

You are here: [Home](#) » [Procurement](#) » [Tools](#) » [Electronic State Business Daily](#)

## UT System RFP #UTAI09032015 - Consultant to develop Work Plan for UTAI \*\*UPDATE 08/28/15\*\*

**Open Date:** 09/03/15 03:00 PM

**Agency Requisition Number:** UTAI09032015

**NOTE:** You will need to download all of the following files for complete specifications and other required document, including a HUB subcontracting plan(if required).

Help: Right Click to and choose "save file as" or "save target as" to your computer.

-**Package 1** size: 40775 (in bytes) Type: Specification Format: Acrobat PDF Files

-**Package 2** size: 7342 (in bytes) Type: Additional Specification(s) Format: Acrobat PDF Files

\*\*UPDATE 08/28/15 - Add Q&A (Package 2)\*\* In this Request for Proposal ("RFP"), The University of Texas System ("UT System") is seeking a provider of consulting services to develop a work plan for The UT Americas Institute (UTAI). The anticipated contract term will be six months from the effective date.

**Agency:** UNIVERSITY OF TEXAS SYSTEM (720)

**Open Date:** 09/03/15 03:00 PM

**Agency Requisition Number:** UTAI09032015

**Previous Price Paid:** N/A

**Solicitation type:** 14 Days or more for entire solicitation package

**NIGP Commodity Code(s):**

Class-Item: 918 - 06

Class-Item: 918 - 21

Class-Item: 918 - 32

**Contact Information:**

**Contact Name:** Alan Marks

**Email:** [amarks@utsystem.edu](mailto:amarks@utsystem.edu)

Upload Date: 2015-08-12 16:07:16.05 Updated date: 2015-08-28 10:35:17.473

# **The University of Texas System Request for Proposal for Consultant to Develop Work Plan for The UT Americas Institute RFP No.UTAI09032015**

**Overview:** In this Request for Proposal (“RFP”), The University of Texas System (“UT System”) is seeking a provider of consulting services to develop a work plan for The UT Americas Institute (UTAI). The anticipated contract term will be six months from the effective date.

**Scope of Work:** UT System is seeking a provider to enable the Office of Academic Affairs to assess steps needed in development of UTAI. Work will include reviewing existing materials and interviewing relevant UT stakeholders who have been involved to date; reviewing other U.S. academic centers with a focus on the Americas and assessing capabilities and areas of emphasis; identifying centers regarded as leaders in the field; conducting high-level assessment of key regional educational, societal and policy issues and how they are currently being addressed by other institutions or bilateral/multilateral organizations; developing initial perspectives and hypotheses regarding key areas of opportunity; identifying and prioritizing key areas of opportunity; and developing an overall vision and initial roadmap, including recommendations on areas of focus.

**Specifications:** Any vendor submitting an offer in response to this RFP (“Proposer”) must provide the following:

1. Proposer's legal name, including type of entity (individual, partnership, corporation, etc.), address and other contact information;
2. background information regarding the Proposer, including the number of years in business and the number of employees;
3. the experience of Proposer in providing consulting services with emphasis on the Americas;
4. the fees charged for providing services;
5. the earliest date by which the Proposer could begin work;
6. a list of three client references, including any complex institutions or systems of higher education for which Proposer has provided services;
7. any unique benefits the Proposer would offer UT System, and any other information Proposer desires UT System to consider in connection with Proposer's offer;
8. information to assist UT System in assessing whether the Proposer will have any conflicts of interest in providing the services; and
9. information regarding any prompt payment discount offered by Proposer (UT System's standard payment term for services is “Net 30 days”).

**Selection Process:** UT System may select the successful proposal(s) on the basis of the proposals initially submitted, without discussion, clarification or modification. In the alternative, UT System may select the successful proposal(s) on the basis of negotiation with the Proposer(s). In conducting any negotiations, UT System will avoid disclosing the contents of competing offers.

UT System is not obligated to select the Proposer offering the most attractive economic terms if that Proposer is not the most advantageous in providing best value to UT System overall, as determined by UT System.

