

ADDENDUM 1: QUESTION & ANSWER SUMMARY

RFP# COG-2139 Cloud Solutions

Question 1
Question: Section: Section 2; Proposal Form 7 - DEALER, RESELLER, AND DISTRIBUTOR AUTHORIZATION (Word Doc Page 19) Proposal form 7, states that “This list can be updated from time to time upon CCOG’s approval”. Please outline what that process for updating the list of dealers, resellers, and distributors. How long would it take from start to finish to add an entity to the list and what certifications/forms will we need to provide? Additionally, please confirm if this means that manufacturer additions post award to resultant contracts will be permitted?
Answer 1
An updated list should be furnished to CCOG for their review. The time frame needed to review and approve a new list is typically one to five business days.
Question 2
Section: Section 2; Proposal Form 3 - DIVERSITY VENDOR CERTIFICATION PARTICIPATION (Word Doc Page 15) Proposal form 3 states “- It is the policy of some Members participating in Equalis Group to involve minority and women business enterprises (M/WBE), small and/or disadvantaged business enterprises, disable veterans business enterprises, historically utilized businesses (HUB) and other diversity recognized businesses in the purchase of goods and services”. How is HUB defined, through the member entities state requirements or using the general federal definition? What is the preferred percentage of HUB participation? For example, the State of Texas and the State of Ohio have different minimum percentages of participation from HUD entities.
Answer 2
All definitions and details related to a Member’s diversity program will be determined by the Member. As such, we can not provide any response to the balance of your questions.
Question 3
Section: Section 2; Subsection: 4.1.6. Total Cost of Acquisition. (Word Doc, page 10) and Section 1; Subsection 5.5. All Products and Services Must Be Priced (PDF, page 9) What is the purpose of the subsection titled “Total Cost of Acquisition” which states “Identify any total cost of acquisition costs that are NOT included in the pricing submitted with your response”? In the document labeled “Section 1” the subsection titled “All Products and Services Must Be

Priced” states “All products and additional services—must be priced. Any product or service—should be listed in order to be included on any resulting contract award”. Are we being asked to list all products and services, including free of charge products in both the excel pricing sheet and also in Section 2; Subsection: 4.1.6 Total Cost of Acquisition? Or should free of charge products only be listed in subsection 4.1.6?

Answer 3

The purpose is to identify any costs associated with the procurement of goods or services that were not included in the Cost Proposal. This does not address just address “Free” or complimentary products or services but can be used to identify costs that are not directly associated with the pricing provided in the Cost Proposal. An example of this could be, but it not limited to shipping. Some suppliers will charge for the cost of shipping but cannot provide an estimate or not-to-exceed shipping rate because it can not be calculated until the order has been finalized and prepared for shipment. Only pricing submitted in the Cost Proposal will be honored if awarded. It’s it up to the discretion of the respondent to determine what information they would like to provide in response to Question 4.1.6.

Question 4

Section: Section 1, Part C – Bid Submission, Format, Evaluation, and Award: subsection 1. Proposal Submission (PDF page 7) and Section 1; subsection: 5.1. Cost Proposal Requirements (PDF page 8) Section 1, Part C – Bid Submission, Format, Evaluation, and Award: subsection 1. Proposal Submission states “all proposals will be valid for a period of ninety (90) days from the date the proposals are received by CCOG” yet section 1; subsection: 5.1. Cost Proposal Requirements” states “winning Supplier’s contract pricing shall remain firm for 120 days after the award of a contract”. These two time periods are contradictory. Please clarify why the proposal submission is only valid for 90 days while the pricing which is part of the proposal must stay firm for 120 days, 30 more days than the proposal is valid?

Answer 4

The timeframes are separate and intentionally different. In the case of the 90-day window in which a respondent’s proposal must be valid, that is to allow for the evaluation and contract award process take place. This 90-day window begins at the proposal due date. In the case of the minimum period in which pricing should be in effect, the time frame begins from the point of contract award and not from proposal submission. Meaning, if your organization is awarded a contract, that pricing must remain in effect for 120 days following date the contract takes effect.

