



Purchasing Department
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March 12, 2020

RFP ADDENDUM #1

Reference – Request for Proposal:	GMU-1646-20
Title:	Research Administration Software System
Dated:	March 04, 2020
For Delivery To:	George Mason University

The following changes are hereby incorporated into the aforementioned RFP:

Please make sure to sign and include this addendum and all other addendums issued under this RFP with your offer/proposal.

- **Answers to Questions submitted by the Question Submission Deadline on March 10, 2020:**

Answers to these questions shall be considered part of the RFP requirements and the offeror should include any changes that result from this addendum into their offer. Failure to consider the information provided below may result in your offer being scored lower:

1. **Question:** Do you anticipate extending the bid due date?
Answer: No, there will be no extensions. Proposals are due on March 23, 2020 at 2:00PM. No late proposals will be accepted.
2. **Question:** What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid
Answer: All requirements and related documents and information are available in the RFP document, GMU-1646-20, including how GMU will conduct evaluations and scoring of offers. Please refer to the RFP document, GMU-1646-20 for all available information. Please note that this is a Request for Proposal (RFP) and not an Invitation for Bid (IFB).
3. **Question:** Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com
Answer: All GMU's formal solicitations are posted and available on the Commonwealth of Virginia's e-Procurement site, eVA, and on our fiscal website.
4. **Question:** Other than your own website, where was this bid posted?
Answer: Please see answer above and links to those sites below:
eVA: <https://eva.virginia.gov/>
GMU Fiscal website: <http://fiscal.gmu.edu/purchasing/do-business-with-mason/view-current-solicitation-opportunities/>

5. **Question:** What is your annual funding from awarded Grants and Contracts?
Answer: <https://osp.gmu.edu/annual-reports/>
6. **Question:** How many active IRB protocols do you have?
Answer: Based on current projections, we expect to have approximately 1900 new submissions this year. Please note that projects can have more than one "submission" associated with them, so this does not mean 1900 projects.
7. **Question:** How many active IACUC protocols do you have?
Answer: We have approximately 75 active IACUC protocols. Some may be approved, but the research hasn't started yet, or the term of the approval is still unexpired, but the work has been completed.
8. **Question:** How many people each year certify their COI/COC disclosures, whether or not they have anything to disclose?
Answer: Approximately 4500 individuals (4429 in 2019; on pace for slight increase in 2020)
9. **Question:** Is there an incumbent contractor currently providing these services? If yes, please provide us with the contract details.
Answer: No, GMU does not currently have an incumbent vendor or software/solution.
10. **Question:** What will be the contract value for this opportunity?
Answer: GMU will not provide a budget or funding estimate. We respectfully ask that interested offerors consider the RFP requirements and provide a solution and pricing inclusive of these requirements. Pricing is only one of several scoring criteria. Please refer to the RFP document for a full list of scoring/evaluation criteria.
11. **Question:** What will be the competition type for this opportunity?
Answer: This RFP is fully open for competition. Please refer to the RFP document for a list of GMU requirements. Offerors proposals will be scored based on the scoring/evaluation criteria listed in the RFP. The resulting contract will likely be firm fixed price.
12. **Question:** Will this be awarded to multiple contractors?
Answer: It is GMU's intent to award to only one contractor but we reserve the right to award to multiple contractors if we determine it is in the best interest of the University.
13. **Question:** Will any of them lead the effort for software architecture and other needs?
Answer: This RFP is for a Research Administration Software System. Please review the RFP document for a full list of requirements. The contractor that GMU makes award to will be responsible for all implementation, training, etc. related to their offered solution.
14. **Question:** Can the contractor deploy this application to a cloud, such as AWS or Azure?
Answer: Yes, this can be a cloud hosted solution. The vendor must meet security standards defined in the RFP and provide annual SOC2 and SOC2 type 2 reports.
15. **Question:** Will this application be desired for on-prem hosting with GMU infrastructure?
Answer: On premise hosting is not preferred but will be considered provided it meets the requirements identified in the RFP.
16. **Question:** Where will the job be performed?
Answer: GMU's Main Campus and the Department/End Users for this RFP are located

at 4400 University Dr. Fairfax, VA 22030. It is likely that any in-person meetings, trainings, etc. if necessary, will take place at the Main Campus but the Contractor may also be required to come on-site (unless work/services can be provided remotely) at any of our campuses. A link to all Mason locations, including maps and directions is available here: https://info.gmu.edu/campus-maps-and-directions/?_ga=1.231248668.2057225938.1464978837

If the Contractor/Offeror plans to provide services on-site or remotely, please outline that in detail in your proposal.

17. **Question:** What is the estimated start of performance?

Answer: Please refer to Section XVIII. RFP Schedule for a tentative outline of dates. Mason anticipates award the first week of June 2020 and work start will likely be coordinated shortly after award is finalized. Please note that these dates are tentative and subject to change.

18. **Question:** Is this a fixed price bid?

Answer: Yes, Mason anticipates that offers should be firm fixed in price for the software/solution, implementation, training, etc. If the Contractor/Offeror foresees any non-fixed pricing (such as Time and Material for things like Travel and Expenses (T&E)) they must clearly outline that pricing information in their proposal and provide labor rates or any relevant information necessary for Mason to understand their pricing and score accordingly. Please refer to Section XII. Pricing/Costs of Services for our requested pricing requirements as pricing must be inclusive of all associated costs for your offered system/solution/services.

