



## **ADDENDUM #2**

### ***Fleet Management Services***

### **RFP # COG-2122**

**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 Fleet Management Services (“**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>
Attachment A Technical Specifications & Requirements Section 3.2 Turnkey Capabilities- Please clarify what does Equalis Group expect as part of a turnkey capabilities as it relates to Fleet Leasing and management.
<b>Answer 1</b>
Equalis Group expects Bidders to respond with the Turnkey Capabilities that are relevant to implementing a Bidder's products, services, and solutions.

<b>Question 2</b>
Attachment D- Model Administration Agreement- Appendix A- Winning Supplier Reporting Requirements- From a Fleet administration perspective, the reporting fields do not apply as we are not a Manufacture or a Distributor. Can we provide field suggestions?

**Answer 2**

Reporting templates will be discussed with the Winning Supplier to ensure that the Winning Supplier's contract revenue is accurately reported.

**Question 3**

Attachment D- Model Administration Agreement- Appendix B- Roles and Responsibilities- Section 2.1 Equalis Group Membership Agreement- Please clarify does Equalis have the responsibility to Market to potential clients, or is it the Fleet Management Company's responsibility?

**Answer 3**

Both Equalis Group and the Winning Supplier are responsible for marketing to potential clients.

**Question 4**

What payment terms is Equalis Group requesting?

**Answer 4**

Payment terms are outlined in the Attachment D - Model Administrative Agreement under Appendix C - Financial Terms. Payment of the Administrative Fee is requested by the 15th of each month.

**Question 5**

The Equalis Group Administration fee, how is it determined?

**Answer 5**

The Administrative Fee is typically is determined by multiplying the Admin Fee Rate by the the total monthly revenue generated by the Winning Supplier when using the Equalis Group contract. Winning Suppliers can respond to Question 6.1.1. in Attachment A by selecting "Negotiate" if the Winning Supplier would like to suggest an alternative Admin Fee structure. If a Bidder chooses to suggest a different administrative fee rate or structure, please provide additional details about the suggestion.

**Question 6**

Are there currently plans to push the deadline for responses with the pre-proposal meeting data change?

**Answer 6**

There have been no requests to have the Proposal Deadline changed.

**Question 7**

Is this the first fleet management cooperative agreement for the group and its members?

**Answer 7**

Yes, this is the first fleet management services agreement for Equalis Group and its Members.

**Question 8**

On Addendum #1, item 1. indicates the pre-proposal meeting has been rescheduled for June 15, while the Procurement Timetable indicates the meeting is on June 16. Please clarify if the meeting will be held on June 15 or June 16.

**Answer 8**

The pre-proposal meeting will be held on June 16th from 1 PM to 2 PM Eastern. The meeting date and time will be confirmed upon registration through this Zoom via this registration link. [https://zoom.us/meeting/register/tJAKd--pqzorHNwWzAUySOBKsgjliZFg6K\\_M](https://zoom.us/meeting/register/tJAKd--pqzorHNwWzAUySOBKsgjliZFg6K_M)

**Question 9**

Assuming that Total Acquisition Cost doesn't include travel expenses and that they would be billed separately.

**Answer 9**

Total Acquisition Cost means any costs related to the purchase of a Bidder's products & services that would be billed to the Member. Pricing must be transparent and auditable by the Member.

**Question 10**

How much is the administrative fee paid to Equalis? Is it listed in the RFP?

**Answer 10**

The proposed Admin Fee is 2% and it is addressed in question 6.1.1 of Attachment A – Technical Proposal Requirements & Specifications.

**Question 11**

Will a copy of this recording be sent to those who attended?

**Answer 11**

A copy of the meeting recording will be made available on the solicitation's page on Bonfire.