Please note the following clarifications are hereby made to the aforementioned RFP.

**Update/Change**
This document is being issued to answer questions that have been submitted as follows:

**Questions and Answers**

**Question 1:** What is the UNTS COVID 19 policy regarding on-site visits and remote working. How will this impact delivery of this contract?

*UNTHSC has implemented a Campus Reopening plan with safety and well-being of greatest concern. The Reopening Plan includes promoting behaviors that reduce spread of infectious disease, including use of face coverings, practicing hand hygiene and frequent cleaning of work areas. The plan is subject to change based on federal, state and local guidelines. Updated information on the UNTHSC response to COVID-19 may be found here: [https://www.unthsc.edu/coronavirus/hsc-campus-reopening-plan/](https://www.unthsc.edu/coronavirus/hsc-campus-reopening-plan/).*

**Question 2:** When the HSC needs an on-site presence from the contractor, (assuming on-site visits are allowed), will these be scheduled visits or ad-hoc visits? If ad-hoc, how much notice will the contractor have before needing to be on-site at the UNT location?

*On-site presence will be primarily scheduled visits. If ad-hoc visits are necessary, three business days’ notice will be provided.*

**Question 3:** Will on-site meetings be held at the HCS in Ft. Worth? Where else can we expect to have meetings?

- How many incumbent external providers are working with UNT HSC?
  *Multiple*
- How many people staff the incumbent external providers services provided to UNT HSC?
  *Unknown*
- How many people who staff the incumbent external provider in the role of attorney, scientist, administrator, business person, other, for services provided to UNT HSC?
  *Unknown*

*On-site meetings will be held at the HSC campus in Fort Worth or in facilities in the general area of the HSC campus.*
Question 4: How many hours does the incumbent external provider bill for people in the role of attorney, scientist, administrator, business person, other, for services provided to UNT HSC?

This is variable depending on the vendor and service provided.

Question 5: How many hours a month do you expect the new winning bid to have to provide people in the role of attorney, scientist, administrator, business person, other, for services provided to UNT HSC?

Bidders should submit a proposal that they believe will best provide the requested services outlined in the RFP. This will be dependent on the provider’s ability to efficiently provide the requested services outlined in the RFP and listed in the answer to Question 22.

Question 6: How many projects are currently in the pipeline?

Project count is variable and similar to that found in institutions of similar size.

Question 7: What types of projects are currently in the pipeline?

Generally, a broad range of health science projects, including biochemistry, genetics, microbiology, pharmaceutical, diagnostics, therapeutics, medical devices.

Question 8: When did the incumbent external provider contract start?

This is variable depending on the vendor and service provided.

Question 9: How many years does the incumbent external provider contract have remaining?

This is variable depending on the vendor and service provided.

Question 10: What rates are the incumbent external providers charging for their services?

This is variable depending on the vendor and service provided.

Question 11: What are the terms of the incumbent external providers reimbursement?

This is variable depending on the vendor and service provided.

Question 12: Why is an expansion of the scope of services provided by incumbent external providers needed?

To manage demand and expand capacity of the HSC commercialization office

Question 13: Is an expansion of the scope of services provided by incumbent external providers needed because HSC has more work than before, the incumbent external provider has less resources, or the work requires new skills, or other?

Unfilled staff position.

Question 14: Do the incumbent external providers have priority over the organization that wins this bid, on receiving new work projects.

The successful Proposer(s), if any, will be the Proposer(s) who submit a response to this RFP on or before the Submittal Deadline, and whose response is the best value...
UNTS, taking into consideration the evaluation criteria contained herein. Selection by UNTS will be in accordance with the requirements and specifications set forth in this RFP. The successful Proposer(s) is/are referred to as the “Contractor”. UNTS reserves the right to make a single award from this solicitation or multiple awards, whatever is in the best interest of the University, with UNTS being the sole judge thereof.

An evaluation team from UNTS will evaluate proposals. The evaluation of proposals and the selection of Contractor will be based on the information provided by Proposer in its proposal.

Question 15: Who are the internal staff? What is the available bandwidth of the internal staff? How many staff do they have? What do they do for the commercialization of IP projects?

**Current staff**: 1.0 FTE Director, Technology Commercialization; 1.0 FTE Technology Commercialization Analyst; 0.5 FTE Portfolio Coordinator. Work by staff is consistent with that done by other academic technology commercialization offices.

Question 16: Will the winner of the RFP receive only the overflow work that the external incumbent provider and internal staff cannot handle, or will the winner of the RFP have any priority in receiving new work.

**Winner of the RFP will provide services to supplement and support new and ongoing work that done by internal staff and external service providers.**

Question 17: Will the selected provider continue with work that the incumbent external provider started or will they start new projects?

1.2 RFP states “HSC would transfer certain service responsibilities to an external service provider. The external service provider would work in partnership with the HSC to ensure compliance with statutory requirements, policies or business processes.” (emphasis added)

**Winner of the RFP will provide services to supplement and support new and ongoing work that done by internal staff and external service providers.**

Question 18: Please provide an example of the statutory requirements.

**Statutory requirements are consistent with those required of other academic technology commercialization offices: reporting of inventions to federal government as required by federal law; reporting of inventions to state agencies when required pursuant to funding requirements, etc.**

Question 19: Please provide an example of the policies.

**Policies are consistent with those required of other academic technology commercialization offices. An example: UNTHSC IP Policy requires that faculty members disclose inventions created in the course and scope of employment to the Office of Research Development and Commercialization (RD&C), which is responsible for assessment, IP protection and coordination of commercialization activities.**

Question 20: Please provide an example of the business processes.

