UNIVERSITY OF BALTIMORE
Office of Procurement

DATE: November 6, 2026

TO: All Prospective Proposers

FROM: Beth Kirk
Director of Procurement
bvukirk@ubalt.edu

RE: **ADDENDUM 2 to RFP UB-27-BK-10, Academic Faculty Management Platform**

The following amends the above referenced Solicitation documents. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Proposal.

1. The due date for Questions was at 12 PM ET, November 5, 2026. All questions and responses are provided in the attached Question and Response Log (attached).

   Potential Offerors must inform the Issuing Office by 2:00 PM ET, November 9, 2026, if this Addendum 2 does not include questions submitted prior to the due date.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

FOR: **ADDENDUM 2 to RFP UB-27-BK-10, Academic Faculty Management Platform**

TECHNICAL PROPOSAL DUE DATE:

December 2, 2026, 12:00 PM ET

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 11-2-2026

Addendum No. 2 dated 11-06-2026

Addendum No. _____ dated _____

Addendum No. _____ dated _____

Addendum No. _____ dated _____

As stated in the Solicitation/RFP documents, this form is included in our Proposal.

_____
Signature

_____
Name Printed

_____
Title

Question and Response Log

Q No.	Adden. No.	Question	UBALT Response
1	1	A request was received to extend the Questions Deadline period from November 5, 2026, at 12:00 PM ET to November 12, 2026, at 12:00 PM ET	The questions period will NOT be modified. Questions are due by 11/5/26 at 12 PM ET.
2	1	Section 1.5 Questions and Inquires. Per this section, last sentence: All Questions must be sent via a Word attachment to the following link: University of Baltimore: Secure Bid Submission - Bid Locker. How do I submit my questions as an attached Word document?	The last sentence under Section 1.5 is replaced with**: All Questions must be sent via a Word attachment to Beth Kirk via email: bvukirk@ubalt.edu**. All questions received will be acknowledged via email. If the inquirer has not received an email confirming receipt of their submitted questions by the Questions due date, they are responsible for contacting the Issuing Office.
3	2	Section 1.2 / 2.1.5 Please provide the total number of faculty to be included in the platform, broken out by full-time and part-time/adjunct.	270 total faculty 126 tenured/tenure track 34 lecturers 110 adjuncts*** ***note adjuncts will not take part in activity report and annual evaluations.
4	2	Section 2.1.5 Which processes are in scope for each faculty type? For example, will part-time/adjunct faculty take part in activity reporting and annual evaluation, or only full-time faculty?	Only regular full and part-time faculty (lecturers, professors of the practice, tenured, and tenure-track faculty) will take part in activity report and annual reporting. Adjuncts will not take part in any activity reporting.
5	2	Solicitation Schedule The Solicitation Schedule lists Contract Commencement as March 1, 2026 (Projected). Please confirm the intended date is March 1, 2027.	Correction: Solicitation Schedule. The Contract Commencement Date is corrected from March 1, 2026, to March 1, 2027. **The RFP is updated and replaced. Visit the Bid Board (Bid Locker), see the RFP document titled *RFP UB-27-BK-10_Academic Faculty Management Platform_UPDATED 110626*.**

