ADDENDUM TWO TO ALL FIRMS:

Reference: Request for Proposal (RFP) # END032316

Commodity: UVa Economic Impact Study

Dated: March 23, 2016

Proposal Due: 3:00 p.m., Wednesday April 13, 2016

Greetings:

Please reference the following for clarifications to the RFP #EDN032316 issued on March 23, 2016 for Uva Economic Impact Study

Preproposal Questions with answers in BLUE:

1. Given that the scope has a 7-month schedule (final deliverable submitted by Nov. 1, 2016), yet the contract life is five years with two optional extensions, would UVa be amenable to a not-to-exceed price quote based on a Time and Materials contract?
   NO

2. What is the overall estimated LOE/contract value for the described scope of work? Are their projected activities beyond Nov. 1, 2016?
   THE UNIVERSITY IS NOT REQUIRED TO PROVIDE BUDGET INFORMATION FOR THIS REQUEST

3. Does the University have a not-to-exceed budget in mind for the study?
   THE UNIVERSITY IS NOT REQUIRED TO PROVIDE BUDGET INFORMATION FOR THIS REQUEST

4. How are the evaluation criteria weighted?
   PLEASE REFER TO THE WEIGHTS DOCUMENT POSTED ALONG WITH THE RFP FOR CRITERIA. WEIGHTS WILL BE POSTED 30 MINUTES PRIOR TO RFP CLOSING.

5. Under Section A: General Information, the RFP says that the original, electronic copy may be submitted by email, but then says 6 hard copies are required. Does this mean the proposal cannot be submitted entirely by email?
   SIX(6) HARD COPIES OF THE PROPOSAL ARE REQUIRED IN ADDITION TO THE ELECTRONIC SUBMITTAL.
6. Is there a page limit for the proposal?
   NO

7. Does the University have a particular time period for which it would seek analysis for both the economic impact and the tasks in Components 2-4?
   ALL DELIVERABLES ARE DUE BY November 1, 2016.

8. What functions and budget items (e.g. faculty salaries, facilities, etc.) are included within the Academic Division, Agency 207? Is there a detailed definition or document that can be referenced with this information?
   NO

9. How is the Health System, Agency 209 defined? Is this just the University of Virginia Medical Center or does it also include the School of Medicine and School of Nursing?
   AGENCY 209 IS THE HEALTH SYSTEM; AGENCY 207 IS THE ACADEMIC COMPONENT OF THE SCHOOL OF MEDICINE AND SCHOOL OF NURSING.

10. For the College at Wise, would the analysis include all activities associated with the campus?
    QUESTION UNCLEAR

11. Would the TJPDC regional definition only apply to the Academic Division, Agency 207 and Health System, Agency 209 analyses?
    YES

12. Would the combined LENOWISCO and Cumberland Plateau Planning district only apply to the College at Wise analysis?
    YES

13. For the College at Wise analysis, should alumni of that campus only be consider for Component 4, B. Impact of University alumni living in the region and Commonwealth OR should this also include alumni of UVa in Charlottesville?
    CONSIDER UVA ALUMNI FOR TJ PLANNING DISTRICT REGION
    CONSIDER UVA WISE ALUMNI FOR PLANNING DISTRICTS 1 AND 2
    CONSIDER ALL ALUMNI FOR COMMONWEALTH

14. Impact of University alumni living in the region and Commonwealth, e.g., earnings, entrepreneurial activities.
    CONSIDER UVA ALUMNI FOR TJ PLANNING DISTRICT REGION
    CONSIDER UVA WISE ALUMNI FOR PLANNING DISTRICTS 1 AND 2
    CONSIDER ALL ALUMNI FOR COMMONWEALTH

15. Component 1.b. asks for "Economic activity generated by industry (trade, health services...);" does this refer to instances when such industries are formally affiliated with the University in some way? NO

16. Or does it refer to the way that the University's direct and indirect economic impacts accrue to those industries (e.g., the economic impact of UVa on regional health services industries)?
    YES - IT REFERS TO HOW DIFFERENT INDUSTRIES ARE STIMULATED BY THE PRESENCE OF UVA

17. The Project Scope describes the three agencies for which the economic impact will be estimated; is this true for all the activities in Components 1-4, such that the project would consider only, for example, visitors to, research and entrepreneurship by, or alumni from those three agencies, but
not that are related to other parts of the University? Or should the consultant anticipate budgeted spending impacts to be focused on those three agencies, with some other impact sources associated with the University as a whole?

