



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

*January 6, 2017*

**ADDENDUM THREE TO ALL FIRMS:**

Reference: Request for Proposal (RFP) [#KF042916](#)

Commodity: Research and Development Goods and Services

Original Issue Date: April 29, 2016

Generation 2 Open Enrollment Issue Date: January 6<sup>th</sup>, 2017

Proposal Due: March 31<sup>st</sup>, 2017

Please reference the following for clarifications and changes to the 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 2 of the Research and Development RFP. Please see original RFP document for detail regarding Goods and Services.

**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” “**Gen2**” to access the tool for upload. For detailed instructions see Attachment 7, Sample Screen Shots for Proposal Upload.

Proposals should include the following documentation:

- 1) Award Agreement; Vendor Proposal Contracting Form: Generation 2 in Microsoft Word format. This form is found with this RFP posting. (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 template 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, 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 2 Open Enrollment of RFP: January 6, 2017

Preproposal Questions Open Period: January 2017 through March 2017

Deadline for Receipt of Proposals: Generation 2: **March 31, 2017**

Negotiations: Generation 2: January 2017 through June 2017

Contract Award: Generation 2: January 2017 through June 2017

### **C. Preproposal Questions Open Period**

Firms receiving this RFP are welcome to submit questions concerning this RFP to Kristin Floyd at [kaf4b@virginia.edu](mailto:kaf4b@virginia.edu). It is encouraged to review Addendum 001 and Addendum 002 for the list of original questions asked during the Generation 1 RFP Open Enrollment Period.

### **D. 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 p.m., (EST/EDT), on March 31st, 2017**. 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 2017 through June 2017. 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 2** associated with this posting for Generation 2 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:” **Gen2**

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.

Kristin Floyd  
Senior Buyer  
University of Virginia