			Note: The PDF document titled RFP UB-27-BK-10 Academic Faculty Management Platform 102826 was removed from the Bid Board (Bid Locker).
6	2	Section 2.1.2 / 1.3.8 For workload, is the University looking for workload plans that faculty submit and chairs approve within the platform (per UBalt Policy VI-8.2), or for workload percentages calculated and reported from activity data, or both?	The entire platform implementation, including any modules the University purchases, shall be live by January 28, 2028, with the exception of the P&T module, which we would need by June 30, 2027. UBalt' s current contract ends in January 2028, the University's platform shall be fully live by that date.
7	2	Section 2.1.3 / 2.1.9 / 2.1.16 For workload, is the University looking for workload plans that faculty submit and chairs approve within the platform (per UBalt Policy VI-8.2), or for workload percentages calculated and reported from activity data, or both?	Both
8	2	Section 2.1.4 (UC-6) For faculty web profiles, would the University like the platform to host public-facing profile pages, or to provide profile data that powers pages on the University's existing website?	The web profile data shall be able to be pushed through an integrated method to existing University website pages. Several of our colleges have their own faculty profiles and this application's data would be pushed into them.
9	2	Section III, Article 1 1.1 This section states that Financial Proposals shall not be included with Technical Proposals, and 1.3.7 instructs Offerors not to include pricing in Attachment D and to "provide this in Excel format as a separate document." Please confirm that no pricing, including the Appendix B Price Form, is to be submitted with the Technical Proposal due December 2, 2026, and that pricing will be requested only from shortlisted firms.	No pricing is to be provided with the Offeror's Technical Proposal or during the technical elevation process. Only invited firms shortlisted to the financial phase will be invited to submit pricing in Excel format as a separate submission and document.
10	2	Based on the use cases outlined 2.1.4 for faculty web profiles in the RFP document (UC-6), is UBalt looking to leverage APIs to extract data from the Faculty Activity Reporting Module to populate existing faculty web profiles, or is UBalt looking for the selected platform to automatically generate new, robust faculty web profiles based on the stored data in the Faculty Activity Reporting Module?	The University is seeking to leverage APIs or similar technology to extract the faculty activity data from the system and push it into existing University webpages. Our current CMS is Modern Campus.

11	2	Could the University please clarify how we should complete the "# of years in business providing" fields and related client references in Attachment A? The listed services such as student recruitment, graduate and adult student recruitment, and marketplace assessments do not appear to be part of the services requested in this solicitation. Should we mark these fields "N/A"?	Attachment A and the header for each page is revised. **The RFP is updated and replaced. Visit the Bid Board (Bid Locker), see the RFP document titled *RFP UB-27-BK-10_Academic Faculty Management Platform_UPDATED 110626*.** Note: The PDF document titled RFP UB-27-BK-10 Academic Faculty Management Platform 102826 was removed from the Bid Board (Bid Locker).
12	2	The RFP requires proposals to remain valid for 180 days, while Appendix S states 120 days unless otherwise stated in the RFP. Please confirm that the 180-day period applies.	Proposals shall remain valid for 180 days.
13	2	Section 1.18 This section states that contract exceptions not provided in "the format required under this RFP" will not be considered, but no format is specified. What format is required? May exceptions be listed in Section 10 while the Appendix A acknowledgment is completed.	Attachment A contains the Acknowledgement and Review and Acceptance document, which must be included in Section 10 of your proposal. Offerors with any exceptions may attach a separate page to the Acknowledgement and Review document, listing each exception/s by section and explaining why the contract term or condition cannot be accepted.
14	2	Executive Summary item 3 reads "acceptance, and verification of compliance with Maryland and a capability of performance statement." Please clarify the intended wording.	Section 1.3.3_Section 3 Executive /Management Summary, #3: The following provides clarification to #3: The Executive Summary must include: (1) an acceptance of the RFP's terms and conditions, (2) a verification/attestation of compliance with applicable Maryland laws and requirements, and (3) a statement demonstrating the Offeror's capability to perform.
15	2	Section 1.5 Clarification of User Roles and Authentication Requirements for External Relations Ad Hoc Reporting (Attachment D, Core Functionality, Row 32): Who is expected to run these ad hoc reports – an institutional staff member who is preparing data for an external relation (like the tech transfer office), or a non-logged in user exploring the public profiles page who needs to generate a report without a login?	Only an institutional staff member is expected to run these reports.

16	2	Classification of Student Mentoring and Advising Data under FERPA Governance (Attachment D, Integration & Technical, Row 4): Can the University confirm which Faculty Data & Reporting categories — e.g., student thesis/dissertation committee membership, student research and project mentoring, and academic advising activities — will involve FERPA-protected student records, as opposed to faculty-only activity data?	Any information pertaining to students that faculty enter into the software is a FERPA-protected student record.
End of Questions and Responses - Addendum 2			