



UNIVERSITY OF CENTRAL FLORIDA

Procurement Services

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Orlando, FL 32826-3249

ADDENDUM

IMPORTANT DOCUMENT – INVITATION TO NEGOTIATION ADDENDUM

ITN NUMBER: 2025-03CCS

ITN TITLE: Kaizen Project 2.0

OPENING DATE & TIME: **October 30, 2025, at 3:00PM ET**

ADDENDUM DATE: October 22, 2025

ADDENDUM NUMBER: 02

The purpose of this addendum is to answer questions asked during the open Question/Answer period.

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND RETURN IT WITH YOUR PROPOSAL. FAILURE TO SIGN AND RETURN WITH YOUR PROPOSAL COULD RESULT IN REJECTION OF YOUR PROPOSAL.

PROPOSER'S SIGNATURE

PRINT OR TYPE PROPOSER'S NAME

COMPANY NAME

EMAIL ADDRESS

Kaizen Project 2.0

Questions and Answers

Question 1: We understand that references and client accounts are the same thing. Please confirm.

Answer 1: References and client account lists are separate requirements.

Section A.1 requests references written by clients who can directly attest to the Respondent's performance on completed or past projects.

Section A.2 requests a list of current or very recent client accounts to demonstrate ongoing capability and active experience.

Respondents may include the same organizations in both sections if applicable.

Question 2: What is the estimated budget for this RFP [ITN]?

Answer 2: UCF has not established a fixed budget for this project. Respondents should propose pricing they believe is appropriate to achieve the scope and deliverables outlined in Section 1.1, based on their professional experience and proposed methodology.

Question 3: Is the expectation to provide the training solely on-site?

Answer 3: Yes. UCF requires that all Kaizen Teian training be conducted in person. Virtual delivery will not be accepted as a substitute for in-person instruction.

Question 4: What are the university's expectations regarding the potential number of hours for Kaizen Teian training delivery for the initial session?

Answer 4: UCF has approximately 900 employees in Facilities and Business Operations. While the model below represents UCF's current plan, we remain open to alternative methods proposed by the Respondent based on their experience and program design. Our priority is to maximize cultural change and long-term success, rather than defining a specific number of instructional hours.

UCF intends to certify a minimum of eight internal trainers. Training classes are intended to be full-day workshops limited to approximately 20 participants to ensure engagement and effectiveness. The initial session, led by the Respondent's trainer, will include eight UCF trainer candidates and twelve employees. Following this, each trainer candidate will conduct a class of 20 employees under the supervision of the Respondent's trainer for evaluation purposes. This approach will result in 172 employees being trained during the certification phase.

The remaining 728 employees will then be trained in phases by the newly certified UCF trainers. Training will be organized by functional group or through another strategy developed collaboratively during program planning to ensure the approach is effective, engaging, and aligned with the scope and cultural objectives of this ITN.

Question 5: We request clarification regarding UCF's standard for training materials. Specifically, we seek to confirm whether printed copies are required for each participant or if UCF prefers the use of digital formats in support of sustainability initiatives.

Answer 5: UCF does not have a prescribed standard for the format of training materials. Respondents may propose the approach they believe is most **efficient, engaging, and effective** in meeting the scope and cultural objectives of this ITN.

Question 6: We have observed that this project has been posted and withdrawn multiple times on Bonfire. Could you please share any insight into what has prevented an award so far? Specifically, are there elements or enhancements we could include to better align with UCF's desired outcomes and deliverables?

Answer 6: The prior ITN 2025-01CCS Kaizen Teian project was cancelled to allow the project team to make necessary revisions to the project. Your proposal should comply with the requirements of this ITN and fully address the specifications contained therein.

Question 7: For the upcoming submission, should all signature pages (e.g., Cover Page, Execution of Offer, Appendices) be re-executed with new dates, or can we retain the previously signed versions that were part of our prior submission?

Answer 7: Yes. All required documents should reflect the requirements of this specific ITN 2025-03CCS Kaizen Project 2.0. Do not submit documents signed and dated for the cancelled prior project.

Question 8: Will the Bonfire portal remain open for proposal uploads throughout the posting period, allowing submission at any time before the October 30, 3:00 PM EST deadline, or must proposals be held and submitted only on the final day?

Answer 8: You may submit your completed proposals any time prior to the deadline. Your proposal must be received no later than Thursday, October 30, 2025 3:00PM EST to be considered.