QUESTION UNCLEAR

18. For the "Geographic Footprint of Impact," is the University seeking to understand the economic impact of only the Charlottesville Campus-related activities on only the TJPDC, and only the College at Wise-related activities on only the combined LENOWISCO/Cumberland Plateau Districts (with both included in statewide impacts)? Or does the University also want to understand the economic impact of the Charlottesville campus-related activities on BOTH the TJPDC and the LENOWISCO/CP District, and the College at Wise-related impacts on BOTH the TJPDC and the LENWOSICO/CP Districts?

THE UNIVERSITY IS SEEKING TO UNDERSTAND THE ECONOMIC IMPACT OF ONLY THE Charlottesville Campus-related activities on only the TJPDC, and only the College at Wise-related activities on only the combined LENOWISCO/Cumberland Plateau Districts (with both included in statewide impacts)

19. On pg. 5, D. Contents of Proposal, Required Information About the Firm, is this purely for informational purposes and not a requested order of content?

THIS IS REQUIRED INFORMATION.

20. Should the Required Information on The Proposal be viewed as the right format to follow for structuring the proposal with the Required Information About the Firm into it?

PREFERRED FORMAT BUT NOT REQUIRED.

21. Have you had discussions with vendors relating to this RFP? If so, please identify those vendors and indicate if they will be allowed to bid.

NO.

22. Do you have a preferred vendor in mind for this work? If so, please identify the vendor and explain the context in which they are preferred.

NO.

23. The time between answering questions and delivering a proposal is very short and doesn't allow much time for the vendor to incorporate your answers into their proposal. Will you consider extending the deadline by at least a week?

NO FURTHER EXTENSIONS WILL BE GIVEN.

24. You are asking for our proposal to be submitted as a Word document. Word itself has many versions and does not always consistently display as the vendor intended. Will you accept a PDF version of our proposal?

YES

25. Please clarify the submission of paper and electronic versions of our proposal. Are we to submit 6 CDs/thumb drives and 6 paper copies, or 1 CD/thumb drive and 6 paper copies, or 7 CDs/thumb drives and 6 paper copies, or 1 email and 6 CDs/thumb drives and 6 paper copies?

1 CD/thumb drive and 6 paper copies WILL BE SUFFICIENT

26. Will you be considering a single award or multiple awards?

NO DECISION HAS BEEN MADE REGARDING AWARDS.

27. We will be requesting data related to U Va's capital and operational expenditures. Will you provide this data in an electronic form, such as Excel or a delimited (CSV) format or in hard copy? Please explain.

ELECTRONIC WHERE APPLICABLE.
28. We would like to conduct a student survey to gauge the impact of student expenditures in the region. What assistance will you provide us in conducting this survey? Will you mail the survey to a representative sample of students or provide us with physical or email addresses of the representative sample of students to send the survey to? N/A.

29. For other information that we will need to conduct the study such as employee classifications and wages, student enrollment and employment, UVa Balance Sheets and Income Statements, visitor expenditures, etc., will you provide a central point-of-contact or departmental contacts that we can contact directly with our data requests? N/A.

30. How will you ensure that we receive a timely response to our data requests in order to complete the study in the timeframe mentioned? N/A.

31. On page 5 of the RFP, under Required Information, you ask for a list of institutions of higher education with which the firm has signed a term contract. The term agreements we have are with government agencies. Will this be acceptable? YES.

32. The Term of Agreement paragraph says this contract is for five years, with a possible renewal for two additional years. However, the price quote requested is only for this project, which is through November 1, 2016. Will the awarded contractor be asked to perform other studies? How do you intend to address pricing during the remaining timeframe of the contract? N/A.

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,

Eric Denby,
Director

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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