

## RFP R10-1164 Questions and Answers

Below are all questions and answers for this RFP. The deadline for questions has passed. Deadline for submitting proposals is April 26, 2024 at 2 pm CDT.

### Contract question

<i>Question</i>
Can you tell me if we responded to 2022-18 and ET20201208 and were awarded, are these awards still in place, or do we need to respond to this RFP also?
<i>Answer</i>
This is an RFP for our Equalis cooperative and does not affect any current EdTech contracts.

### Data Platform

<i>Question</i>
Would a data platform/ data management software be in scope in this RFP?
<i>Answer</i>
Education-related software will be considered as part of a broader school supplies offering.

### Section 3

<i>Question</i>
Do the attachments in Section 3 need to be returned as part of the proposal?
<i>Answer</i>
No, any forms contained in Section 3 that must be included in a proposal are also in Section 2 for vendors' convenience.

### (No Subject)

<i>Question</i>
Does Equalis and/or Region 10 agree to have awarded vendors pay the administrative fee after the customers make payment?
<i>Answer</i>
Vendors are allowed to take exception(s) to the Terms and Conditions.

**(No Subject)**

<i>Question</i>
2) Would Equalis and/or Region 10 be open to quarterly reporting?
<i>Answer</i>
Vendors are allowed to take exception(s) to the Terms and Conditions.

**RFP # R10-1164 Educational School Supplies and Related Services**

<i>Question</i>
What is the administrative fee percentage associated with purchases made through this contract?
<i>Answer</i>
Historically the administrative fee has been 2%.

**Specifications**

<i>Question</i>
Does this bid allow product only submissions for audio visual equipment?

*Answer*

As stated in the scope on page 7 of Section 1: "Respondents may elect to limit their proposals to a single product or service line within any category, or multiple products and services within any and all categories. However, respondents are encouraged to propose their complete catalog, products and services where available."

### **No bid**

*Question*

We will not be submitting a bid but appreciate the opportunity.

*Answer*

Acknowledged, thank you.

### **Equalis's administrative fee**

*Question*

Could not locate the Administrative Fee amount. Is this defined somewhere?

*Answer*

Please refer to Section 3, page 23. Historically, the administrative fee has been 2%.

### **Products covered by this agreement**

*Question*

Our firm supplies printed materials to the K-12 market via a book subscription model. Is this covered under this bid?

*Answer*

Please refer to the scope as listed in Section 1, page 7.

### Scope of the bid

*Question*

Hello, the proposition of products is at the Vendor's discretion, only respecting part 4.2 of Section 1? You don't have a specified list of products? Thank you.

*Answer*

Please review the scope as listed on page 7 of Section 1.

### Admin Fee Percentage

*Question*

What is the admin fee percentage of total sales we will have to pay monthly to Equalis?

*Answer*

Historically, the administrative fee has been 2%.

### Non-Collusion Affidavit

*Question*

On proposal form 16 (Non-Collusion Affidavit), it requires it to be signed in a county of New Jersey and notarized by a notary of New Jersey. Can we have an Illinois notary sign this instead?

*Answer*

This form is specific for vendors who wish to do business in New Jersey through this contract. Consequently, a New Jersey notary is strongly preferred, as an out-of-state notary may result in New Jersey Equalis members rejecting the contract. However, an out-of-state notary for New Jersey forms will not disqualify a vendor from consideration.

## **PIGGYBACK on Another Awarded Bid?**

*Question*

Are we able to piggyback using a different awarded RFP? If so, what is the process? Thank you in advance.

*Answer*

In order to be considered, vendors must respond to the questionnaire and present their pricing as required in the RFP documents. How vendors reference other contracts is up to the vendors.

## **Questionnaire in Section Two**

*Question*

One of the items in this questionnaire asks for a number of resumes. This would be very cumbersome to type out everyone's resume. Is there a way to upload all of the resumes as a pdf file?

*Answer*

Resumes may be included as additional pages in the PDF response.

## **TIPS approved vendor?**

*Question*

If we are already a TIPS or other purchasing co-op vendor, do we need to respond to this RFP as well?

*Answer*

Vendors must determine for themselves whether or not to respond to this RFP. Membership in TIPS or other rival cooperatives does not have any bearing on this RFP, other than as data point in the "Commitment to Service Equalis Members" section of the criteria/questionnaire.

## PROPOSAL FORM 2: QUESTIONNAIRE & EVALUATION CRITERIA

<i>Question</i>
I am unable to type my responses to the questions in the green cells on the document. Are the questions available in excel or should I create my own document to respond to the questions?
<i>Question</i>
Please dis-regard my question above. I see the word document in the attachments.
<i>Answer</i>
Glad you found it, thank you!

### Scope of bid

<i>Question</i>
Hello - We are a manufacturer and distributor of hearing aids and other assistive listening devices such as Phonak Roger Technology...does this bid encompass our products? Thank you!
<i>Answer</i>
Please review the scope of the RFP in Section 1 on page 7. "Assistive technology" is listed under "Special education resources".

### Admin Fee

<i>Question</i>
Hi, Just to clarify in the Section 3 General Terms and Conditions it says that the administrative fee will be negotiated. Can you clarify how that will work? Thank you!
<i>Answer</i>

Vendors will negotiate the administrative fee with Equalis Group. Historically, administrative fees have been 2%.

### Good faith efforts to involve MWBE subcontractors in response

*Question*

Hi, As far as good faith efforts to involve MWBE subcontractors in response (p. 14 Section 10.2). Do we need to go ahead and contact potential MWBE subcontractors, document anyone who is interested, and keep their info on-hand should an opportunity to arise for them to be a sub-contractor? Or can we present a plan for how we generally go about seeking to involve MWBE subcontractors? Since we are proposing EdTech solutions, we generally seek subcontractors for Professional Development. Thank you!

*Answer*

How vendors accomplish and present their MWBE program in response to the Questionnaire is up to them. Region 10 cannot dictate internal processes to vendors.

### Pricing

*Question*

Is it required that the admin fee is added to each product submitted if we only want to submit for Region 10 and not national?

*Answer*

Yes. Any sale made through a contract resulting from this RFP will be subject to the administrative fee.

### Administrative Fee

*Question*

What is the % of the administrative fee that suppliers are required to pay?

*Answer*

Historically, the administrative fee has been 2%.