

January 5, 2018

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

ADDENDUM FOUR TO ALL FIRMS: OPEN ENROLLMENT GENERATION 3

Reference: [Request for Proposal \(RFP\) #KF042916](#) (Follow hyperlink for original RFP document)

Commodity: Research and Development Goods and Services

Dated: April 26, 2016

Generation 3 Open Enrollment Issue Date: January 05, 2018

Proposal Due: May 31, 2018

Generation 3 Open Enrollment

1. If your firm meets the mandatory criteria as outlined in [Request for Proposal \(RFP\) #KF042916](#); the University is requesting your full portfolio of goods and services for the purpose of this RFP.
2. Proposal response to this open enrollment period requires specific document submittal instructions found below in G. Contents of Proposals.
3. Please review Addendum One from [Request for Proposal \(RFP\) #KF042916](#) for a list of vendor questions prior to contacting the buyer listed on this open enrollment. This list may be found here:
http://www.procurement.virginia.edu/main/publicpostings/rfp/ADD_001_Research%20and%20Development%20Goods%20and%20Services_KF042916_FY2016.pdf
4. Cooperative Procurement. The Virginia Association of State College & University Purchasing Professionals (“VASCUPP”) is provided analytic and contract management support by the Virginia Higher Education Procurement Cooperative (“VHEPC”). VHEPC will be the contract managing agency for any identified contract(s) resulting from this solicitation. Vendors may propose strategic offerings to participate in a VHEPC promotion program.

Please reference the following for clarifications and changes to the [Request for Proposal \(RFP\) #KF042916](#) issued on April 29, 2016 for Research and Development Goods and Services.

V. Scope of Goods and Services

D. Anticipated Award Schedule Open Enrollment

The University is now accepting Proposals for Generation 3 of the Research and Development RFP.

G. 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” “Gen3” to access the tool for upload. For detailed instructions see Original [Request for Proposal \(RFP\) #KF042916](#) , Attachment 7, Sample Screen Shots for Proposal Upload.

Proposals should include the following documentation:

- 1) Award Agreement; Vendor Proposal Contracting Form: Generation 3 in Microsoft Word 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 Certificate of Insurance. (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 in Microsoft Excel spreadsheet format only. See [Request for Proposal \(RFP\) #KF042916](#) Attachment 6; Product Pricing for pricing details. (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.) Unnecessarily elaborate brochures and other presentations beyond the documents requested are not desired and may be construed as an indication of a firm’s lack of cost consciousness, and will not be accepted.

VI. Information about this RFP

A. Procurement Schedule

Here is a brief schedule for this procurement, specifying the important dates and milestones:

Issue Date for Generation 3 Open Enrollment of RFP: January 05, 2018

Preproposal Questions Open Period: January 2018 through May 2018

Deadline for Receipt of Proposals: Generation 3: **May 31, 2018**

Negotiations: Generation 3: January 2018 through June 2018

Contract Award: Generation 3: January 2018 through June 2018

C. Preproposal Questions Open Period

Firms receiving this RFP are welcome to submit questions concerning this RFP to Kristin Floyd at kaf4b@virginia.edu. Prior to asking questions, it is encouraged to review [Addendum 001](#) for the list of original questions asked during Generation 1 of the Original RFP.

D. Proposal Deadline for Generation 3

The Award Agreement; Vendor Proposal Contracting Form: Generation 3 must be received through the Contract Opportunity Portal found online at <http://www.procurement.virginia.edu/pagecontractopp> by **3:00 p.m., (EST/EDT), on May 31st, 2018**. The University may, at its discretion, accept late proposals if it is determined to be in the best interest 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 VI. Information about this RFP, Section J, Virginia Freedom of Information Act, applies.

E. Oral Presentation/Negotiations

An oral presentation by two or more firms may be required after written proposals are received by the University. If the University requires such a presentation, the Issuing Office will schedule a time and place. Each firm should be prepared to discuss and substantiate any of the areas of the proposal it submitted, its own qualifications for the services required and any other area of interest relative to its proposal. Negotiations and Oral presentations are tentatively scheduled for January 2018 through June 2018. Negotiations will be conducted by the University on the firms' financial proposals and proposed terms and conditions. Negotiations are also acceptable through electronic mail.

F. 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.

Attachment 5: Award Agreement Vendor Proposal Contracting Form

Please see additional document, Award Agreement, Vendor Proposal Contracting Form: **Generation 3** associated with this posting for Generation 3 open enrollment. Please use this document to prepare any vendor proposals. Firms who submit proposals with the incorrect form will be asked to resubmit proposals with the correct form.

Attachment 7: 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:" **Gen3**

If you have any questions concerning this Addendum or the RFP, please contact me at (434) 982-2636 or kaf4b@virginia.edu. Thank you for your participation in this RFP Process. I look forward to receiving your proposal.

Sincerely,

Kristin Floyd
Senior Buyer
University of Virginia