

Questions and Answers

Connection Public Sector

Questions on RFP

Corey Petersen, Mar 04, 2020 3:40 PM CST

• Are exceptions permitted? • Is the following in addition to the lead agency RAF? Or would this go to Equalis upon award? 9.6 Administrative Fees: The Vendor agrees to pay administrative fees to Equalis Group based on the terms set in Attachment A. All pricing submitted to Region 10 ESC shall include the administrative fee to be remitted to Equalis Group by the awarded vendor. Per Lead Agreement: 10. Supplier shall pay Equalis Group an administrative fee in the amount of ___% (2% recommended) of the total purchase amount paid to Supplier, less refunds, credits on returns, rebates and discounts, for the sale of products and/or services to Lead Agency and Participating Public Agencies pursuant to the Lead Agency Agreement (as amended from time to time and including any renewal thereof) ("Contract Sales"). Supplier shall provide Equalis Group with an electronic accounting report, in Microsoft Excel, in the format prescribed by Equalis Group, on a monthly basis summarizing all Contract Sales for the applicable month. A sample of the Contract Sales reporting format is provided as Exhibit D, attached hereto and incorporated herein by reference. ' •Need clarification on pricing sheet. 1st tab items at particular quantity? Unit of measure on Tab 2? • For item 9.4, is this referring to the individual item prices, or the list minus discount by product group on page

Clint Pechacek, Mar 10, 2020 2:33 PM CDT

Yes, exceptions will be considered by Region 10. The administrative fee is paid to Equalis Group who will remit part of the fee to Region 10. There is no additional Administrative fee. UOM is to be determined by the vendor. The tabs are templates for the convenience of the vendor and may be customized as appropriate to the vendor's offering. This refers to all forms of pricing offered in response to this RFP.

Possible Extension of Due Date

Corey Petersen, Mar 05, 2020 11:25 AM CST

Would it be possible to extend the due date out to 3/19/2020? The reason for this request is questions are due to be submitted by 3/5. The answers to these questions could alter the response we propose in our bid. Depending upon how quickly the answers are posted, this only leaves us a few days to complete the response, and send in time to meet the deadline. Thanks in advance for considering this.

Clint Pechacek, Mar 10, 2020 2:34 PM CDT

The due date has been extended to March 25th.

Insight Public Sector, Inc.

Timeline

Erica Falchetti, Mar 03, 2020 3:43 PM CST

Can Region 10 / Equalis Group consider a two-week extension to ensure there is adequate time to adjust our responses appropriately once we receive responses to the questions submitted? As it is currently structured, there is less than a week between when we will receive answers and the due date. Thank you for considering.

Clint Pechacek, Mar 10, 2020 2:31 PM CDT

The bid opening for this RFP has been postponed to March 25th.

Pg. 38 of the RFP, #28 Vendor Certifications

Erica Falchetti, Mar 05, 2020 10:03 AM CST

Please confirm we are not required to submit letters of authorization from every manufacturer we sell. This would number in the thousands and is not realistically possible.

Clint Pechacek, Mar 10, 2020 2:33 PM CDT

In lieu of letters of authorization, vendors may submit a signed affidavit that they have the authority to offer all of the manufacturers' products listed in their response to the RFP, and that Region 10 and Equalis Group will not be held responsible for any conflict with a manufacturer that may arise in relation to this contract.

Reporting Requirements

Erica Falchetti, Mar 05, 2020 10:43 AM CST

Are Providers required to submit monthly reports to Equalis Group and Region 10?

Clint Pechacek, Mar 10, 2020 2:33 PM CDT

Yes, refer to section 8.3 of the Terms and Conditions.

Newsela, Inc.

Educational Software eligibility

Justin Kresevic, Feb 05, 2020 12:18 PM CST

We are a provider of web-based educational software. Will purchases of this type be covered with this bid?

Clint Pechacek, Mar 10, 2020 2:26 PM CDT

This is one of the categories covered by this RFP.

Sharp Electronics Corporation

8.3 - Reporting

Maureen Tighe, Feb 28, 2020 1:52 PM CST

RFP requires that the Equalis Member ID be included on all reports. (pg 20) Will Region 10 provide access to a Member ID List? How often is this list updated? Will the vendor be notified when the Member ID List is revised?

Clint Pechacek, Mar 10, 2020 2:27 PM CDT

Awarded members will have access to a membership list. The list will be updated as necessary.

8.3 - Reporting - Please clarify Requirement

Maureen Tighe, Feb 28, 2020 2:29 PM CST

Reports are due the 15th day after the close of the previous month. (pg 20) Reports of contract sales are due the 10th day after the close of the previous month (Attachment A)

Clint Pechacek, Mar 10, 2020 2:27 PM CDT

For Region 10's purposes, reports are due to Equalis the 15th day after the close of the month. Vendors may negotiate a quicker timeframe with Equalis if appropriate.

