



June 20, 2023

ADDENDUM NO.: One

TO ALL OFFERORS:

REFERENCE: Request for Proposal No: **RFP# KLM-1181**
Dated: **May 25, 2023**
Commodity: **Massage Therapy Services for UREC**
RFP Closing On: **June 27, 2023 at 2:00 p.m.**

Please note the clarifications and/or changes made on this proposal program:

1. How many massage therapists have staffed this wellness center per contract?
 - a. **There is no designated number minimum or maximum required per the contract. The contractor would have the ability to determine the number of massage therapists required to have adequate appointment availability. Ideally there will be appointments available with both male and female massage therapists.**
2. When is the start date for a contract?
 - a. **The anticipated start date for this contract is August 15, 2023.**
3. How long is the approval process to approve staff hired under this contract?
 - a. **We can typically set up a meeting within 48 hours (often, sooner) to provide a short introductory meeting and orientation with any new massage therapists to be placed at UREC. There is about a 7-day window following that meeting for the new massage therapist to be entered into the JMU system and to receive their affiliate status and parking pass. Any immediate concerns would be communicated to the contractor directly following the orientation meeting, before affiliate status at the university is processed. It is highly uncommon for there to be concerns at this point in the process that would lead to non-approval. If any concerns arise throughout the massage therapist's tenure at UREC, this would be dealt with promptly and professionally between the managing contractor and UREC's contract administrator.**
4. How does the University make a profit with the wellness center?
 - a. **The goal of this contract is to be able to offer the JMU Community access to massage therapy services through the University Recreation Center. In the current**

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contract, there is a small revenue share between JMU and the contract vendor to cover the fees for goods and services provide to the contractor by the University.

5. Are therapists allowed to receive tips?

a. Yes.

6. Are you accepting SWAM contractors?

a. James Madison University would encourage SWaM certified vendors to submit a proposal should they be able to meet the requirements of the solicitation.

Signify receipt of this addendum by initialing “*Addendum #1* _____” on the signature page of your proposal.

Sincerely,

Krista McDaniel
Procurement Buyer Senior
Phone: (540-568-7523)