



**ADDENDUM**

**SOLICITATION #:** JF158176P

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**SOLICITATION NAME:** RESEARCH PROPOSAL  
DEVELOPMENT CONSULTANT

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**ADDENDUM #:** 1

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**DUE DATE AND TIME:** AUGUST 14, 2012

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**DATE:** AUGUST 6, 2012

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**PROCUREMENT ANALYST:** JAMES FIGGINS

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**The solicitation named above is hereby modified as follows:**

1. Exhibit D, bottom of page, replace in its entirety;  
“\*Rate of Return to Client = Consultant Cost divided by dollar amount award to Client. This amount should be entered in percent (%).”  
With: “\*Rate of Return to client = dollar amount awarded to client divided by Consultant Cost. This amount should be entered as an integer.”
2. Exhibit A, Attachment B “Additional Terms” , item 2, add the following language;  
“Per Diem Rates: Expenses for travel, lodging, and meals will be reimbursed at the rates specified in the OUS Fiscal Policy Manual as of the date Contractor incurs the expenses. The OUS Fiscal Policy Manual is available at <http://www.ous.edu/cont-div/fpm/trav.95.100.php>. Contractor shall travel in the most efficient and cost-effective manner resulting in the best value to OSU. The travel must comply with all the requirements specified in this section and must be for official OSU business under this Contract only. Contractor shall provide a detail on the invoice for all expenses incurred for which Contractor seeks reimbursement. Contractor shall fly “coach class” unless Contractor pays the difference to upgrade the flight class. Contractor shall rent only economy or compact sized vehicles unless Contractor pays the difference to rent any other type of vehicle. OSU must approve in advance, in writing, all out-of-state travel for which Contractor intends to seek reimbursement under this Contract.”

**The following questions were received with regard to the solicitation named above. OSU has provided answers below to each question, but the RFP or contract documents have not been modified as a result.**

1. **Question:** Section 5.02 4. b; May we respond with a CD to providing a “summary of the procedures and processes used by the Proposer to guide clients in the conceptualization, design, development, and execution of proposals, each exceeding \$2M in funding award”.  
**Answer:** Yes
2. **Question:** The RFP asks that we provide an itemized prices of the services requested based on person-days, not to exceed \$150,000 per year. If we bill at an hourly rate, would you like us to take \$150,000/hourly rate and then calculate the number of person-days that could be achieved in a year?  
**Answer:** Yes, please list the number of person days.
3. **Question:** Would OSU be willing to pay 1/12 of the contract each month, assuming we can make the hours work out over the year, rather than paying each month for hours worked?  
**Answer:** OSU will only pay for work performed.

4. **Question:** If an individual investigator, school, college, department, or center from OSU should ask to help them, will it be possible to contract with them independently through a Personal and Professional Services Contract and receive payment from them that's independent of the not-to-exceed \$150K cited in the RFP?

**Answer:** Yes

Entities are not required to return addendums. However, entities are responsible to make themselves aware of, obtain and incorporate any changes made in any addendums issued into their final offer. Failure to do so may, in effect, make the offer non-responsive, which may cause the offer to be rejected.