

George Mason University  
RFP GMU-1833-23 Fall Protection Assessment and Equipment  
Round 1 Negotiation Memorandum

The evaluation committee has completed the evaluation and scoring of all proposals received for RFP GMU-1833-23 and have identified your firm as one of the finalists. We are prepared to move to Round One (1) Negotiations. We have a few items that we would like to negotiate and that we need additional clarification regarding. Please respond to the points below your earliest convenience but no later than noon on Wednesday, November 9th, 2022.

Please provide detailed answers and additional documentation if necessary, in order to thoroughly answer the questions below. Information provided during negotiations may impact the committee's award choices:

Pricing:

- a. Mason is requesting that you review your labor rates and the discount off of list prices and provide your best available pricing. **These prices are our best offer on materials. We have taken 2% off of our labor rates.**
- b. In your proposal, you stated the labor rates are aggregated. Please provide details on what is included (all direct and indirect costs). **The aggregate labor rates represent the average between the highest and lowest wage rate that would carry out the work for that category.**
- c. If travel reimbursement of travel fees/costs/expense are to be billed, your organization must agree to accept to be reimbursed in accordance with Mason's Per diem policies/requirements (GSA per diem rates). The offeror acknowledged GSA per diem. **We acknowledge GSA per diem**
- d. If there are any other labor rates, categories, equipment charges, fees, etc. that Mason needs to be aware of, that were not included or mentioned in your proposal, please provide a list of them at this time. **Professional services (engineering) will also entail a \$6.00 per hour project office expense fee to cover software, printing, etc.**
- e. When providing your best pricing, please keep in mind an incentive to being awarded a contract with George Mason University is that it will be a cooperative contract vehicle through VASCUPP, Virginia Association of State College & University Purchasing Professionals, which can and likely will be used by other Commonwealth of Virginia Universities and state agencies. It will also be open and available to agencies outside of the Commonwealth of Virginia. **Understood**
- f. Please note that you do not have to resubmit your entire proposal if you are only adjusting your pricing. We only need to see the pricing adjusted unless other aspects of your offer are impacted. **Understood**

Thank you for considering the items above. You may respond to these items either in this word document or by submitting an email that addresses each of these points. Please note that responses to these Negotiation Items will become part of the resulting contract.

If you have any questions about the negotiation items above, please contact the Sr. Buyer as soon as possible to obtain clarification.

Thank you,  
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