Question 5

Question: Section: Section 1; Subsection 5.2. Additional Pricing Information: f. Administrative Fee (PDF page 8) Subsection 5.2. Additional Pricing Information: f. Administrative Fee states “Pricing provided shall include the administrative fee paid to Equalis Group”. Should we provide the total price with the fee and without the fee in our cost proposal?

Answer 5

Pricing should be provided as a total unit price which includes the Administration Fee and all applicable discounts. Including the Administrative Fee as a separate line-item can result in the Cost Proposal's rejection.

Question 6

How close to the submission deadline can addenda be released?

Answer 6

There are no limits to when an Addenda can be released.

Question 7

How should respondents to incorporate End User License Agreements (EULAs) or service level agreements into the proposal submission packet?

Answer 7

See Section One, Part C, Subsection 2 Supplemental Submission Documents.

Question 8

Please clarify if the forms/documentation in Section 2, 16.B, D, and E are required to be completed with our proposal submission at this time for consideration for award or are these potential requirements that may flow in the event of an order being issued for New Jersey.

Answer 8

The only portion of Proposal Form 16 which needs to be filled out is the initial question as to whether or not your company intends to do business with public agencies in New Jersey.

Question 9

Are respondents required to use Proposal Form 1: Technical Proposal as provided in the RFP package? Or can a respondent utilize a more "reader-friendly" format that follows the sequence of information requested?

Answer 9

The instructions provided in Section One, Part C, Subsection 1 - Proposal Submission does not prescribe the format in which Proposal Form 1 should be submitted. All respondents are responsible for ensuring all questions and required forms are addressed in their proposal submission as outlined in Section Two. Any omissions could effect the scoring of a respondent's proposal.

Question 10

For Total Cost of Acquisition, each client's requirements and infrastructure are different. It is challenging to anticipate every software and hardware component or services that a Member may need, Is a range of pricing based on complexity (using our experience), acceptable?

Answer 10

Each respondent has to determine the best pricing methodology to use when submitting pricing information for the Cost Proposal so that it meets the requirements outlined in Section One, Part C, Subsection 5.2 - Additional Pricing Information. Range pricing is allowable, as defined in 5.2(h). As with any pricing submitted, if accepted, it will be treated as not to exceed pricing so that no Equalis Group member will receive pricing higher than what is indicated on the accepted price list.

Question 11

Is there an opportunity and/or vehicle to add other products and services to the contract at a later date?

Answer 11

Products and services may be added to the contract at a later date if those products and services fall within the scope of the RFP through which the contract was awarded.

Question 12

Is there an opportunity and/or vehicle to add other products and services to the contract at a later date?

Answer 12

Products and services may be added to the contract at a later date if those products and services fall within the scope of the RFP through which the contract was awarded.

Question 13

Can you please provide a list of current CCOG members and if possible, a list of eligible members not currently participating?

Answer 13

The Member list will not be made available to RFP respondents. Only Awarded Suppliers are permitted access to the Member list.

Question 14

Sorry. I did have the attachment identifying potential eligible members. A list of current members would be helpful. Apologize about the confusion

Answer 14

Attached C - State Notice is not intended to be interpreted as or representative of the Equalis Group Membership list. Please refer to the first paragraph in Attachment C for the purpose of that document. A membership list will be made available to the Winning Supplier only.

Question 15

Section 1, Part. B, paragraph 5 of the RFP indicates that bidders may propose changes to the Master Agreement by utilizing the General Terms and Conditions Acceptance Form provided in Section Two of the RFP. Can and should this form also be used to identify exceptions or deviations the bidder requires to the Sample Administration Agreement with Equalis?

Answer 15

Please refer to Proposal Form 18: Equalis Group Administration Agreement Declaration for instructions related to the Administration Agreement.

