



ATTACHMENT F – QUESTION & ANSWERS
CCOG-2112, Document Management, Mail, and Election Equipment with
Related Services

Question 1

Section 1.3 (Anticipated Procurement Timetable; General Pricing Question; Main Body of the RFP): Bidder is inquiring if Equalis Group is willing to extend the due date of this RFP from March 4, 2021 to March 16th 2021 to allow for bidder to properly address all components and pricing aspects of response after Q&A Responses are Distributed.

Answer 1

Yes. We will extend the deadline for proposals to March 16, 2021 at 3pm ET.

Question 2

Section 1.3 (Anticipated Procurement Timetable; General Pricing Question; Main Body of the RFP): Bidder's purchase and service prices are valid from 1/1 – 12/31 of each calendar year. Since the contract award date is estimated to be on or around 5/1/2021 and the contract will list the winning bidder's current 2021 prices effective only through 12/31/2021, is the winning bidder then permitted to submit a price increase in the Fall of 2021 for which the prices will become effective on 1/1/2022?

Answer 2

Yes, pricing increases are accepted as outlined in Attachment D - Model Master Agreement under Appendix B-3 Pricing Adjustments.

Question 3

Section 2.3 (Cost Proposal and Acceptable Pricing Formats; Unit Price Book (UPB) Pricing; Main Body of the RFP): Bidder's service hours are 7AM-3PM, site local time, excluding Bidder holidays with a best efforts four (4) response time during coverage hours. Many of Bidder's customers (commercial and/or governmental) typical choose our standard hours of coverage. Is it acceptable to offer only these standard coverage hours or will Equalis Group need Bidder to have hours from 8AM-5PM. Furthermore, Bidder has increased prices for set hours of additional coverage if requested, some of which include billable (time and material). Additional hours of coverage are limited to availability of Bidder technicians. Is Equalis okay if Bidder only responds with standard hours.

Answer 3

It is up to each Bidder to determine how best to communicate the pricing of the products and or services they are including in their proposal submission.

Question 4

Section V – Criteria For Proposal Evaluation & Selection (Main RFP Document): The RFP shows the evaluation criteria that will be used, but it does not describe the process for awarding the bid. What is the approximate timeline for awarding this bid, and how will the winning bidder be notified?

Answer 4

A Notice of Intent to Award Contract will be issued to the Lowest Responsive and Responsible Bidder(s) via email once the evaluation process has been completed by the Proposal Review Team. This typically occurs between 4 to 8 weeks after the proposal due date but that timeline can be extended if required to complete the evaluation process.

Question 5

Section 2.2.1 (Financial Strength; Attachment A): Is bidder's credit reference sufficient to meet Equalis Group's requirement under Section 2.2.1 in Attachment A? Bidder is a privately held and family owned business and we do not typically disclose financial information to our customers (actual and/or potential) for which we consider such information to be highly confidential and proprietary. For background purposes, bidder is incorporated in the State of New Jersey and has been in business since 1975 and is the manufacturer, seller and service provider for all products that will be offered in our response. Additionally, bidder manufactures and/or assembles the products at our manufacturing facilities located in Moorestown, NJ.

Answer 5

It is up each Bidder to determine how best to respond to the questions in Attachment A.

Question 6

Freight Cost Question (Section 2.3 - Cost Proposal & Acceptable Pricing Formats and Attachment B – Cost Proposal): Would it be possible to add freight costs at the time the winning bidder issues the purchase invoice to the Equalis Group Participant for which the invoice will be provided upon delivery of the product? If yes, then the equipment purchase prices set forth in Attachment B will exclude freight costs, to be added on the applicable purchase invoice to the applicable Equalis Group Participant. For reference purposes, bidder's published commercial purchase prices are exclusive of freight costs. Given the variable nature of freight costs which can only be determined based on the ship to location and actual shipment date, we would prefer to not add freight costs to the product purchase prices. Subsequently and as part of our current business practices, bidder adds freight costs to the actual purchase invoice to be paid for by the purchaser of the product.