13.6 - Please clarify Certificate of Insurance requirement (pg 25)

Maureen Tighe, Feb 28, 2020 2:29 PM CST

Is a customized COI required for each participating member or State?

Clint Pechacek, Mar 10, 2020 2:27 PM CDT

As stated, Certificates of Insurance must be made available to every agency who purchases

through this contract before work commences at that agency. Certificates of Insurance are not required with the response.

Contract Signature Form - RFP indicates that an Officer of the Company must sign the form (pg 27).

Maureen Tighe, Feb 28, 2020 2:29 PM CST

Is it a requirement that an Officer of the Company also sign the additional required documents? (Doc #1 – Doc #16)

Clint Pechacek, Mar 10, 2020 2:28 PM CDT

For Region 10's purposes, reports are due to Equalis the 15th day after the close of the month. Vendors may negotiate a quicker timeframe with Equalis if appropriate.

Clint Pechacek, Mar 10, 2020 2:28 PM CDT

Please Disregard the previous message. Documents 1-10 are all required. Document 11 is required if a vendor wishes to make the contract available to customers in Arizona. Documents 12-16 are required if a vendor wishes to make the contract available in New Jersey.

Appendix E (2) - Please clarify Diversity Partner requirement (pg 33).

Maureen Tighe, Feb 28, 2020 2:32 PM CST

Is Region 10 referring to manufacturer vendor suppliers OR Is Region 10 referring to manufacturer service and delivery providers (authorized Dealers)?

Clint Pechacek, Mar 10, 2020 2:29 PM CDT

This question is for manufacturers to list their resellers.

Appendix F (24) - Administration (pg. 38)

Maureen Tighe, Feb 28, 2020 2:32 PM CST

Please provide a sample of a time and attendance report. What is this referring to?

Clint Pechacek, Mar 10, 2020 2:29 PM CDT

Time and attendance report is used as an example of types of reports that vendors who perform certain work might provide. Please respond to this question with any reporting that you provide to public agencies.

Appendix F (26) and (27) are duplicated. (pg 38)

Maureen Tighe, Feb 28, 2020 2:33 PM CST

Do you want duplicate responses?

Clint Pechacek, Mar 10, 2020 2:29 PM CDT

No.

Please clarify Vendor Certification requirement (pg 38)

Maureen Tighe, Feb 28, 2020 2:33 PM CST

Is this limited to M/WBE, HUB, DVBE, small and disadvantaged business certifications?

Clint Pechacek, Mar 10, 2020 2:30 PM CDT

Yes.

Fee

Maureen Tighe, Feb 28, 2020 2:33 PM CST

Will any of the fees collected by Equalis be provisioned to offer a rebate back to participating member?

Clint Pechacek, Mar 10, 2020 2:30 PM CDT

No.

Article 8 – Billing and Reporting (pg. 20)

Maureen Tighe, Feb 28, 2020 2:34 PM CST

8.1 Payments: Please clarify that payment may only be made to the awarded vendor

Clint Pechacek, Mar 10, 2020 2:30 PM CDT

Payments may only be made to the vendor who is awarded this contract. Vendor may add an exception to allow payment to authorized resellers if necessary.

Attachment B (pg 30)

Maureen Tighe, Feb 28, 2020 2:51 PM CST

RFP indicates that all services offered under this contract must be priced or listed as free and unlisted services will not be accepted. Because Services (cloud computing, consulting, tech

support, etc.) pricing is based upon evaluation of each specific project, a set price list is not applicable. Please advise as to how Region 10 would prefer a vendor address this circumstance.

Clint Pechacek, Mar 10, 2020 2:30 PM CDT

Prices suggested must be auditable. Vendors may offer a variety of prices for custom services such as pricing by component, labor hours, usage, etc. Items that are not priced in a verifiable way will not be included in award.

Attachment B (pg 40)

Maureen Tighe, Feb 28, 2020 2:51 PM CST

RFP indicates that all services offered under this contract must be priced or listed as free and unlisted services will not be accepted. Should EVERY SKU be provided for a software solution?

Clint Pechacek, Mar 10, 2020 2:31 PM CDT

All MSRP must be available to Region 10 to check for pricing after discounts etc. Vendors may elect to provide category discounts and provide MSRP lists upon request, but vendors should expect to be asked to provide those lists during the evaluation period.

Attachment A

Maureen Tighe, Feb 28, 2020 2:52 PM CST

Please clarify what needs to be returned for Attachment A. The instructions state that only the cover page need be submitted. However, the second and third boxes on the cover sheet conflict - one states that we will negotiate terms and conditions after opening of the bid and the other one states a redlined copy of the terms and conditions.

Clint Pechacek, Mar 10, 2020 2:31 PM CDT

Only the first page of Attachment A needs to be returned with the response to Region 10,

regardless of which box is checked.