ADDENDUM ONE TO ALL FIRMS:

Reference: Request for Proposal (RFP) #SH040507

Commodity: Research Administration and Compliance Platform

Dated: April 5, 2007

Proposal Due: May 8, 2007

Please reference the following for clarifications and changes to the RFP #SH040507 issued on April 5, 2007 for a Research Administration and Compliance Platform:

Section II, Background Discussion and Goals of the University
On Page 4, add this new paragraph immediately before the paragraph entitled, “Success Criteria”:
“Attachment 7, Representative Procedures and Processes, provides additional high-level information about some of the operating procedures and processes used by selected offices at the University pursuant to research administration and compliance.”

Section V, Contents of the Proposal
On page 31-33, replace the existing paragraph F, Small, Women-owned and Minority-owned (SWAM) Business, with this revised paragraph:
“F. Small, Women-owned and Minority-owned (SWAM) Business
The University is committed to the goal of non-discrimination and to giving fair consideration for all vendors in its procurement programs. The University has set a voluntary goal of doing 5% more business with SWAM firms each year. The University’s 2007 SWAM plan spend goal for firms certified by DMBE is:

<table>
<thead>
<tr>
<th>Minority Business Enterprises</th>
<th>4.0 %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women Business Enterprises</td>
<td>5.0 %</td>
</tr>
<tr>
<td>Small Business Enterprises</td>
<td>31.0 %</td>
</tr>
</tbody>
</table>

This goal does not allow for "set aside" purchases. SWAM firms must compete equally with majority firms and be able to provide the University with quality goods and services at competitive prices. To view the University’s current quarterly achievements, click here (Current SWAM Report). As this report shows, the University is in need of assistance in the Minority-owned and Women-owned categories. Please tailor your firm’s SWAM plan to assist the University in meeting its goal.

Specify whether the firm is a SWAM. Firms can only be considered a Small, Women-owned or a Minority-owned Business Enterprise if certified by the Commonwealth of Virginia’s Department of Minority Business Enterprise (DMBE). All certified SWAM firms will be assigned a specific identification number. No SWAM firm is required to certify under this program and no SWAM firm will be excluded from doing business with the Commonwealth because of their failure to certify as a SWAM firm.

The Commonwealth’s definitions are:
- **Minority-owned Business Enterprise** means a business concern which is at least 51 percent owned by one or more minorities or in the case of a corporation, partnership
or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more minorities and whose management and daily business operations are controlled by one or more of such individuals.

- **Minority Individual** means a person who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

- "Asian Americans" means all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Marinas, the Philippines, U. S. territory of the Pacific, India, Pakistan, Bangladesh and Sri Lanka and who are regarded as such by the community of which these persons claim to be a part.

- "African Americans" means all persons having origins in any of the original peoples of Africa and who are regarded as such by the community of which these persons claim to be a part.

- "Hispanic Americans" means all persons having origins in any of the Spanish speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who are regarded as such by the community of which these persons claim to be a part.

- "Native Americans" means all persons having origins in any of the original peoples of North America and who are regarded as such by the community of which these persons claim to be a part or who are recognized by a tribal organization.

- "Eskimos and Aleuts" means all persons having origins in any of the peoples of Northern Canada, Greenland, Alaska, and Eastern Siberia and who are regarded as such in the community of which these persons claim to be a part.

- **Small Business Enterprise** means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of $10 million or less averaged over the previous three years. Nothing in this provision prevents a program, agency, institution or subdivision from complying with the qualification criteria of a specific state program or a federal guideline to be in compliance with a federal grant or program.

- **Woman-owned Business Enterprise** means a business concern which is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more women, and whose management and daily business operations are controlled by one or more of such individuals.

If the firm is not a SWAM firm, describe the firm’s partnering relationships with SWAM firms and how it plans to support the University’s goal to increase business annually by 5% with these firms in accordance with Attachment 4, Executive VP and COO’s Request for Commitment letter.”

**Section VI, Information about this RFP**

On page 35, in paragraph F, Oral Presentations and Negotiations, change the fourth sentence to read: “Oral presentations are tentatively scheduled for June 4, 2007 and June 5, 2007.”

**Attachment 7, Representative Procedures and Processes**

Add a new Attachment 7, Representative Procedures and Processes, which is included with this Addendum.
Firms attending the preproposal conference held on April 19, 2007 are provided via this link:
Preproposal Conference Attendees

If you have any questions concerning this Addendum or the RFP, please contact me at
(434) 924-4217. Thank you for your participation in this RFP process. I look forward to receiving
your firm's proposal.

Sincerely,

Steve Heldreth, CPCM
Major Procurements Manager

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
Attachment 7

Representative Procedures and Processes

The links in this Attachment 7 provide additional high-level information about some of the operating procedures and processes used by selected offices at the University pursuant to research administration and compliance. This information is not intended to be complete or all-inclusive, but is provided as representative general information for firms as they prepare their proposals in response to this RFP.

IRB for Health Sciences Research

Grant Submission: http://www.virginia.edu/vprgs/irb/hsr_submit_grant.html

Standard Operating Procedures: http://www.irb.virginia.edu/HicDocs/SOP/TOC.cfm

IRB for Social and Behavioral Sciences


IACUC


Institutional Biosafety Committee
Research Platform RFP Addendum One Attachment 7 IBC Link.doc

Radiation Safety

Overview of how to become authorized to use radioactive material: http://keats.admin.virginia.edu/rad/how_to.html

Office of Sponsored Programs