



October 24, 2023

**ADDENDUM NO.:** One

**TO ALL OFFERORS**

**REFERENCE:** Request for Proposal No: RFP# FDC-1189  
Dated: October 2, 2023  
Commodity: Sponsored Programs Evaluation Services  
RFP Closing On: November 2, 2023

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

1. May offerors submit resumes for key management personnel requested under Section IV.H (page 2) as an annex?

Answer: Yes.

2. May offerors submit sample work products requested under Section IV.I (page 2) as an annex?

Answer: Yes.

3. Is the requirement of adding the heading to the top of each page expected for the sample work product? Should annexes be permissible, is the expectation to include the heading at the top of each page if the content carries over multiple pages?

Answer: It is not a requirement but it would be helpful.

4. Per Section 4 in the RFP, areas A and C require firm information, experience, and qualifications, and section H requires staffing information. Can you please confirm that these areas are separate sections or does JMU want these areas combined?

Answer: These are two separate questions and should have a separate response for each

5. What is the average value and duration for JMU evaluations and studies under this contract?

Answer: JMU does not have enough data to provide an answer to the value question. Most grants which utilize professional external evaluators are multi-year, 3 being average, however some projects run as long as 5 years.

6. Will JMU kindly share how many studies it expects to procure per year on average under this contract?

Answer: This is unknown and variable but probably fewer than 20 per year.

MSC 5720  
752 Ott Street, Room 1042  
Wine Price Building  
Harrisonburg, VA 22807  
540.568.3145 Phone  
540.568.7935 Fax  
Office of  
PROCUREMENT SERVICES

7. Can JMU confirm if travel expenses included in the hourly rates should be for travel to JMU?

Answer: Most work is done remotely so travel to JMU or other locations would normally be minimal.

8. Should offerors expect travel to anywhere besides JMU and, if so, how will those costs be covered?

Answer: All costs for the contractor should be rolled into the hourly rate. Travel is not paid separately. Most work is done remotely so travel to JMU or other locations would normally be minimal.

9. At what point is the Contractor brought into the process? To what extent will the Contractor and faculty member submitting the proposal be working together in the planning phase?

Answer: Ideally with the use of pre-vetted contractors, the faculty or staff member would contact the contractor in the planning stages of the funding application to receive guidance on the evaluative aspects of the project in order to incorporate those elements into the proposal.

10. Is the evaluation ever considered a turn-key relationship, where the Contractor is acting as an independent third-party evaluator (or will the Contractor always be working with and/or advising a faculty)?

Answer: Ideally with the use of pre-vetted contractors, the faculty or staff member would contact the contractor in the planning stages of the funding application to receive guidance on the evaluative aspects of the project in order to incorporate those elements into the proposal.

11. Is there a time where the University would contract the Contractor without having had them involved with the development of the evaluation plan?

Answer: It is conceivable that a Contractor could be approached to provide services once a project is designed and funded.

12. What is the percentage of implementation program grants vs. research grant submissions?

Answer: Based on historical data this would break down to approximately 70% implementation or services projects and 30% projects which are categorized as research. Notably many implementation grants also have a research component.

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

Sincerely,

Doug Chester  
Buyer Senior  
Phone: 540-568-4272