Procurement and Contracting Services

Request for Proposals for Academic Leadership Institute (ALI) Leadership Consultants and Program Facilitators

ADDENDUM #1

Please mark all proposal submission Envelopes with the following information

Sealed RFP # L192104
Due on December 1, 2020 no later than 2:00 PM, MST
The following questions were received before the technical question/inquiry due date of November 17, 2020 at 12:00PM MST:

1. How is UA defining the consultant role? Are there specific responsibilities or activities for a consultant?

   Consultants will partner with the Office of Leadership and Organizational Development to develop the programming for ALI and its individual sessions. They can also participate in the delivery of this programming by facilitating discussions and any activities. Consultants do not need to participate as long as the appropriate number of facilitators are assigned to each session’s programming.

2. Is there an expectation for the consultant to assist in evaluating candidates for each year’s program?

   No, this is an internal process.

3. Is there an expectation for the consultant to provide program evaluation administration or support?

   Yes to both. We will need consultants to provide evaluation surveys and to share those results.

4. Sections 3.8.3, 3.9.14:
   a. If uploading RFP response to Box, does “separate envelope” mean a separate file for proprietary information?

      Files that are considered confidential or propriety can be separated and submitted with either proprietary or confidential in the file title. Please review the section as to what can be considered confidential.

   b. If a separate file, what should that be titled?

      L192104_VendorName_Proprietary

5. Section 3.9: What are the words, “Evaluation Process & Award” referring to at the end of this paragraph?

   This is a typo, please ignore.

6. Sections 4.30, 4.48, 4.49: If tailoring existing material, not creating new customized material, who owns the material? Does UA own only the improved material or all the material?
ABOR would only own intellectual property developed as a result of fulfilling the requirements of the RFP, not any pre-existing background intellectual property. If the improved material consists only of reordering or reorganizing existing background intellectual property, then ABOR would not own it. If the improved material consists of developing new intellectual property, then ABOR would own the intellectual property that was developed to fulfill the requirements of the RFP.

7. Sections 4.3.1, 5.4: If we do not have our own software but use commercial products like Zoom or Webex, SurveyMonkey or Qualtrics, websites like YouTube, or instructional assistance products like a Learning Management System, apps or polling software, etc. do we need to get VPAT information from these vendors?

If you are using a 3rd party software to support the provision of the course, you are responsible for choosing accessible platforms, as well as verifying accessibility of those applications and course content information. If you are chosen for this RFP and you have inaccessible 3rd party applications, you will need to collaborate with UArizona to determine accessible alternatives to ensure an inclusive and accessible experience for all participants. In your response to the RFP, include all 3rd party applications you will be using and how you will ensure participants all have access to your course content in an equitable manner as their peers.

8. Sections 5.1.4, 5.2.4: How is “hybrid” defined? Is it a combination of virtual (Zoom-type) events and in-person events or does this refer to self-paced, online learning, mobile or app-based learning, etc. also?

We define “hybrid” as a combination of virtual and zoom (University of Arizona current provided modality) events. However, given the current pandemic, we may need to move to a completely virtual program. As stated in the RFP, programing should be flexible and successfully deliverable in various modalities.

9. Section 5.2.5.3: Does “educational technologies” refer to actual technology like apps, virtual or augmented reality, etc. or educational methodologies?

‘Educational Technologies’ refers to any educational software that you may wish to utilize in proposed programming.

10. Does the project represent a continuation of a past or current effort or is this a new initiative? If you have used a similar process in the past, what parts do you wish to retain, and which parts do you wish to improve or discard?

As stated in the introduction paragraph of section 5.0, this is the 11th year of the ALI program. The program has evolved every year. We are open to complete program redesign.
11. Do you have an incumbent who provides similar services to those described in the RFP? If yes, what advantage, if any, would such a vendor have in competing for the current project? What was most and least useful about the experiences?

The services of multiple outside vendors have been utilized over the past 11 years of this program. This RFP is open to anyone who has met the established criteria, including all previous vendors should they wish to submit a proposal. An objective evaluation process will be used to ensure objective an un-biased scoring. No advantage or preferences will be given to those vendors.

12. If the project is an extension or continuation of a past or current effort, we would like to request print or electronically based information that describes those efforts and their outcomes, including their proposal and budget.

This information is not available. Please submit your best proposal.

13. What is your budget or budget range or how much have you spent on similar work in the past?

This information is not available. Please submit your best proposal.

14. What is your estimate of the number of individuals who would be served by the project? What are their titles? Are you anticipating individual services, group services, or a mixture of both?

As referenced in the introduction of section 5.0, we expect to serve 20-24 cohort members. We do not know who the members will be but they will be from faculty and staff applicants who are in leadership roles in academic as well as non-academic units. It will be a mixture of both group and individual services.

15. What is your preferred modality for meetings (in-person, virtual)? Will all meetings be conducted using the same modality?

As stated in the proposal, we will need to be prepared to offer this program in both modalities depending on the pandemic.

16. If there is a face-to-face facilitator, can there also be a virtual facilitator?

A face-to-face facilitator will be required for all in-person sessions. A virtual facilitator will be required for all virtual sessions. An additional facilitator can join an in-person session virtually, as long as an in-person facilitator is present.

17. Is the proposed project based on similar programs that have been developed elsewhere or used by other organizations? If yes, could you please provide 1) contact information for two or three such programs or 2) references to literature or published reports that we might consult?
No, this program is unique to the University of Arizona.

18. Why are you choosing to outsource this project rather than staffing it internally?

   This program was originally developed using outside facilitators. This allows us to have additional, outside perspectives of experts in the field.

19. Will answers to questions from all potential vendors be shared among them?

   Yes, via this addendum.

20. Will we be able to learn who the other bidders are?

   Yes, once the RFP closes.

21. In our proposal, may we include references and hyperlinks to electronic resources, e.g., to web pages?

   Yes

22. Does the university want off the shelf training, or is the intention for the vendor to develop custom training that aligns with the topics listed in the RFP?

   Our intention is for the vendor to develop custom training that aligns with the topics listed in the RFP.

23. Is there an opportunity to sign up as a potential sub-contractor for this RFP or a list of vendors who will be submitting a response to the RFP who may need subcontractor to meet the requirements of the RFP?

   No, the University will not know who is submitting a response until the RFP closes and will not facilitate subcontractor relationships.

End of addendum, all else remains the same.