Question 16

We do not control vendor MSRP List pricing for public cloud. List pricing often changes for public cloud offerings as providers change their offering price structure frequently. Since this type of contract has pricing that is viable for multiple years, any List Price that we would include from public cloud providers would not be viable beyond the next 6-9 months at most. Using MSRP with a discount is the best way that we can show savings to a Member while presenting the number of solution offerings. There is a link for each of the big three public cloud companies where MSRP is kept updated that would be provided. Is using MSRP an acceptable approach to providing pricing?

Answer 16

Yes, so long as the MSRP is auditable or verifiable for Members.

Question 17

Is this Form simply informative for if we sell in NJ, or is it required to be completed as part of the submission package?

Answer 17

It is informative.

Question 18

Is it acceptable to include Forms 3 to 17 are included at the end of our Technical Proposal? Or do they need to be separate?

Answer 18

Forms 3 to 17 can be submitting separately from the rest of the Technical Proposal. Whether submitted as a single document or separately, those forms need to be submitted under the "Technical Proposal" section of the required document uploads.

Question 19

The "optional" link does not seem to be active. Will this become active once we upload our technical and pricing responses?

Answer 19

The link is active and respondents will be able to upload Supplemental Information as described in the solicitation documents.

Question 20

We are a global leader in interactive live video experiences solutions, providing developers with the widest array of flexible live video conferencing SDKs and ultra low latency video streaming solutions since 2008. Our suite of versatile WebRTC-based software development tools and media server (on-prem or SaaS) platform empowers organizations to build secure, customized video conferencing and live streaming applications that work on the broadest range of platforms, operating systems, and devices - no plugins or downloads required. Essentially, we provide companies the tools and/or professional services needed to deploy tailored interactive live video user experiences for superior, massively scalable Broadcasting, Virtual Classrooms, Healthcare, AR / XR /VR Metaverse, Live eCommerce, eSports/Gaming and other business outcomes in their applications - all with sub-second latency. Our custom built solutions cost depends on various factors including required capabilities. Can we revise/design Attachment B- Cost Proposal document to reflect our pricing methodology as accurately as possible?

Answer 20

Yes

Question 21

Are there any auto-disqualifiers for prospective bidders? For instance, what happens if we can only provide four references.

Answer 21

Hard disqualifiers are related to an organizations inability to work with public agencies. For instance, CCOG cannot enter into contracts with organization debarred in the State of Ohio.

Question 22

Can we use a price range for the unit price list on attachment B?

Answer 22

Pricing is not to exceed. What is required is the maximum price a Member would be charged for a company's products or services.

Question 23

If awarded, can a distributor hold the contract for multiple manufacturers?

Answer 23

Yes.

Question 24

Can forms 3-17 be included at the end of the Technical Proposal Submission?

Answer 24

Yes. They should be uploaded with the Technical Proposal.

Question 25

Our company serves public school districts and municipalities. However, the definition of Equalis Group Participants is much broader, as specified in Section One, Part A. Will a Winning Supplier be required to sell to any interested Equalis Group Participant?

Answer 25

It is the sole discretion of the supplier to determine which members they want to work with.

Question 26

As specified in Section One, Part C, we must submit all required forms and attachments provided in Section Two of the RFP. Can these forms be uploaded as one document as they already are when we download them, or are you wanting each individual form to be uploaded separately Into Bonfire?

Answer 26

They can be uploaded together or individually. Regardless of how a respondent decides to submit the required forms it is the responsibility of all suppliers to ensure they have submitted all the required documentation prior to the submission deadline.

Question 27

Could you please provide some examples, & preferred processes for this section?

Answer 27

It is the responsibility of each supplier to determine the best process by which they can demonstrate to any Equalis Group member utilizing a Master Agreement that the pricing they receive is in compliance with the pricing in the Master Agreement. For example, if the pricing methodology being applied is a percentage discount off the MSRP, a winning supplier would have to be able to demonstrate that the Member is paying no more than what the discount from MSRP stipulates.