



## **ADDENDUM #2**

### ***Education Administration and Management Technology Solutions***

**RFP # COG-2121**

**Issued By:  
*The Cooperative Council of Governments  
On Behalf of Equalis Group***

***June 18, 2021***

This Addendum #2 amends the Request for Proposal (RFP) for Education Administration and Management Technology Solutions (“**Addendum**”). To the extent of any discrepancy between the original RFP and this Addendum, this Addendum shall prevail.

This Addendum #2 is hereby issued to incorporate the following questions and answer into the RFP documentation:

<b>Question 1</b>
How do I register for the event?
<b>Answer 1</b>
Bidders are not required to register to participate in the Request for Proposals process however, we are requiring registration to attend the Pre-Proposal Webinar Meeting. If you are interested in attending the Pre-Proposal Meeting to learn more about the opportunity, an overview of the bid documents and instructions for how to submit a proposal, register by using this link: <a href="https://zoom.us/meeting/register/tJlqcuysqDitHtzJZwvR5ajAKekMDa_cmYGF">https://zoom.us/meeting/register/tJlqcuysqDitHtzJZwvR5ajAKekMDa_cmYGF</a>

**Question 2**

The majority of the requested bid forms are Texas based forms and with Equalis being an Ohio entity why are Texas forms being asked to be completed for this bid?

**Answer 2**

There are no Texas-specific required documents associated with this solicitation. All required forms and certifications are addresses in Attachment C.

**Question 3**

Does the RFP support clients in Canada or solely within the United States?

**Answer 3**

The contracts resulting from the RFP are procured to meet the requirements of public agencies within the United States.

**Question 4**

When entering into a purchase agreement with a specific member customer (district) will this be considered a separate contract with each customer so that each customer will be signing our vendor Master Services Agreement?

**Answer 4**

Awarded Suppliers are permitted to require Equalis Group Members to execute a Purchasing Agreement to negotiate and agree to the terms and conditions associated with acquisition of the Awarded Suppliers' Product & Services. These Purchasing Agreements are between the Equalis Group Member and the Awarded Supplier and will be negotiated separate and apart from the Master Agreement between executed between CCOG, Equalis Group, and the Awarded Supplier.

**Question 5**

What is the administrative fee % to be paid to the cooperative after making a sale?

**Answer 5**

Equalis Group proposes an Administration Fee of 2% based on the terms disclosed in Attachment D - Model Master Agreement. This information can be found in section 6.1 of Attachment A.

**Question 6**

When we complete an attachment and add our responses, do we just leave in the instructions pages and questions? Or do we need to recreate the files to submit our responses only?

**Answer 6**

Both are acceptable.