TO: ALL BIDDERS

OWNER: UNIVERSITY OF CENTRAL MISSOURI
PROCUREMENT OFFICE
102 W. SOUTH STREET
WARRENSBURG, MO 64093

PROJECT: ELECTRONIC RESEARCH ADMINISTRATION SYSTEM

THIS ADDENDUM IS ISSUED AS PART OF THE BID DOCUMENTS FOR THIS BID AND AMENDS ONLY THOSE ITEMS SPECIFICALLY DEFINED HEREIN. PLEASE ACKNOWLEDGE THE RECEIPT OF THIS ADDENDUM ON THE PRICING PAGE. FAILURE TO DO SO MAY DISQUALIFY THE BIDDER.

This addendum forms a part of the Bid Documents and modifies the Bidding Documents dated November 3, 2009 with addenda and additions noted below.

In preparing bids, the Bidder shall take into consideration the following items. Information shown herein supersedes requirements issued under previous date.

Questions and Answers

1. Requirement 3.11 states the software must support proxy assignments to other users. Please clarify or provide an example of a proxy assignment.

Response: A proxy would in essence be an alternate approver designated or assigned during an approver's time of absence. This person could differ during each absence. If a Department Chair is on vacation, they may assign their approver role to the Dean's office or to someone within their office during that time. After the vacation has ended, the assignment can be removed.

2. Requirement 3.11 states software should track and report deliverables. Please clarify deliverables for this requirement. It is understood that the RFP is for a Pre Award system but deliverables would typically be tracked in a Post Award system.

Response: We see using this feature for uploading completed forms and other documents. If possible, we would like to set a schedule for when pre- and post award documents are due both internally and to the funder, have notifications sent by the system when upcoming and provide a location for the document to be uploaded within the system. Currently we are obtaining pre- and post award documents from investigators hard copy and place those copies into a file folder. We are hoping to obtain some functionality that may provide an electronic document repository which is customizable as to what we would like store. Recently with an NEA proposal we were sent a pre-award document to be signed and faxed back. We would like to store that document within the system as part of the electronic proposal.

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3. Requirement 3.21 states software must support programmatic and financial reports for upload and tracking. Please clarify programmatic for this requirement. It is understood that the RFP is for a Pre Award system but financial reports would typically be tracked in a Post Award system.

Response: See response to Question 2.

4. ATTACHMENT #1 is titled Technician Staff Resumes. Please clarify or provide an example of a technician staff resume.

Response: Attachment #1 Technician Staff Resumes should be provided for all support personnel that will be working either during implementation of the software program, and/or as support personnel after the implementation has been accomplished. Typically, this form would contain information as to the Staff Technician’s level of formal education, years of service with your firm, a listing of customers with successful installations similar to the one requested in this Request for Proposal. The information provided will be used by the Request for Proposal Evaluation Team to assess your firm’s ability to implement/support the software program.

By the order of:
Michael E. Smith
Buyer of Record
November 19, 2009

END OF ADDENDUM