



Office of Purchasing/Contract Management  
3410 Taft Boulevard Wichita Falls, Texas 76308-2099

July 21, 2020

### ADDENDUM ONE (1)

RE: RFQ 735-20-4341 IDIQ Mechanical Engineering Services

TO WHOM IT MAY CONCERN,

The following questions had been submitted and received the following responses.

- I know most university require HUB goals for their projects, but I do not see any listed in the solicitation. Can you confirm if there are HUB goals to be met for this IDIQ? *MSU is always attempting to maximize HUB usage, but I am not aware of any defined dollar amount of "goals".*
- How many projects should we submit - In Part D? *Enough for MSU to understand their experience in higher ed, but do not exceed the total page count. HIGHLY recommend only including projects from the personnel who would be working on MSU's projects.*
- On page 2 of the RFQ, items 9 and 10 are a concern. The thirty minute response time requirement is likely going to be difficult for all responders. If the person who answers our telephones is out for lunch or sick or on vacation, the caller will be directed to voicemail and response time may exceed 30 minutes. Similarly, an email sent to a designated person may not be noticed within 30 minutes, especially if the person is at lunch, sick, or on vacation. Also, the current environment with Covid complicates response times (staff working at home) and travel time and costs (canceled flights, PPE requirements, limited seating, travel restrictions). Can the response time be changed to 24 hours? *Increasing the response time from 30 minutes to 2 hours is acceptable. A 24 hour response time is not acceptable.*
- Can an allowance for travel costs be part of the fee negotiation process? As written, item 10 favors companies located close to the University. *It's been determined statement #10 of Scope of Services will remain as written.*
- I have a question on the Scope of Services for this solicitation. Item #9 states "Must be available for responses within 30 minutes of being notified." Is this 30 minutes intended to mean travel to the MSU campus, or responsiveness to any reach out by phone/email/etc. *Response time has been extended to 2 hours and does not include travel time.*
- There is no cost in the RFQ and I am wondering if the affidavit is required? *Although the affidavit attached references costs and the RFQ does not reference costs, it has been determined the affidavit will still be required when submitting your proposal/qualifications.*
- Is there a total page count limit? *25 pages should be more than enough.*

Please remember to acknowledge this addendum on the Addenda Checklist.

**The deadline for questions has now passed. No additional questions will be accepted at this time.**

Regards,

Joseph J. Mrugalski Jr.  
Purchasing/Contract Management

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