



January 7, 2016

ADDENDUM NO. ONE

TO ALL OFFERORS:

REFERENCE: Request for Proposal No: **RFP# MLO-884**
Dated: **December 18, 2015**
Commodity: **Electronic Research Administration System**
RFP Closing On: **January 26, 2016 at 2:00 p.m. (Eastern)**

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

1. **QUESTION:** Do you require a copy of the proposal by email in addition to copies, Digital (1) and Hard (9) copies to be mailed to JMU?

ANSWER: Proposals received via email will not be accepted. Please refer to page 10 of the RFP for instructions on proposal submission.

2. **QUESTION:** What is the contract period for? Section I. PURPOSE asks for initial contract period of 1 year with (9) addition one-year periods but the X. PRICING SCHEDULE asks "State the maintenance costs for the first year, and, on the basis of an annually renewable contract, the maintenance costs for each of the following five (5) years."

ANSWER: The contract period will be for one (1) year with the option to renew for nine (9) one-year periods. Offerors should provide maintenance costs for the first year and each of the following nine (9) years.

3. **QUESTION:** We are not clear about the specific scope of the project? Please clarify if the modules listed below are the correct scope?

- IRB
- IACUC
- Conflict of Interest (COI)
- Grants Management (Proposal Development, Pre Award & Post Award)
- Biosafety (IBC)

ANSWER: This list accurately represents the main target areas of the project. Functionality and ease of use within these target areas will be assessed to determine the system that best meets the University's needs. Responses may include functionality outside of these target areas if the Offeror believes this functionality would be useful to JMU's grant management objectives or if it is required for the operation of the proposed system to support these target functions.



4. QUESTION: What deployment option is requested for the proposal?
SaaS (Company hosted and managed) or License (Customer hosted and managed)

ANSWER: The University is open to both deployment options.

5. QUESTION: What is the timeline for implementation?

ANSWER: The RFP requests the Offeror suggest a timeline for implementation as well as state the time and resources required from the University for a successful implementation. At this time, the University desires to enter into a contract with the successful Offeror in the Summer of 2016. Implementation, data conversion, testing and training would take place Fall 2016 through Spring 2017 with an expected go-live date of July 1, 2017.

6. QUESTION: What current modules have home-grown databases?

ANSWER: There is an established Access database housing proposal and award data that provides managerial reporting. Post award financial administration is supported by a PeopleSoft (Oracle) General Ledger (without the Grants Management Module) and PeopleSoft (Oracle) Human Resource systems. Effort Reporting is accomplished through MAXIMUS's Effort Reporting System. All other modules are supported with secure websites and/or Excel spreadsheets.

7. QUESTION: There is mention of Responsible Conduct of Research (RCR). Are you expecting any specific functionality related to Responsible Conduct of Research in any of the modules?

ANSWER: Students receiving financial support from certain Federal research awards must receive RCR training prior to receiving that support. JMU desires to know if the proposed system supports this requirement in any way.

8. QUESTION: Under "Application Functionality", Section C. Reporting, #2: What functionality does JMU mean with the "Do Not Publish" option? Are you referring to the grants application?

ANSWER: While most sponsors expect JMU to recognize their organization's award of funding to the University, JMU occasionally receives funding from an external organization that does not wish to be identified to the general public. JMU desires to know what functionality exists within the proposed system that would allow suppression of that organization's award and what impact that "do not publish" designation would have on the proposed system (impact of the setting on: viewing data in the system, reporting, summary totals for number of proposals and awards, summary total of awarded dollars, etc.)

9. QUESTION: JMU processes approximately 950 protocols per year. What is the number of active protocols broken down into each committee?



ANSWER: IRB number of active protocols: 600
IACUC number of active protocols: 30
IBC number of active protocols: 20
COI number of yearly disclosures: 120
Grants dollar award amount per year: \$20,000,000

*Please note the majority of research is student driven with many submissions being for semester only projects. The number of active protocols can vastly fluctuate at any time. The number of JMU protocols “processed” is much higher than the “active” protocol numbers in that JMU accounts for all Addendums, Extensions, and Annual Renewals.

10. QUESTION: What agencies does JMU seek awards from?

ANSWER: All Federal, State, and Private (Non-governmental, Foundation, Non-profit; Industry) sponsors that provide eligible funding to Institutions of Higher Education or to 501c3’s are potential sponsors. Our current list of sponsors also includes foreign organizations and governments.

11. QUESTION: What systems do you want to integrate with? Oracle PeopleSoft, Maximus Effort Reporting, Ellucian Advance Web? What data do you want to pull from Ellucian Advance Web?

ANSWER: JMU desires to know what capabilities exist to integrate with these systems and what advantages would be realized with these integrations. For example, while there is no requirement that the successful Offeror integrate with Oracle/PeopleSoft, the ability to use JMU’s salary data to build proposal budgets could be advantageous to proposal development.

Related to the Advance Web system, the University desires to share information related to external “Private” sponsors, specifically Foundations, Non-Profits, and Industry sponsors with JMU’s Advancement Office. Rather than listing required data elements, JMU requests that the Offeror indicate what integration, data exchange, workflows or reporting exists, to support JMU’s desire to better communicate data related to “gifts” and “sponsored programs” that are received from the same external organization.

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

Sincerely,

Matasha Owens, MPA, VCO
Buyer Senior