

ADDENDUM 1

DATE: October 26, 2022

RFP NUMBER: UTA2023-002

RFP DUE DATE: November 14, 2022

The following changes and/or clarifications are hereby incorporated into the RFP. Your proposal must reflect the following:

RFP UTA2023-002 Round 1 Vendor Questions & Answers

1. In the scoring criteria, we note that the university is awarding the same number of points to the past relationship with the University as for the cost. As a quickly growing minority-owned business, we have not had the opportunity to work with the University, but have worked successfully over the past five years with multiple educational institutions in Texas and nationally. How will points be awarded for this category? Will a respondent with a poor track record with the university receive zero points? Will a respondent with no track record with the university receive zero points?

The project team made the decision to weight four (4) of the seven (7) criteria evenly at twenty (20) points each. The project team felt these criteria were equally important. Points will be awarded based on a vendor's written response to the RFP and any supporting documentation provided. Because each evaluation team member evaluates and scores independently, there is no way to determine how many points will be awarded for any of the stated criteria.

2. As a minority-owned business, we appreciate that the university is providing HUB training and courtesy review services, however, we do not see any points awarded for HUB businesses. Is HUB or MWDBE status a part of the scoring criteria?

The scored criteria included in this RFP is determined by the State of Texas. The University of Texas at Arlington does not determine the criteria used to evaluate and score. We appreciate and encourage participation from Historically Underutilized Businesses or MWDBE. However, there are no scored criteria specifically associated with being a Historically Underutilized Businesses or MWDBE.

3. Are companies permitted to co-bid on this proposal?

Vendors may partner with other vendors to provide proposed services. However, one of the vendors must be clearly the primary/prime contract (the vendor that submits the proposal). Any contract resulting from this RFP will be between UTA and the primary/prime contractor. Any other vendors would be deemed subcontractors to the prime contractor and have no direct contractual relationship with UTA.

4. When was the last time an engagement survey was conducted at UTA? Do you require comparison to prior engagement survey results?

It has been more than one year since UTA conducted an engagement type survey. This will be the first engagement survey of this scope.

UTA will not require comparison to prior survey results. With that said, if you have comparative data that you can share, especially from other higher ed clients, we would appreciate comparing our results to other's data.

5. If Yes to question 4, what provider did you use in the past?

N/A

Why are you looking to change?

State procurement guidelines require that services are competitively bid.

6. Can you share your budget for this program?

UTA is not interested in sharing the budget for this program. UTA is seeking services that are in the best interest and best value to the University.

7. The two links on page 40 (Information Security Rider) do not work, please provide updated links.

Thank you for bringing this to our attention. Our Information Security Office is looking into the matter. If this issue is resolved prior to the RFP submission due date, the corrected information will be published via addendum. If it is not corrected prior to the submission due date, vendors may disregard until notified otherwise.

8. Will UTA consider alternative solutions from providers of software solutions which provide survey software which the university can administer their own surveys?

UTA will consider all proposed solutions that address the requirements of the RFP and its Scope of Work. Respond in such a way that clearly explains how your solution can meet our needs.

9. Will the university supply the list of faculty and employees? If so, what types of contact data will be included? Is there an opt-in?

UTA will supply the applicable information needed for the survey. The survey invite will be sent to all full-time employees and they should have the option to complete the survey or not.

10. Is it expected for the Proposer to provide answers to questions in Appendix 5 within the response to this RFP?

Yes, respond to all questions that apply.

PLEASE SUBMIT WITH YOUR PROPOSAL

Kristopher Kizer
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SIGNED: _____

COMPANY NAME: _____