

Questions and Answers for RFP #101519-03

Answers are given in blue.

I would like to officially register as a potential vendor as [we] will be submitting a response. I attempted to register on your website but was unable to locate the proper portal. If you can provide any direction as to how we officially register, it would be greatly appreciated!

There is no registration to respond to a Region 10 RFP. Companies only need to submit a response by the date and time specified by the RFP.

Does Appendix D reference the GENERAL TERMS AND INSTRUCTIONS TO RESPONDENTS of section D (p. 8-15) and Appendix A VENDOR CONTRACT AND SIGNATURE FORM (p.16-29)?

Yes.

I do not see where Attachment A REQUIREMENTS FOR LEAD AGENCY AGREEMENT TO BE ADMINISTERED BY EQUALIS GROUP is required tab on our response. (Section D. II.)

However, the first page of the attachment requires a supplier response. How should we include our response?

Attachment A is an example of the administration agreement which will be required by Equalis Group if the respondent is awarded a contract by Region 10 ESC. Only the first page indicating whether there may be exceptions to the agreement is required to be included with a vendor's response to Region 10's RFP. Please include this page in Tab 1 after Appendix D – General Terms and Conditions Acceptance Form.

In Attachment A, Exhibit C, under recital #5, the purchasing agreement states that the Purchasing Group Member may have access to group purchasing organization (GPO) agreements. If we, as a supplier, are currently an awarded vendor for the GPO, we are contractually obligated to pay administrative fees to that GPO for all sales to the GPO member. If Equalis then enrolls their members in the GPO purchasing program, we would potentially be responsible for paying two separate administrative fees, one for Equalis, and one for the GPO, on the same sale. Is this correct?

There is no expectation to pay fees to another GPO organization on purchases from this awarded contract. Purchases through this solicitation are offered to meet the public solicitation requirements and are independent of any potential GPO partnership between Equalis Group and a GPO.

In Attachment A, Exhibit C, under recital #5, the purchasing agreement states that the Purchasing Group Member may have access to group purchasing organization (GPO) agreements. Will those potential purchases through the GPO be considered part of the Master Agreement and therefore meet the public solicitation requirement?

Purchases through this solicitation are offered to meet the public solicitation requirements and are independent to any potential GPO partnership between Equalis Group and a GPO. Neither Equalis Group nor Region 10 can speak on behalf of other organization's procurement practices.

In several sections of the RFP, it clearly states that the response needs to include a complete core price list. Because the category, janitorial supplies, covers a wide variety of products and configurations, our core list is quite lengthy, literally thousands of items, thus making the evaluation process more complex. Can you please provide further definition of your scoring process when it comes to comparing potentially thousands of items? As the product/pricing component of the scoring is 40 points, it will be helpful to better understand how the pricing scoring will be determined.

Pricing submitted must be auditable and must include all products and services that an offeror wishes to submit in response to this RFP. Region 10 has experience evaluating complex RFP responses

In Attachment A, Exhibit B, under Monthly Reporting & Fees, it states that Reports of Contract Sales will be provided by the Supplier to Equalis Group by the 10th of the following month. Our locations submit sales reporting to us by the 10th of the following month; would it be possible to have a deadline of the 20th of the following month to ensure accuracy?

Vendors may take exceptions to the terms and conditions of the RFP, per Appendix D on p. 31.

If additional addenda are released, should the signed acceptance of the addenda be included in the submission after the Signature Form under Tab 1?

Yes.

In the RFP document on p. 12, it states that the respondent needs to include a letter from the manufacturer, certifying that the respondent is an actual dealer and is authorized to submit a proposal for that product. Given that the respondent represents hundreds of manufacturers, can these letters be provided after the award is received?

If respondent is not able to submit manufacturer letters before the award date of the contract, Region 10 may require the respondent to submit a signed affidavit attesting that they are authorized by all manufacturers represented to offer the products listed in their response to the RFP.

How does a vendor officially register with Region 10 for inclusion in all communications for this RFP?

Updates will be posted to the Region 10 RFPs page. It is the vendor's responsibility to check this page for any updates to the RFP.