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Purchasing Services

**PROPOSAL #P06-093**

**Writing Services for UMDNJ-RWJMS Department of Communications  
& Public Affairs**

**ADDENDUM NO. 1**

**June 7, 2006**

**The University of Medicine and Dentistry of New Jersey is seeking vendors to submit bids for WRITING SERVICES FOR UMDNJ-RWJMS DEPARTMENT OF COMMUNICATIONS & PUBLIC AFFAIRS, scheduled to open on JUNE 20, 2006 at 2:00pm.**

**Answers to Questions from the Non-Mandatory Prebid Conference on May 31, 2006.**

1. **Question:** Page 2 Section 1.3.1 – Does that mean that it no longer applies after today?

**Answer:** Yes, no further questions will be accepted after the pre-bid conference held on May 31, 2006.

2. **Question:** Is the design and production process part of the responsibility of the contractor?

**Answer:** No, this is just for writing services.

3. **Question:** How do we go about determining price range?

**Answer:** See section 7.0 Price Sheet and Supporting Detail. The bidder must provide pricing for the attached publications, Attachment A & B as if the bidder wrote the articles. This will determine the bidders price range.

4. **Question:** Are there samples of the publications that we can get?

**Answer:** See Attachments A – *From The Dean's Desk* page 36, Attachment B *Robert Wood Johnson Medicine* page 37. See item # 22 for publication links.

5. **Question:** Page 24 Section 4 – Cost Proposal indicates, Bidders must submit their cost proposal in accordance with the Price Sheet(s) included in this RFP as Section 8.0. Our RFP indicates Section 8.0 as required forms not Price Sheet.

**Answer:** Correction on Page 24 Section 4 Cost Proposal - Section should read as follows:

5.8.1 Bidders must submit their cost proposal in accordance with the Price Sheet(s) included in this RFP as Section 7.0.

6. **Question:** Page 9 Section 3.2.6 – The section indicates consulting, typically consulting is billed hourly. How would the consulting work reflect the price? Do we bill that into our per word charge or as a separate estimate?

**Answer:** The request is not for actual consulting service, but the vendor is expected to communicate with the University on the article they are writing. For example, the department would ask if a picture needs to be referenced within an article.

7. **Question:** Do we need to indicate in our proposal any future work or just bid on the work as it is outlined in the scope? Knowing that this for an extended contract.

**Answer:** Department of Communications & Public Affairs is accepting proposals for bidders to be put on a list for contract work. The department will have the ability to contract projects with the bidders as needed.

8. **Question:** Page 11, Section 4.6 – Please clarify, the section indicates that there is no end, things can go on and on.

**Answer:** No, for example, if a press release is submitted and it needs to be revised, revisions must be reflected in your price. The contractor shall revise projects without any additional compensation.

9. **Question:** We have affiliated companies, are we allowed to use these companies if we needed more writers?

**Answer:** Yes

10. **Question:** What is the turn around time after submission of an invoice?

**Answer:** UMDNJ payment terms are NET 45 days.

11. **Question:** What is the normal turnaround time for clearing copies?

**Answer:** Two to three weeks.

12. **Question:** Page 25, Section 5.7.5 - It asks for the experience of contracts of similar size and scope, is there information available of a working budget?

**Answer:** No working budget information is available. We are looking for the bidder to provide references of previous contracts of similar size and scope to UMDNJ.

13. **Question:** Are you looking for original samples or can samples be submitted on a CD?

**Answer:** Original samples must be submitted with your proposal. CD copies can be included when submitted.

14. **Question:** Page 22 Section 5.7.2 - Does the absence of a staff members resume in the proposal preclude their participation down the road?

**Answer:** No, they can be provided when projects are quoted.

15. **Question:** Page 24 Section 5.8.2 – Please clarify loaded hourly rate?

**Answer:** Load Hourly rate is an all-inclusive rate. Any additional cost such as travel or administrative costs needs to be included within your hourly rate or price.

16. **Question:** Are there any incumbents or contractors currently being used?

**Answer:** Yes

17. **Question:** Could you bid for magazine writing instead of press releases or do we have to bid on everything?

**Answer:** Yes, you can bid on your expertise, but you must state the type of service you are bidding.

18. **Question:** Is it correct that there could be up to six awarded contractors?

**Answer:** Yes

19. **Question:** Do multiple writers work on one publication at the same time?

**Answer:** Magazine is written by several writers, but articles are written by just one writer.

20. **Question:** Regarding the writing samples, do we submit six sets of samples or will one suffice?

**Answer:** Yes, you must submit six sets of samples.

21. **Question:** Is it possible to get copies of the published articles?

**Answer:** Yes, see below.

22. **ADD: Direct web links to published articles.**

Links can be found at the UMDNJ Robert Wood Johnson Medical School website <http://rwjms.umdj.edu/> , News and Publications section.

*Attachment A - From The Dean's Desk*

Dr. Morton Appointed to Lead Clinical Research Center

February/March 2006

[http://rwjms.umdj.edu/news\\_publications/publications/deans\\_dsk/index.htm](http://rwjms.umdj.edu/news_publications/publications/deans_dsk/index.htm)

*Attachment B - Robert Wood Johnson Medicine*

Mother and Baby Doing Fine

Summer/Fall 2005

<http://www2.umdj.edu/rpmagweb/index.htm>

*Annual Report*

[http://rwjms.umdj.edu/news\\_publications/publications/annual\\_report/\(2005\)\\_Annual\\_Report.pdf](http://rwjms.umdj.edu/news_publications/publications/annual_report/(2005)_Annual_Report.pdf)

*Press Releases*

[http://rwjms.umdj.edu/news\\_publications/news\\_release/index.htm](http://rwjms.umdj.edu/news_publications/news_release/index.htm)