

Reserve Program RFQ FAQ

Definitions

Reserve Contract means the contract a consultant or contractor signs containing the terms and conditions of the Reserve Contract Program, granting the consultant or contractor the opportunity to provide professional consulting services or construction related services.

The Reserve Contract does not authorize or guarantee any services or scope, nor does the Reserve Contract authorize any compensation.

Reserve Supplement means a written, fully executed, supplementary agreement to the Reserve Contract between the consultant or contractor and OSU describing the services or the scope, compensation for said services or scope, insurance requirements and other obligations of the parties.

Q.) Where do I go to access the OSU Reserve Program RFQ?

A.) Go to <http://bid.oregonstate.edu/> and select the Reserve Program RFP for either Construction Related Services or Professional Consulting Services.

Q.) I have found the Reserve Program website, but I am not sure what to do next. Will I need to register a new account?

A.) Yes, you will need to register for a new account to join the Reserve Program. Please read the full RFQ, all directions are contained within.

Q.) Is OSU open to any negotiation on any of the terms or contents within the reserve contract?

A.) Unfortunately, we are unable to consider any negotiations to the reserve contract.

Q.) How is the reserve contract updated and does OSU inform consultants of new versions?

A.) Revisions to the reserve contract will be rare. Any revisions to the reserve contract will be executed by a mutually agreed upon amendment between OSU and the contractor.

Q.) Are we allowed to use Oregon State project examples as references?

A.) Yes, you may use OSU projects as references, but we would prefer you use references outside of OSU.

Q.) When we apply, are we locked into the hourly rates for the entire term of the reserve contract?

A.) No, the reserve contract allows for firms to request rate increases every two years.

Q.) Can you send me a downloaded copy of my submission?

A.) Unfortunately, we do not have a mechanism to download a copy of your submission. If you would like to review your responses, you can do so by logging into your account.

Q.) Does OSU require a CCB license, professional engineer or an architect's license for the professional consulting reserve contract?

A.) Professional licenses are not required when submitting a response to a *Professional Consulting Reserve Contract* listing. But professional licensing may be required under any *Professional Consulting Supplement* written under the contract if the state and/or jurisdiction requires licensing for the scope of work.

For example, if the scope of work requires drawings or specifications stamped by a professional engineer or professional architect, then the person stamping the documents is required to be licensed appropriately.

OSU does require a CCB license under the *Construction Services Reserve Contract* and contractors must provide that license number when submitting a response to the RFP.

Q. How often does the university utilize the Reserve Program?

A. We use it when applicable and when it is right for our project. The Reserve Program is meant for small to medium projects (less than \$2 million) and will be used as appropriate. Common examples include smaller construction, design and consulting projects.

Q. As a general contractor do our subcontractors need to be on the Reserve Program?

A. No.

Q. What about subconsultants?

A. No.

Q. Is this a mandatory program to do work for OSU?

A. No, it is not mandatory for our contractors or consultants. It is also not mandatory for our internal departments to use it, but we do draw from the program when it makes sense for us to do so.