

## RFP #20116 CONSULTING SERVICES FOR SCIENCE AND TECHNOLOGY PLAN REVISIONS

### ADDENDUM #1 - QUESTIONS AND ANSWERS FOR RFP 21116

OCTOBER 26, 2020

- Question: Who performed the “Vision 2025: The West Virginia Science and Technology Strategic Plan” on behalf of the WV Higher Education Policy Commission?

Answer: With the help of a facilitator, [The Science and Research Advisory Council](https://westvirginiaresearch.org/about/science-and-research-council) wrote the Vision 2025 Plan. (<https://westvirginiaresearch.org/about/science-and-research-council> )
- Question: Under the Scope of Service Section 4.2.2, it notes that the plan must “assess the science/technology/innovation economy of the state including industry, national laboratories/ facilities (i.e. National Energy Technology Laboratory – NETL and the Green Bank Observatory – GBO and nonprofits important to that economy.” This can be a simple scan of those organizations and other or a deeper assessment of capacity/opportunity/impact etc. Can you provide more information on what is expected from this section?

Answer: A simple scan is adequate. The plan should identify opportunities for growth and partnership between university research and the innovation economy in the state.
- Question: Under Section 4.2.4, it states that “The plan must include strategies to achieve the goals identified in the plan as well as measures to assess progress on the goals.” What level of detail is required to define strategies and are you also looking to identify the funding resources to implement?

Answer: Once the goals are identified, a few specific strategies for each should be outlined. [The Science & Research Advisory Council](https://westvirginiaresearch.org/about/science-and-research-council), as well as other key stakeholders, can assist in suggesting strategies and sources of funding. (<https://westvirginiaresearch.org/about/science-and-research-council> )
- Question: Section 1.7 – Can submission be made electronically (via email)? Hard copy submissions have proven challenging in the current climate and flexibility would be appreciated.

Answer: No.
- Question: Section 2.5, Exhibit C – the Purchasing Affidavit requires notarization which is also challenging due to COVID. Would it be possible to waive the notarization requirement for this affidavit?

Answer: No.
- Question: Section 2.1, Exhibit A – please confirm that registration is only required should a vendor be selected to complete this work.

Answer: Vendor registration is only required should a vendor be awarded the bid. It is not required for bid submission.
- Question: Section 2.3 West Virginia Secretary of State. The vendor must be in compliance with the Secretary of State and should provide a copy of their business license with the proposal. For more information contact the WV Secretary of State. Is the vendor required to be licensed with West Virginia or can we be licensed in another state.

Answer: If you are doing business in the state, you need to be licensed in WV. It is preferred to have a copy of the business license with the bid submission, but it is not mandatory. If you would be awarded the contract you would be required to register with the Secretary of State.