Answer 6

It is up each Bidder to determine how best to communicate the cost of shipping & handling for the products and services they are including in their proposal. Choosing to exclude the cost of freight will not result in a Bidder's proposal being disqualified but may affect the adoption of the contract by Equalis Group Members if the Bidder receives a contract award.

Question 7

Section 2.3 (Cost Proposal & Acceptable Pricing Formats) and Attachment B – Cost Proposal: (a) Bidder offers the published pricing to customers which are effective from 1/1 to 12/31 of each calendar year, so we would only be able to provide our commercial price list to justify any price changes. Since bidder's commercial price list does not contain an administrative fee, we would prefer to add the administrative fee as a separate line item in addition to the commercial unit purchase price for products and services that we will offer in Attachment B. Subsequently, the not to exceed unit pricing will be based on the sum of the commercial unit purchase price plus the administrative fee. Please kindly advise if this is acceptable to Equalis Group. (b) For the submission of price increase changes during the initial term and/or renewal term of the contract, would it be acceptable to Equalis Group and CCOG if the winning supplier provides a copy its then current published commercial price list and add the applicable administrative fee to each unit price? As such, the price increase will reflect an increase in the supplier's commercial unit price with the inclusion of the applicable administrative fee. For reference purposes, supplier is the manufacturer for the products. Bidder is seeking confirmation that this method will be acceptable to Equalis Group and CCOG to review and approve the price increase requests. (c) Would Equalis Group be willing to accept a bifurcated administrative fee structure that pays Equalis Group 2% on an individual purchase order less than \$100,000.00 and 1% on individual purchase orders greater than \$100,000.00?

Answer 7

a) The Administrative Fee should not be identified and presented as a part of your Cost Proposal. If the Admin Fee is identified, this will not result in a disqualification of the Bidder's proposal but may effect the adoption of the contract by public agencies in the event the Bidder receives a contract award. b) It is up to each Bidder to determine how best to communicate the pricing of the products and or services they are including in their proposal submission. c) It is up to each Bidder to determine how to structure an alternative Admin Fee or Admin Fee Structure they are including in their proposal submission.

Question 8

Section 4.3.5 (Financing) and 4.3.6 (Leasing) – Attachment A: Regarding Section 4.3.5 and 4.3.6, bidder does offer financing options for which the program is exclusively administered and managed by a third party financial organization and the purchaser of the products will work directly with such third party on completing the required financial documentation. Currently, bidder provides leasing/financing terms and prices as part of bidder's sales

proposal to the potential purchaser. Additionally, the lease prices will vary on the configuration (hardware and/or software), quantity and the total purchase price of the product. Subsequently, please confirm if bidder responds with “yes” to Section 4.3.5 and 4.3.6, bidder is not required to provide lease prices within the cost proposal questionnaire and the lease prices and terms can be provided at the time bidder provides a sales proposal to the applicable Equalis Group Participant. Please kindly advise if this is acceptable to Equalis Group.

Answer 8

It is up each Bidder to determine how best to communicate the pricing of the products and services they are including in their proposal.

Question 9

Section 3.4 (Attachment D; Model Master Cooperative Purchasing Agreement): The insurance coverage limits in Section 3.4 of Attachment D (Model Master Agreement) are shown as \$1MM per occurrence and \$5 Million aggregate. It seems to imply the aggregate amount is the aggregate for general liability, property damage, and automobile liability all combined. Please kindly confirm that the \$5 Million aggregate limit is for the combination of all three types of coverages.

Answer 9

Yes, the limit is for the combination of all three types of coverages.

Question 10

Appendix A ((Attachment D; Model Master Cooperative Purchasing Agreement): Since the estimated contract date is on or around 5/1/2021, would Equalis Group agree to have the contract initial term end on 12/31/2026?

Answer 10

Bidders are permitted to request changes to the language in either the Model Master Agreement or Model Administration Agreement. Please upload the redlined copies of the Model Agreements as a part of Bidder's Proposal submission. As currently written, the initial Contract Term is 5 years. If the contract's effective date is 5/1/2021 than the initial term of the contract would expire on 4/30/2026.

