk@virginia.edu.

E. Proposal Deadline for Generation 2

The Award Agreement; Vendor Proposal Contracting Form: Generation 2 must be received through the Contract Opportunity Portal found online at <http://www.procurement.virginia.edu/pagecontractopp> by **3:00 PM EDT on Thursday, May 31, 2018**. The University may, at its sole discretion, accept late proposals if it promotes further competition and/or is otherwise determined to be in the best interests of the University.

Any trade secrets or proprietary information submitted with a proposal for which the firm seeks protection from public disclosure must be clearly identified by the specific page and section number in the proposal and accompanied by a suitable justification requesting non-disclosure. RFP Section C. Contents of Proposal, Virginia Freedom of Information Act, applies.

F. Negotiations

Negotiations will be conducted by the University on the firms' financial proposals and proposed terms and conditions. Written negotiations documents may be submitted through electronic mail.

G. Communications between the University and the Firms Regarding This RFP

Informal Communications

From the date of receipt of this Request for Proposal by each firm until a binding contractual agreement exists with the Selected Firm(s) and all other firms have been notified, or when the University rejects all proposals, informal communications regarding this procurement will cease.

Informal communications will include but not be limited to:

1. Requests from the firms to any department at the University, with the exception of Procurement and Supplier Diversity Services for information, comments, speculation, etc.; and
2. Requests from any department at the University, or any employee of the University, with the exception of Procurement and Supplier Diversity Services for information, comments, speculation, etc.

Formal Communications

From the date of receipt of this Request for Proposal by each firm until a binding contractual agreement exists with the Selected Firm(s) and all other firms have been notified, or when the University rejects all proposals, all communications between the University and the firms will be formal, or as provided for in this Request for Proposal, or as requested by Procurement and Supplier Diversity Services. Formal communications will include but not be limited to:

1. Oral presentations
2. Site visits, Interviews, etc.

Any failure to adhere to the provisions set forth in Informal Communications and the Formal Communications sections above may result in the rejection of any firm's proposal or cancellation of this RFP.

Award Agreement Vendor Proposal Contracting Form

Please see Attachment 1 for instructions on downloading the Award Agreement, Vendor Proposal Contracting Form:

Generation 2 associated with this posting for open enrollment. Please use this document to prepare any vendor proposals. Firms submitting proposals without this form will be asked to resubmit proposals with the correct form.

Attachment 1: Sample Screen Shots for Proposal Upload Please note the change in "code" from the original RFP. Accessing the Solicitation: <http://www.procurement.virginia.edu/pagecontractopp>
Enter the Following "code:" **Executive2018**

If you have any questions concerning this Addendum or the RFP, please contact me at (434) 982-2636 or tc8yk@virginia.edu. Thank you for your participation in this RFP Process. I look forward to receiving your proposal.

Sincerely,

ToShun Campbell
University of Virginia

Procurement and Supplier Diversity Services

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