UT System reserves the right to (a) enter into a contract for all or any portion of the requirements and specifications set forth in this RFP with one or more Proposers, (b) reject any and all offers and re-solicit offers, or (c) reject any and all offers and temporarily or permanently abandon this selection process, if deemed to be in the best interests of UT System. UT System will maintain in its files concerning this RFP a written record of the basis upon which a selection, if any, is made by UT System. UT System reserves the right to accept or reject any or all offers, waive any formalities, procedural requirements, or minor technical inconsistencies, and delete any requirement or specification from this RFP when deemed to be in UT System's best interest.

**Criteria for Selection:** The successful proposal(s), if any, will be the proposal(s) submitted in response to this RFP, by the Submittal Deadline most advantageous to UT System. The criteria to be considered by UT System in evaluating offers will include the competence of the Proposer, the experience of Proposer with similar institutes or initiatives and the reasonableness of Proposer's fee.

Proposals will be evaluated by UT System personnel. The selection of the successful proposal, if any, will be based on the information provided by Proposer in its offer. UT System may give consideration to any additional information if UT System deems such information relevant. Any Proposer submitting a successful proposal will be required to enter into a contract acceptable to UT System.

The criteria to be considered by University in evaluating proposals will be those factors listed below:

- The reputation of the Proposer and of the Proposer's services;
- The quality of the Proposer's services;
- The extent to which the services meet the University's needs;
- The total cost to the University of acquiring the Proposer's services

**Proposer's Acceptance of Offer Evaluation Methodology:** Submission of an offer by a Proposer indicates: (1) Proposer's acceptance of the Selection Process, the Criteria for Selection, and all other requirements and specifications set forth in this RFP; and (2) Proposer's recognition that some subjective judgments must be made by UT System during this RFP process.

**Public Information:** Proposers are hereby notified that UT System strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information. UT System may seek to protect from disclosure all information submitted in response to this RFP until such time as a final contract is executed. Upon execution of a final contract, UT System will consider all information, documentation, and other materials requested to be submitted in response to this RFP to be of a non-confidential and non-proprietary nature and, therefore, subject to public disclosure under the Texas Public Information Act (Chapter 552.001, Gov. Code). Proposer will be advised of a request for public information that implicates their materials and will have the opportunity to raise any objections to

disclosure to the Texas Attorney General. Certain information may be protected from release under Sections 552.101, 552.110, 552.113, and 552.131, Gov. Code.

**How to respond; Submittal Deadline:** To respond to this RFP, Proposers must submit the information requested in the Specifications section of this RFP and any other relevant information in a clear and concise written format to:

Jenny Murphy  
Director of Accounting & Purchasing Services  
The University of Texas System Administration  
210 West Sixth St.  
Suite B. 140E  
Austin, Texas 78701-2891

Please reference RFP No.UTAI09032015 on envelop of submittal package. All offers must be received at the above address no later than 3:00 p.m. local time in Austin, Texas, on Thursday, September 3, 2015 (Submittal Deadline). Submissions received after the Submittal Deadline will not be considered.

**Questions.** Questions concerning this RFP should be directed to Alan Marks via email at: amarks@utsystem.edu no later than Friday, August 28, 2015. UT System may in its sole discretion respond in writing to questions concerning this RFP.

September 1, 2015

**Answers to Questions Submitted Concerning The University of Texas System RFP for  
Consultant to Develop Work Plan for The UT Americas Institute**

1. At what stage in the development process is The UT Americas Institute currently?
  - Idea generation
  - Business plan creation
2. Does The UT Americas Institute have the full support of the University, or will part of this process include gaining that support?
  - The UT Americas Institute has the full support of The UT System.
3. Which stakeholders are already involved in the development of The UT Americas Institute?
  - The UT System
4. Which stakeholders within The UT System would you want engaged during the process of this engagement?
  - The UT System Office of Academic Affairs
5. What is the budget available for this engagement?
  - Proposers should submit pricing based on the RFP specifications and scope of work.
6. Can the submission deadline be extended?
  - No
7. May the proposal be submitted via email?
  - No