VT Innovation Campus Business Marketing Consulting

1. The following questions have arisen as a result of this solicitation. Please note that the inquiry period has not closed.

   1. The RFP states that the time frame for the work is between Winter 2019 - Summer 2020, however the contract period of performance is for two years with a subsequent option year. What do you estimate to be the time commitment of the contractor beyond the completion of the roundtables and their associated deliverables during the remainder of the period of performance and option year?

      Virginia Tech cannot give an estimated time commitment beyond the completion of the round tables. All future work will be assigned on an as needed basis.

2. Who from the Virginia Tech will be a part of the project and what are the expected time commitments of Virginia Tech team members to this project?

      Members of the LINK – Center for Advancing Industry Partnerships and relevant faculty, staff, and administration related to each roundtable topic.

3. Who is the executive sponsor of this initiative?

      Brandy Salmon, Associate Vice President for Innovation and Partnerships

4. Will the selected contractor have access to Virginia Tech donor or other lists to aid in designing the participants?

      Participant lists will be created by Virginia Tech in collaboration/input from the selected contractor.

5. Does Virginia Tech have an estimate of the number of participants for the roundtable sessions?

      Number should be proposed by organization submitting RFP based on best practices and how they propose the session activities.

6. Does Virginia Tech have a set budget for the roundtables?

      Virginia Tech does not publicly post budgets.

7. Will all roundtables occur in Virginia Tech facilities, or will outside facilities/accommodations be required? Who is responsible for providing and paying for refreshments, food, etc. during the sessions?
At Virginia Tech facilities when space / schedule allows; otherwise other facilities can be considered. Either party can provide based on proposal.

8. Will transcripts of each session be required?

Session notes / transcripts should be included as part of the project deliverables.

9. Will Virginia Tech agree to the scope of the deliverables during the topic definition and project planning stage?

Yes; however, based on the nature of the output generated during each Roundtable this might evolve to ensure we are able to capture and share content through the best mechanism possible.

10. Can you be more specific regarding the end goals of the corporate relationships – is there an intent to build corporate sponsorships for workforce supply or joint R&D with the University?

In order to create and implement the vision of the Innovation Campus we need input from and partnership with industry. The end goal of corporate relationships comes in many forms and could include sponsorships, sponsored research, and joint research and development.

11. How do non-profit organizations qualify under your framework?

Non-profit organizations must still be certified as a SWaM business in order to receive SWaM points.

12. Are we permitted to partner with another entity that is not SWaM owned?

Yes, firms are allowed to partner.

13. Section VII refers to the Virginia Tech LINK team, Innovation campus leadership delivery team, Industry round table project team, and Virginia Tech project team. Can you please explain the relationship between each of these entities and which one(s) would be acting as the client?

The Virginia Tech LINK team – Brandy Salmon and Megan Wallace are the lead points of contact and decision makers for this project. Secondary stakeholders that could be pulled in to support as needed could include other LINK team members - [https://vt.edu/link/team.html](https://vt.edu/link/team.html).

14. Can you share the titles & job descriptions (or representative titles & job descriptions) of the individuals that would likely constitute the client team for the winning bidder?

Primary points of contact and leads for this project are Brandy Salmon and Megan Wallace. [https://vt.edu/link/team/brandy-salmon.html](https://vt.edu/link/team/brandy-salmon.html) [https://vt.edu/link/team/megan-wallace.html](https://vt.edu/link/team/megan-wallace.html)

15. Is the university seeking fixed price, or variable pricing dependent on the number of round tables or participants?

Please submit a pricing structure you feel is most appropriate.

16. Will Virginia Tech allow some of the fees to be used to pay industry participants, and does this portion need to be broken out in price proposal?

No.

17. Has VT already identified a list of targeted industries, and if so what specific industries does that include?

Virginia Tech has outlined a list of targeted industries and organizations of interest to partner on the Innovation Campus and participate in various roundtables, but as the roundtable topics are defined and
18. Can VT clarify whether a steering committee (or other leadership body) has already been formed to support the initiative? If so, what will their role be?

There is not a steering committee to shape this initiative. There is a leadership team and main points of contact (Brandy Salmon, Megan Wallace) that will drive decision making and pull in appropriate stakeholders as needed.

19. What is the expected number of participants at each Industry Round Table?

It depends on the topic and the design of the session, we are looking to the external partner to make recommendations based on best practices about the number of participants.

20. In terms of VT resources will there be a VT Blacksburg and Arlington resource provided for this project and if so what % of their time is dedicated to support and in the virtual planning and pre-work?

Yes, the LINK team is based in Blacksburg, VA and Megan Wallace is based in Arlington, VA. % of time will be based on what is needed to implement and manage the project.

21. Has VT already identified specific facilities where it plans to conduct the roundtable events?

There is space available in the Virginia Tech Research Center – Arlington for those roundtables that are relevant to be conducted in that area. Other location options can or might need be considered depending on timing, topic, participants, and availability.

22. We assume other direct costs, such as facilities, meeting logistics (i.e. refreshments, etc.), and materials will be identified as part of the pre-planning and covered by VT. Is that assumption correct, and has a preliminary budget already been identified?

No, please include pricing for these materials and a determination will be made as to what will be covered by VT and by partner company.

23. Can VT make some of this existing innovation campus collateral (i.e. position paper and marketing materials) available to inform our technical approach?

Yes, there is also background information on the Innovation Campus website.

24. What is the location of the existing website?

https://vt.edu/innovationcampus/index.html

25. Have the Topic Plan documents been prepared by VT or an outside vendor?

Some of the topics have been developed and we will work to continue to refine them as the work with our external partner gets underway.

26. Will the production cost of these deliverables (i.e. participant appreciation/stewardship materials) be provided by VT, and budgeted for as part of the pre-planning process?

We are looking to the external vendor to develop and design deliverables and should be factored into proposal. Virginia Tech does not publicly post budgets.

27. Often times, cost proposals are submitted as a separate “volume” from the technical approach. The current proposal preparation guidance appears to indicate the entire proposal response should be
submitted as a “single volume”. Can VT clarify that is the expectation or should vendors submit the proposed cost data separately?

*Please submit one “volume.”*

28. Do you want us to provide proof of insurance at this point or is that during contracting should we be awarded the work?

*Proof of insurance can be provided at contract award.*

29. Does this ownership of data, material, and documentation apply to the RFP response we submit only? OR does it include anything we produce if we win the work (i.e. actual work product?)

*All information submitted to Virginia Tech will become part of the historical file.*

30. If we would like to negotiate terms and conditions, should we wait until we are awarded the work or submit any redline considerations within our RFP submission?

*Please submit any redline considerations with your proposal.*

2. The due date and hour has changed from **December 3, 2019 @ 3:00pm to December 10, 2019 @ 3:00pm**.

3. All other terms and conditions remain the same.

I acknowledge that I have read and understand this addendum in its entirety.

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Signature               Date

Revised 01/01/2018