

EQ-013120-02 - Print, Scan and Copy Equipment, Managed Print Solutions, and Related Products and Services

Project Overview

Project Details	
Reference ID	EQ-013120-02
Project Name	Print, Scan and Copy Equipment, Managed Print Solutions, and Related Products and Services
Project Owner	Clint Pechacek
Project Type	RFP
Department	Equalis
Budget	\$0.00 - \$0.00
Project Description	Education Service Center, Region 10 ("Region 10 ESC") is seeking proposals for the procurement of Print, Scan and Copy Equipment, Managed Print Solutions, and related products and services. Responses will be accepted by Education Service Center, Region 10 until 2:00 PM, March 12th, 2020. All times are Central Time.
Open Date	Jan 31, 2020 8:00 AM CST
Close Date	Mar 25, 2020 2:00 PM CDT

Highest Scoring Supplier	Score
Sharp Electronics Corporation	83 pts

Seal status

Requested Information	Unsealed on	Unsealed by
Proposal	Mar 25, 2020 2:01 PM CDT	Clint Pechacek
Pricing	Mar 25, 2020 2:01 PM CDT	Clint Pechacek
Attachment A Response	Mar 25, 2020 2:01 PM CDT	Clint Pechacek

Questions and Answers

Sharp Electronics Corporation

8.3 - Reporting

Maureen Tighe, Feb 28, 2020 1:59 PM CST

RFP requires that the Equalis Member ID be included on all reports. (pg 19) 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 2:37 PM CDT

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

8.3 - Reporting

Maureen Tighe, Feb 28, 2020 1:59 PM CST

Please clarify Requirement Reports are due the 15th day after the close of the previous month. (pg 19) Reports of contract sales are due the 10th day after the close of the previous month (Attachment A)

Clint Pechacek, Mar 10, 2020 2:37 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 24)

Maureen Tighe, Feb 28, 2020 2:00 PM CST

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

Clint Pechacek, Mar 10, 2020 2:38 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 26).

Maureen Tighe, Feb 28, 2020 2:00 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 2:38 PM CDT

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.

Attachment B (pg 29)

Maureen Tighe, Feb 28, 2020 2:03 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 MPS 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 2:38 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.

Appendix E (2) - Please clarify Diversity Partner requirement (pg 32).

Maureen Tighe, Feb 28, 2020 2:04 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 2:39 PM CDT

This question is for manufacturers to list their resellers.

Appendix F (24) - Administration (pg. 37)

Maureen Tighe, Feb 28, 2020 2:05 PM CST

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

Clint Pechacek, Mar 10, 2020 2:39 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 37)

Maureen Tighe, Feb 28, 2020 2:05 PM CST

Do you want duplicate responses?

Clint Pechacek, Mar 10, 2020 2:40 PM CDT

No.

Please clarify Vendor Certification requirement (pg 37)

Maureen Tighe, Feb 28, 2020 2:06 PM CST

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

Clint Pechacek, Mar 10, 2020 2:40 PM CDT

Yes.

Fee

Maureen Tighe, Feb 28, 2020 2:07 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 2:40 PM CDT

No.

Related Products and Services Definition

Maureen Tighe, Feb 28, 2020 2:07 PM CST

Please provide clarification as to the definition of Related Products and Services

Clint Pechacek, Mar 10, 2020 2:41 PM CDT

Related Products and Services are any products and services related to the detailed scope provided in Appendix B.

Article 8 – Billing and Reporting (pg. 19)

Maureen Tighe, Feb 28, 2020 2:08 PM CST

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

Clint Pechacek, Mar 10, 2020 2:41 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 A

Maureen Tighe, Feb 28, 2020 2:23 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 2:41 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.

Attachment B (pg 29)

Maureen Tighe, Feb 28, 2020 2:55 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 2:42 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.