

ADDENDUM 1

DATE: April 18, 2024

RFP NUMBER: UTA2024-008

RFP DUE DATE: May 15, 2024

Attached please find Pre-proposal call agenda containing information important to RFP submission and acceptance.

PLEASE SUBMIT WITH YOUR PROPOSAL

Nancy Czarowitz

Contract Specialist

czarowitz@uta.edu

SIGNED: _____

COMPANY NAME: _____

RFP UTA2024-008
Crisis Communications Mgmt Svcs
Pre-Proposal Meeting Agenda
April 18, 2024 @ 2:00 p.m. CDT

Proposal Highlights

Term of agreement – 1 year + 4 1-year renewals for a total of 5 years
Section 1.4

Section 2.3 – Selection criteria – adds context on what our evaluators will be looking at as they perform their evaluations

Submittal Deadline – May 15, 2024 @ 3:00 p.m. CST – **DO NOT** wait until the last minute because in the event you encounter any technical difficulties submitting your proposal you will have to reach out to BidNet and proposal submission is cut off in BidNet precisely at 3:00 CDT
Sections 2.1 and 2.4

Deadline for Questions – May 1, 2024 @ 5:00 p.m. CDT – responses will be compiled and disseminated as soon as possible.
Sections 2.2 and 2.4

Historically Underutilized Business (HUB) and Historically Underutilized Business Subcontract Plan (HSP)
Sections 2.5

Contact: Mario Ramirez
817-272-2039
Mario.ramirez@uta.edu

HSP Training tomorrow @ 11:00 a.m.

Section 2.5.1

PLEASE PLEASE call in on this as all aspects of completing the required HSP documentation will be discussed. The HSP will be reviewed and deemed either in compliance or non-compliance prior to anyone else looking at the proposal it was submitted for; if deemed non-compliant the entire RFP will be disqualified. Likelihood of disqualification for those that participate in this call is highly diminished.

Mario will do a preliminary review if they'd like but still **MUST** submit in BidNet
Must complete & submit even if they are a HUB. Deadline for courtesy review to be done is May 5, 2024 at 5:00 p.m.

Submittals Checklist

1. Completed & signed Execution of Offer (**MUST BE SUBMITTED OR RFP IS DISQUALIFIED AUTOMATICALLY!!!**)
2. Completed Proposer's General Questionnaire – ANSWER ALL QUESTIONS/REQUESTS FOR INFORMATION
3. Completed & signed Addenda Checklist
4. HUB Subcontracting Plan
5. Exceptions to Ts & Cs
6. Pricing & Delivery Schedule

Section 3.5

Section 3.5.5 says to return responses to questions & requests for information in the SOW...there are no questions or requests for information in the SOW aside from the request for resumes which is also asked for in Section 3.3.1 of the Proposer's General Questionnaire.

Terms & Conditions – the Ts & Cs in the RFP document are just a template and will be modified during contract negotiations to reflect the true Ts & Cs that will govern the contract

Insurance Requirements (only will be required of successful proposer)

Section 14 of Appendix 2

Background Checks (only will be required of successful proposer)

Section 32 of Appendix 2

RFP Pricing Document – hourly rates for various positions that might be involved in this work

Separate Document

No communication between proposers & UTA after this meeting except through me (except regarding HSP which can be directed to Mario Ramirez.

Contract Coordinator

Contact: Nancy Czarowitz

Contract Specialist

(817) 272-7146

czarowitz@uta.edu