ADDENDUM ONE TO ALL FIRMS:

Reference: Request for Proposal (RFP) #LP051116

Commodity: Title IX Investigators and Hearing Chairs

Dated: May 11, 2016

Proposal Due: 1:00 p.m., Tuesday May 24, 2016

Greetings:

Please reference the following for clarifications to the RFP #LP051116 issued on May 11, 2016 for Title IX Investigators and Hearing Chairs:

➢ What is the desired timely response time for investigators for each initial contact? The Response time is within 24-72 hours, by email, for the initial contact.

➢ Are firms to submit an actual sample work product or are they just referring to an explanation of the types of services they can provide? The University wants a sample investigative report (redacted for privacy), although firms could feel free to provide an explanation of their services as well.

➢ What is the estimated workload for the firm(s) selected to provide investigation services? Time Commitment Up front: Half day training on Title IX and the applicable UVA Policies and Procedures (4 hours). Time Commitment Per case: Approximately 24 hours, 8 of which would be for a day-long hearing; also may cover review time, pre conference with hearing panelists, etc. Dates of hearings are unpredictable, so will have to be flexible as to availability/time.

➢ Can an estimate be provided of how many investigations UVA has conducted in the last year? How many of those investigations used external investigators? UVA conducted approximately 25 investigations, and used a mix of internal and external investigators.


If you have any questions concerning this Addendum or the RFP, please contact me at (434) 924-4216. Thank you for your participation in this RFP Process. I look forward to receiving your proposal.

Sincerely,

Lori Ponton
Senior Buyer

Please sign below, acknowledging receipt of this Addendum and return this document with your response to the RFP.

__________________________________________  ________________________________
Signature                                      Name of Firm

__________________________________________  ________________________________
Please Print Name of Person Signing Above      Date

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