



DATE: Friday, February 23, 2018

TO: Prospective Respondents

FROM: Joseph Lastrina, Purchasing Agent II

RE: Addendum #2, RFP # JL020118, Intellectual Property Management Solution

All Respondents and interested parties are hereby advised of the following amendments to the Request for Proposal document(s) which are made an integral part of the bid documents. Respondents are required to acknowledge receipt of this addendum in their proposal response, as well as include a signed copy of this addendum with their RFP response.

**Item 1: Revised Appendix A Response Template**

The University has revised its requirements as outlined in Appendix A and as a result published "Appendix A v. 2" with this addendum. Respondents are required to include this version of Appendix A to be considered a responsive and compliant Proposer.

**Item 2: Responses to Written Inquiries**

Below are responses to inquiries received prior to the deadline established in section 4.1 of the original RFP document and as amended by Addendum # 1 dated February 16, 2018.

- Q1. Can companies from Outside USA can apply for this?  
A1. There is no requirement of the RFP which restricts the geographic location of a Respondent.
- Q2. Does the awarded Respondent need to come over there for meetings?  
A2. There will be periodic needs for on-site meetings supporting this project.
- Q3. Can we perform the tasks (related to RFP) outside USA (like, from India or Canada)?  
A3. All work must be performed in, and all data must be hosted in (to the extent it's applicable based on the Respondent's solution) the United States.
- Q4. Can we submit the proposals via email?  
A4. Please refer to RFP section 5.0.
- Q5. RFP section 3.3.1 requires Respondents to have implemented IP management solutions at a minimum of fifty research institutions in the United States. Our company is implementing its solution at a number of premier universities but the number of institutions is less than fifty, at this time. However, we are able to demonstrate experience successfully supporting migrations from legacy applications along with comprehensive functionality and performance. As such, will our company be considered a "qualified" proposer for this RFP?  
A5. The University is hereby revising this clause to communicate a preference for a sufficient number of implementations at research institutions of similar size and scope (or larger). Respondents shall provide the number of clients as required per A6 below. Such sufficiency of

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the number and nature of clients shall be determined at the University's sole discretion. Respondents are encouraged to provide a list of research institution clients to the extent their firm deems it acceptable.

- Q6. RFP section 3.3.1 requires Respondents to have implemented IP management solutions at a minimum of fifty research institutions in the United States. Also, while we would be pleased to share some reference customers in the requisite industry or similar our client lists are confidential. Please could you advise how this will penalize or whether it will disqualify us from the bid?
- A6. Respondents are only required to share the number of research institution clients, not their names. Please refer to A5 for additional information.
- Q7. With regard to the functional requirement outlined in row 53 of Appendix A's "Functional" worksheet: What HR System is UConn using when it references "Ability to import any required personnel data from UConn's HR System" Can you please clarify?
- A7. See updated requirements in Appendix A Functional Requirements line 52.
- Q8. Ability to specifically match criteria for data loads to see if records match in the system. What is the Web Chat system, i.e., who is the vendor mentioned for integration? Can we assume this means integrating the web chat interaction with the Inteum CRM as a Remark?
- A8. This requirement has been removed as reflected in Appendix A v. 2 as published per Item 1 above.
- Q9. "Ability to have backups destroyed/deleted per UConn Criteria". What is your criteria?
- A9. The University has revised this requirement in its Appendix A v. 2. Please refer to row 38 of the "Technical" worksheet.
- Q10. Is there any preference to purchase through GSA?
- A10. The University will not be leveraging a GSA schedule and will contract on either vendor or University paper, a determination to be made in the University's sole discretion.
- Q11. Will UConn please provide its Portfolio Size?
- A11. Assuming the Respondent bases "portfolio size" on the number of cases, UConn and UConn Health's current portfolio size is 2,103 cases. If this inquiry intends to better understand the volume of data the Contractor would be required to store on behalf of the University (to the extent that would be applicable based on the Respondent's proposed solution), Respondent's must submit that follow-up inquiry to the Procurement Professional identified in RFP section 4.2.1 no later than Tuesday, February 27, 2018.
- Q12. What system does UConn use currently for IPMS?
- A12. The University is currently leveraging InfoEd's Technology Transfer module.
- Q13. Who does UConn use currently for Patent Annuities?
- A13. Patent annuities are currently handled by various third parties; this need is out of scope of this RFP. Respondents are reminded of the functional requirement outlined in row 23 of the "Functional" worksheet of Appendix A which requires the solution to "track due dates of foreign annuities and U.S. maintenance fees".

- Q14. In order to provide implementation pricing as accurate as possible, what is the source for the data migration and what format would we expect to receive?
- A14. As stated in A12, the University is currently leveraging InfoEd's Technology Transfer module. The University can and is willing to provide our Vendor of Interest an anonymized data set in a standard file format, including but not limited to a .csv or text delimited file format. Respondents are hereby required to address how the data migration will be managed and any additional requirements in their Technical Proposal Narrative as required per RFP section 5.5.4.1.
- Q15. Will UConn provide a data sample in order for us to understand the complexity for an implementation time estimate?
- A15. Please refer to A14. If additional information is required, please follow the follow-up inquiry process outlined in A11.
- Q16. Would the University consider an email submission or any extension to allow more time for mailing?
- A16. Addendum # 1 dated February 16, 2018 extended the due date for proposals. There have been no changes to the manner in which proposals must be submitted, therefore Respondents are reminded of the submission requirements outlined in the RFP, including but not limited to RFP section 5.0.
- Q17. Would the University consider negotiating Terms & Conditions? Specifically:
- Q17a. 7.12 Indemnification. We can only indemnify for 1) breach of confidentiality 2) gross negligence or willful misconduct and 3) claims of IP infringement
- A17a. Please refer to RFP section 6.27.
- Q17b. 7.14 Choice of Law and Venue. We can only agree to law and venue of Delaware, New York or Virginia.
- A17b. Please refer to RFP section 6.27.
- Q17c. 7.17.3 Payment Terms. We may agree to 30, 45 or 60 day credit terms. Discounts for early payment are not available.
- A17c. Please refer to RFP section 6.27.
- Q17d. 7.31 Insurance. We do not carry Cyber Liability policy. Instead, those damages are covered under our Professional Indemnity policy.
- A17d. Please refer to RFP section 6.27.
- Q18. In response to row 37 of Appendix A's "Technical" worksheet: Could UConn please provide more information?
- A18. The University is looking to better understand data models to allow for a robust understanding of how reports can be written and generated.

Q19. In response to row 41 of Appendix A’s “Technical” worksheet: Could UConn please provide more information?

A19. This requirement has been deleted; please refer to Appendix A v. 2 which has been published with this addendum. Respondents are hereby advised that compliant proposals shall include this response template.

Q20. In response to row 42 of Appendix A’s “Technical” worksheet: Could UConn please provide more information?

A20. The University has revised Appendix A as noted in Item 1 above. Please refer to row 53 of the “Questions” worksheet.

**BIDDER NOTE:** This addendum must be completed, signed and submitted with your proposal response to be considered for award. If you have already submitted a proposal, please complete the addendum and submit same in a sealed envelope, clearly marked with the RFP number, response date, and return address. This will be accepted as part of your proposal response, PROVIDING IT IS RECEIVED BY THE PURCHASING DEPARTMENT BY THE TIME AND DATE SPECIFIED IN THE ORIGINAL RFP DOCUMENT, OR AS AMENDED BY THIS DOCUMENT. Please acknowledge receipt of this addendum by email to [joseph.lastrina@uconn.edu](mailto:joseph.lastrina@uconn.edu).

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

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