Question 11

Appendix B (Products & Services; Pricing) – Attachment D (Master Cooperative Purchasing Agreement): (a) Can Equalis Group provide the average time needed for CCOG to review and approve price adjustments submitted by the winning supplier?; (b) How much advance written notice does the winning supplier need to provide to the Equalis

Group when the winning supplier implements a product and/or service changes (i.e., add a product or service, delete a product or service, etc.)?

Answer 11

A) Our commitment is to be responsive to the requests of our Supplier Partners. Requests will be reviewed on a case-by-case basis. The time required to approve these requests will be dependent upon, but not limited to, the volume of items being reviewed and approved. B) Our commitment is to be responsive to the requests of our Supplier Partners. Requests will be reviewed on a case-by-case basis. The time required to approve these requests will be dependent upon, but not limited to, the volume of items being reviewed and approved.

Question 12

Appendix B to Attachment D (Model Administration Agreement): In Section 2.1 of Appendix B to Attachment D (Model Administration Agreement), there is a reference to the Equalis Group Master Intergovernmental Cooperative Purchasing Agreement. Please confirm this is the same document as Attachment D (Model Master Agreement).

Answer 12

The Equalis Group Master Intergovernmental Cooperative Purchasing Agreement refers to the agreement public agencies execute to join as a member of Equalis Group's purchasing cooperative. That agreement can be found on our website using this URL, <https://equalisgroup.org/member-registration/>

Question 13

General Contract Inquiry (Attachment D): Attachment D mainly include terms and conditions between the winning supplier, Equalis Group and CCOG and does not appear to include terms that may be offered by an Equalis Group Participant. As such and upon award of the bid, will the winning supplier then negotiate any applicable additional terms directly with the Equalis Group Participant interested in purchasing OPEX products and services?

Answer 13

Yes.

Question 14

Administration Agreement (Appendix A of Attachment D): Appendix A (Winning Supplier Reporting Requirements) states that the monthly reporting requirements. Would Equalis Group consider modifying the reporting frequency to quarterly or every two months?

Answer 14

Bidders are permitted to request changes to the language in either the Model Master Agreement or Model Administration Agreement. Please upload the redlined copies of the Model Agreements as a part of Bidder's Proposal submission.

Question 15

Administration Agreement (Appendix C [Financial Terms] of Attachment D): For purposes of remitting the administrative fee payment to Equalis Group, should bidder include a sale on the report at the time bidder receives the firm purchase order, shipment or at the time bidder receives payment? If the winning bidder is required to report the sale based on the date it receives the firm order and the Equalis Group Participant subsequently cancels the order for convenience prior to shipment of the product or performance of the requested services, will Equalis Group provide a refund or credit to the winning bidder for the amount of the administrative fee payment that was already remitted for the canceled order? For reference purposes, bidder's estimated shipment timeframe for the purchase of products is typically 90 calendar days.

Answer 15

As stated in Section 1 - Administrative Fee under Appendix C, the Administrative Fee is calculated based on invoiced revenue. Additionally, Bidders are permitted to request changes to the language in either the Model Master Agreement or Model Administration Agreement. Please upload the redlined copies of the Model Agreements as a part of Bidder's Proposal submission.

Question 16

Administration Agreement (Appendix C [Financial Terms] of Attachment D): For purposes of calculating the administrative fee payment and with respect to Section 1 of Appendix C, please confirm the calculation of the total purchase price which includes the purchase of the product and/or services can exclude freight fees and applicable taxes.

Answer 16

Yes, those are acceptable exclusions from the calculation of the Administration Fee.

Question 17

Administration Agreement (Appendix B [Roles & Responsibilities] of Attachment D): For purposes of assigning an executive corporate sponsor, is it acceptable to Equalis if the winning bidder assigns an Account Executive to fill this role?

Answer 17

Bidders are permitted to request changes to the language in either the Model Master Agreement or Model Administration Agreement. Please upload the redlined copies of the Model Agreements as a part of Bidder s Proposal submission.

Question 18

How do you envision the transaction with the group member occurring? What terms and conditions would the Member have to agree to?

Answer 18

There are terms and conditions for utilizing our contracts located in the Master Agreement and there are terms and conditions that our suppliers require when conducting business. Terms and conditions located in a Winning Supplier's Customer Agreement will be addressed between the Customer and the Winning Supplier.