ADDENDUM 3

DATE: March 31, 2023

RFP NUMBER: UTA2023-011

RFP DUE DATE: April 18, 2023

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

Answers to questions submitted by question deadline:

1. How many individuals on campus are involved in BCP management for UTA, i.e., how many user licenses will you require?
    We have around 325 active users.

2. How would you categorize these users? How often do you foresee each group of users logging in?
    Every department and unit is required to update their plan annually. Users may login anywhere from 1 to 100 times during the update process.

3. We want to confirm that UTA is strictly seeking a solution to manage the BCP program before an incident occurs. Is there any need for a solution to manage incidents in real time or overall situational awareness on campus?
    Yes, we are looking for a system to manage the BCP program. We are not looking for an incident management platform at this time.

4. In regard to transcribing data: how many plans will need to be transcribed? How will the data be given to the contractor (PDF, Word, Excel)? Will the transcription be required before go-live?
    Yes, there will be 126 plans that are in PDF format.

5. For section - 5.2.2 "Must have multiple user levels including administrative level privileges, plan managers (or equivalent) to edit and approve plans specific to their department/college, plan editor (or equivalent) to edit plans specific to their department/college, and read-only privileges." How many users of each level are required?
    Outside of 4 administrative level access, the number needed for approver/editor, editor, and read-only is unknown. This is up to each of our departments/colleges, and we prefer not to restrict them.

6. Will UTA also perform a Business Impact Analysis (BIA) as part of the process?
    Each department/college will conduct a BIA internally.

PLEASE SUBMIT WITH YOUR PROPOSAL

Nancy Czarowitz   Contract Specialist   czarowitz@uta.edu

SIGNED: _____

COMPANY NAME: _____