Procurement and Contracting Services

Request for Proposals for Digital Marketing Training

ADDENDUM #1

Please mark all proposal submission

Envelopes with the following information

Sealed RFP # L182101

Due on 10/30/20 no later than 2:00 PM, MST
The following questions have been received by the technical question due date of October 15, 2020 by 12:00 PM, MST.

1. How many users would be accessing the platform?
   a. The University’s preference is that the successful vendor can offer the program one or more times per quarter, with 15-100+ participants per program session. This is not a hard-and-fast number of concurrent users accessing the platform at any given time, as the number of users would vary based on duration of program, frequency of offering program, and amount of time participants spend accessing the platform in order to complete program activities. University of Arizona users: 2-5, with potential for more, if program grows.

2. Do you know how many licenses holders we can expect?
   a. Please see answer to question 1. Without understanding respondents’ licensing structure and definitions, we cannot provide additional detail regarding expected number of license holders.

3. Can companies from outside the USA apply for this?
   a. Yes

4. Will there be any in person meetings?
   a. If vendor presentations are necessary, they could be conducted in person. However, due to Covid-19, our preference is that any necessary meetings would be conducted via Zoom or other conferencing tool.

5. Can the tasks related to this RFP be performed outside the USA?
   a. Yes. If activities will be performed outside the U.S., the expectation is that services provided (such as instruction, technical support, meetings with University of Arizona staff, etc.) will be performed during hours that are convenient for program participants and University staff who are located in Arizona.

6. Can we submit proposals via email?
   a. No, the submission guidelines listed in the RFP section 3.8 must be followed.

7. On page 7, Paragraph 3.7.6, the RFP states “The University may accept or reject in part or entirely the vendor’s pricing and/or revenue offerings when such offerings are not on an all-or-none basis.” Please clarify what is meant by “… when such offerings are not on an all-or-none basis.”
   a. If a vendor were to offer The University a list of services and prices, and states these services and prices are all-or-none, we either have to accept all, or we reject, and receive none of them. In the case the offerings are then not on an all-or-none basis, we are stating that we could accept or reject the specific services/prices of those offerings.

a. This is an optional service or discount that can be provided by a vendor, meaning if your company is providing us a discount % for prompt-payment, we simply would need to define the Reckoning period, or the period of time in which the prompt-payment is made, the discount would be received.

9. Page 18, Paragraph 4.26 requires the successful vendor to obtain general liability insurance for up to $2,000,000, employer liability insurance for up to $500,000 and motor vehicle insurance coverage for up to $1,000,000. As this RFP is intended for “online” educational services, are these insurance policies still required?
   a. These are our standard required insurance limits, if your company has lower or higher insurance limits, we can review those for compliance and will determine if they will be acceptable or not.

10. Clause 5.3.2.4 Exclusivity in Arizona market and in marketing to Arizona alumni is hereby removed from the RFP.

End of addendum, all else remains the same.