



Procurement and Contracting Services

**Request for Proposals to provide 2023 Arizona
Cooperative Extension Strategic Planning**

Addendum 1

**Please mark all Bid submission
Files with the following information**

**Sealed RFP # L192325
Due on June 16, 2023 no later than 2:00 PM, MST**

Please see the updated timeline for this RFP below:

05-19-2023 Issuance of RFP
05-30-2023 Technical Questions/Inquiries due no later than 12:00 PM, MST
06-16-2023 RFP is Due June 16, 2023, no later than 2:00 PM, MST
07-03-2023 Vendor Selected
08-03-2023 Vendor to present at Annual Extension Conference in Tucson

The following questions were received prior to the close of the Technical Question period on May 30, 2023 at 12:00 PM MST:

1. Since we have developed an effective process model for strategic positioning higher education organizations that is unique, a market leader, and proprietary, do we have assurances that our proposal will only be seen by reviewers and not shared beyond those involved in the purchasing process?

The request for proposal process and documentation are public record once an agreement has been signed with the winning vendor. The University can agree to keep trade secrets and references confidential, but you must follow the guidelines for RFP submissions (i.e. an original and redacted copy).

2. We appreciate the need for overall costs for the work planned needs to be public, but since detailed pricing can be a trade advantage, can we redact the detail budget from the proposal so that it is not made public?

Yes, this is acceptable.

3. The RFP states a 100 point scoring model on seven criteria. Are these criteria equally weighted? If not, can you share how they will be weighted.

Understanding of our Organization	20
Relevant Experience	20
Timeline and Deliverables	15
Budget and Fees	15
References and Testimonials	10
Proposed Methodology	10
Team Composition and Qualifications	10

4. The RFP asked for testimonials from at least three previous clients. Many of our clients are senior leaders at land grant universities and thus guard their privacy. Would submitting names and contact information of clients who are willing to be

contacted be equally accepted and scored instead of asking previous clients to write a testimonial. If not, what assurances can we make to protect the privacy of our existing and past clients.

Yes, this is acceptable.

End of addendum, all else remains the same.