Q & A

Q. **Will there be a formal RFP process after this RFQ, or will this be the only evaluation prior to award?**
A. This RFQ will be the only evaluation. There will not be an additional RFP process.

Q. **The RFQ states that there is a 5-year term, but there is also a termination for convenience clause, as well as the ability to rebid if an annual price increase is rejected after year 1.**
A. Correct. The contract term is up to five years; however, it includes termination for convenience and allows TTU to rebid in any year if a requested annual price increase is not accepted.

Q. **Who is currently providing the services?**
A. N/A. There is no current provider.

Q. **Can you provide the full call number for the following: football, basketball, graduations, and any other large-scale events?**
A. - Football - Approximately 30 staff, with increases expected next year due to the new stadium.
   - Basketball - Typically 4–6 staff.
   - Graduations – No outsourcing is currently used.
   - Any other large-scale events – None at this time outside of sporting events.
   Please note: *These numbers are estimates and may vary depending on event needs. Actual staffing levels may be higher or lower.*

Q. **What would be the number of awards you intend to give (approximate number)?**
A. One. The contract will be awarded to a single company.

Q. What are the estimated funds that are estimated to be allocated for this contract?
A. N/A

Q. **What is the tentative start date?**
A. Immediately, basketball season is currently underway.

Q. **What is the work location of the proposed candidates?**
A. Hooper Eblen Center and Tucker Stadium.

Q. **Can we submit a proposal via email?**
A. Yes

Q. **Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?**

A. This is a new contract.

Q. **Are there any pain points or issues with the current vendor(s)?**

A. This is a new contract.

Q. **Could you please share the previous spending on this contract, if any?**

A. This is a new contract.

Q. **Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?**

A. Subcontracting is not allowed for this contract.

Q. **Can we submit good faith efforts if we are unable to find a subcontractor?**

A. Only bid for resources you can provide and that meet specifications. Only personnel who have passed a background check and have proof of required training will be accepted.

Q. **How many positions were used in the previous contract (approximate)?**

A. N/A. This is a new contract.

Q. **How many positions will be required each year or over the contract term?**

A. Position numbers vary by event. An exact number cannot be provided.

Q. **If the resources we provide at the time of proposal submission are not available at the time of a potential contract, could vendors replace them with equally qualified resources?**

A. Only bid for resources you can provide and that meet specifications. Only personnel who have passed a background check and have proof of training will be accepted.

Q. **Can we provide hourly rate ranges in the price proposal?**

A. No. The RFQ requires a single hourly rate, not a range.

Q. **Will mid-contract price adjustments (e.g., for agency fees or wage rates) during the contract term, and if so, under what conditions?**

A. Prices must remain firm for one year. The Contract may request an annual price increase annually thereafter, supported with documentation. Tennessee Tech may accept the increase or rebid at its sole discretion.

Q. **If adjustments are permitted, is there a specified mechanism (e.g., annual review, CPI-based increase, or mutual negotiation) that governs such changes?**

A. Requests must be documented and will be reviewed annually. Tennessee Tech may accept the increase or rebid at its sole discretion.

Q. **Should the initial proposal reflect fixed pricing for the entire term, or can adjustments be proposed in advance as part of the contract?**
A. Prices must remain firm for one year. Price increase requests may be made annually thereafter with written justification.

Q. **Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?**
A. All services must be performed onsite. Remote work is not permitted.

Q. **Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?**
A. Resumes, background checks, and proof of completed training will be required from the awarded company and must be submitted with the signed contract.

Q. **Could you please provide a list of holidays?**
A. None.

Q. **Are there any mandated Paid Time Off, Vacation, etc.?**
A. No.

Q. **Is the vendor required to submit all job titles?**
A. Yes. Since only one company will be awarded, all positions must be available for events.

Q. **Is this a new initiative?**
   o If not, who are the current vendors?
   o Please share their pricing file/s.
A. New Contract

Q. **What are the historical annual spending volumes in the project?**
A. New Contract

Q. **What is the estimated budget for this project?**
A. N/A

Q. **What are the insurance requirements for this project?**
   o Is COI required to be submitted along with the proposal or upon award?
A. The successful Bidder must maintain public liability and other appropriate insurance, naming Tennessee Tech and the Tennessee Tech Foundation as an

additional insured and certificate holders. Tennessee Tech may establish additional insurance requirements as needed. A COI must be submitted upon award of contract.

Q. **What are the required forms or attachments for this bid?**
A. Please refer to the RFQ for instructions.

Q. **Has there been any Q&A response doc and/or addendums released?**
  o **If yes, may I please ask for a copy/ies?**
A. All questions/answers will be posted on the website with the RFQ.