**Processes are consistent with those required of other academic technology commercialization offices. An example: Inventions disclosed to RD&C are assessed by the Technology Commercialization Office (TCO) for technical merit, stage of development, potential IP protection, and commercial potential. After seeking**
appropriate IP protection, the TCO seeks to develop marketing materials and engage with potential collaborators and licensees.

Question 21: Please provide examples of types of projects that HSC went through the process to commercialize in the last few years.

Biomarker screening technologies for neurological diseases; nanoparticle drug delivery technologies; radioactive bandage materials for treatment of skin cancer.

Question 22: Section 2.3 states “UNTS reserves the right to make a single award from this solicitation or multiple awards”, do you anticipate that one proposal could be selected with a team of lawyers, and a separate proposal selected with a team of scientists/medical professionals or doctors? Do you prefer one proposal with a team of scientists/medical professionals and lawyers?

The successful Proposer(s), if any, will be the Proposer(s) who submit a response to this RFP on or before the Submittal Deadline, and whose response is the best value UNTS, taking into consideration the evaluation criteria contained herein. Selection by UNTS will be in accordance with the requirements and specifications set forth in this RFP. The successful Proposer(s) is/are referred to as the “Contractor”. UNTS reserves the right to make a single award from this solicitation or multiple awards, whatever is in the best interest of the University, with UNTS being the sole judge thereof.

Proposer is encouraged to propose terms and conditions offering the maximum benefit to UNTS as outlined in the RFP. Proposers should describe all educational, state and local government discounts, as well as any other applicable discounts that may be available to UNTS in a contract for the services.

An evaluation team from UNTS will evaluate proposals. The evaluation of proposals and the selection of Contractor will be based on the information provided by Proposer in its proposal. Proposers should address, within the response, each of the criteria listed in this section. Failure to respond to these criteria may result in your proposal receiving a negative rating or considered as non-responsive. Proposers should note that the awarded proposal may not be the lowest offer, but the offer(s) deemed most advantageous to UNTS as described in this section.

Bidders should submit a proposal that they believe will best provide the requested services outlined in the RFP:

• Faculty, staff and student education: engage and educate faculty, staff and students about innovation, intellectual property and commercialization through participation in departmental meetings, presentations, educational seminars and other events.

• Invention/creation disclosure recruitment: interact with faculty, staff and students regarding development of inventions or creations and submission of disclosures.

• Invention/creation assessment, technical: conduct in-depth reviews of disclosures; meet with inventors and creators to gain understanding of scientific discovery/invention, stage of development, solution to unmet need, value proposition, potential commercial applications.

• Invention/creation assessment, commercial: evaluate commercial potential of inventions and creations; unmet need, feasibility of solution, value proposition; competition, development path to commercialization, potential commercialization and licensing strategies.
• IP management: evaluate protection potential and protection strategy design; make recommendations about patent protection for provisional, utility and foreign stage filings. (whether to file, when to file, where to file); manage communications with inventors and IP attorneys for development of patent applications and prosecution of patents; continuously re-evaluate patent prosecution cost-benefits.

• Invention/creation marketing: identify and assess potential licensees; develop marketing materials; market technologies to industry; manage inquiry leads.

• Licensing assistance: develop and assess licensing strategies; provide licensing comparables; draft and negotiate license, inter-institutional and collaboration agreements.

• Licensee & industry relations: manage relationships with licensees and other potential industry partners; monitor licensee performance and compliance with contractual obligations; contact licensees as needed.

• Office improvement: provide recommendations regarding office operations, strategy, best practices and process improvement.

• Monthly reporting: provide a written monthly report of activities conducted in the month to support HSC operations.

Question 23: Section 5.3 requests a yearly breakdown of the pricing. Is the contractor allowed to price on an hourly rate basis, fixed rates, or blended rates.

*Bidders should submit a proposal that they believe will best provide the requested services outlined in the RFP*

Question 24: How many hours a week was the incumbent provider on-site to support HCS with commercialization services?

This is variable depending on the vendor and service provided.

Question 25: For the winning bidder, will a representative be expected to be on-site in Ft. Worth every week or only as needed?

*Bidders should submit a proposal that they believe will best provide the requested services outlined in the RFP. It is desirable that a representative be on-site at least twice per month.*

Question 26: For the winning bidder, how many hours a week is a representative expected to be on-site in Ft. Worth?

*Bidders should submit a proposal that they believe will best provide the requested services outlined in the RFP. It is desirable that a representative be on-site at least twice per month.*

Question 27: For the winning bidder’s on-site representative, is one skill set is needed or preferred over others, for example is the need for legal advice the same as the need for medical or science experience?
Bidders should submit a proposal that they believe will best provide the requested services outlined in the RFP and listed in the answer to Question 22.

Question 28: For the winning bidder, for other representatives working off-site, how many hours a week will they will working remotely with the HSC?

This will be dependent on the provider’s ability to efficiently provide the requested services outlined in the RFP and listed in the answer to Question 22.

Question 29: In reference to section 3. The general questionnaire asks for “Company’s Legal Name, address, years in business”. Does UNTS allow the contractor to use subcontracting? Does UNTS allow separate entities to make one joint proposal.

Contractors are permitted to act as a prime contractor managing subcontracting. Vendors acting as a prime contractor will be responsible for the work and actions of subcontractors.

-Tawana Laster, Senior Buyer-

July 28, 2020

ACKNOWLEDGEMENT: Please acknowledge receipt of this addendum by initialing the appropriate line on the Addenda Checklist, Section 4 of the RFP.