19. **Question:** Will this be a new customer software being developed for GMU?

Answer: GMU does not currently have a software solution that meets our requirements. We are asking offerors to propose a solution that meets the requirements listed in the RFP. Mason would prefer a commercial-off-the-shelf (COTS) solution.

20. **Question:** Are you looking for any off the shelf software?

Answer: Mason preference is that the contractor/offeror provide a commercial-off-shelf (COTS) solution. However, if an offeror thinks they can provide a competitive customized software that meets GMU's listed requirements you may submit an offer outlining your customized solution.

21. **Question:** Will there be any in-person meetings allowed?

Answer: There will be no in-person meetings allowed or pre-proposal conferences offered prior to vendor's submission of their proposals. If the offeror is moved to the oral presentation stage they may come in-person if they wish to present. If this question refers to being allowed to come on-site, in-person, if they are awarded the contract then yes, the offeror/contractor may propose in-person meetings in order to offer their solution/system/services they may do so. Mason does not object (or have a preference) in regards to in-person versus remote meetings.

22. **Question:** Whether companies from Outside USA can apply for this? (like, from India or Canada)?

Answer: GMU is located in the State of Virginia in the United States of America (USA). Companies from outside of the USA may submit an offer but will need to address how they will meet the requirements of the RFP while operating outside of the USA. Your offer should take into consideration things such as time differences, language barriers, security concerns, coordinating meetings, etc. when developing your response to this RFP.

23. **Question:** Whether we need to come over there for meetings?
Answer: Mason does not have a preference for remote or in-person meetings but the contractor/offeror needs to clearly outline in their response/proposal how they will provide the solutions/services that meets the requirements outlined in the RFP as a company/firm located outside of the USA.
24. **Question:** Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)?
Answer: This RFP is not restricted to companies/organizations inside the USA. Companies from outside the USA may submit offers. Please make sure to clearly address in your response how you will provide the services and meets the requirements outlined in the RFP as a company located outside of the USA.
25. **Question:** May we submit proposals via email?
Answer: No, you may not submit proposals via email. Please follow the proposal submission guidelines contained in the RFP document.
26. **Question:** Is there a preferred format for addressing the functional and business requirements listed in Appendix A and Appendix C? Would GMU prefer a vendor narrative that simply incorporates the requirements, or for clarity sake do you prefer the bullets are specifically addressed point by point?
Answer: Either would be ok. Please use whichever format is best to convey the capabilities of the solution.
27. **Question:** Approximately, how many COI disclosures are made/managed annually by the University?
Answer: Answer: ~300 SFIs and ~350 project disclosures (and 329, respectively, in 2019; on pace for slight increase in 2020)
28. **Question:** How many active/approved IRB protocols are currently being managed?
Answer: See Answer to Question 6 above.
29. **Question:** How many active/approved IACUC protocols are currently being managed?
Answer: See Answer to Question 7 above.
30. **Question:** Is all legacy proposal and award data to be converted into the new system in PODS and PADS? Or are there any other shadow systems, or archived records in the old COEUS system?
Answer: PODS holds all proposal records FY16 to present. Coeus holds all proposal records FY15 and earlier. PATS holds award records from when we started using this system (2014). We anticipate working with the selected vendor to develop a migration strategy for the project.
31. **Question:** Within the 20 page response, section 3 (Proposal – Technical and Functional Elements of Proposed Software Solution (s)), are we to respond separately to each requirement listed in Appendix A and Appendix C (in a question/answer format), or are we to just ensure that our response fully addresses those requirements in a more narrative format?
Answer: Either would be ok. Please use whichever format is best to convey the capabilities of the solution.

32. **Question:** In order to allow sufficient time to prepare our response, would it be possible to grant an extension to the RFP hardcopy submission deadline to April 3rd?

Answer: No, we are not granting any extensions to this RFP. Proposals are due on March 23, 2020 at 2:00PM. No late proposals will be accepted.

33. **Question:** Regarding the "import/conversion of legacy data and documents" general requirement, from a technical perspective, please describe how the proposal and award data to be migrated is stored in the PODS and PATS systems.

Answer: The data is organized in a relational Oracle database and resides on one of the on-prem servers (GMU2). The related files reside on a virtual on-prem Windows server which hosts the PODS and PATS applications. Migration field mapping and ETL would have to be planned and executed according to the new system's architecture.

34. **Question:** Has the COEUS system been completely decommissioned or does it still house historical records that GMU would like migrated to the new system?

Answer: Coeus still houses historical records FY15 and earlier. We anticipate working with the selected vendor to develop a migration strategy for the project.

35. **Question:** For the RFP requirement: "Either be inclusive or integrate seamlessly between systems and exportable. It should also allow users the ability to view, monitor and update compliance data.", which systems are you hoping to integrate with?

Answer: Please see Appendix B of the RFP for a summary of existing systems. We would expect there to be integration with most of those systems unless the system is no longer required with the implementation of a new research administration solution.

Please sign and include this addendum as part of your offer.

In Compliance With this RFP And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services required by this RFP at the prices indicated in the pricing schedule, and the undersigned hereby certifies that all information provided below and in any schedule hereto is true, correct, and complete.

Name and Address of Firm:

Date: _____

By: _____

Title: _____

Fed ID No: _____

Signature: _____

Email: _____

Phone: _____

Sincerely,
Katherine Sirotn
Assistant Director, Purchasing (VCO, CUPO)
Purchasing Department
George Mason University