

RFP R10-1169 Questions and Answers

Misc. Questions

<i>Question</i>
<p>1. Sec. 2 Forms 16 & 17. Are the Harrison Township Board of Education Affidavits required to be signed for the submittal on 8/30? 2. How is Equalis defining MPS? 3.If Equalis has previous history in MFD/MPS contracts, how many members participated and how much was spent? (they had mentioned they are targeting \$100M annually by year 3 of this contract, however I did not notice any historical spend listed.) 4. Are we able to bid Label Printers? 5. Would consider an extension on the Proposal Due Date, as there is likely not enough time to adjust our proposal based on Q&A responses (I would assume less than 3-5 business days). 6. Since we are selling through approved reselerl, to what extent can approved resellers provide administrative services under the contract (billing, service,support)?</p>
<i>Question</i>
<p>How do we propose pricing which is to include the administrative fee if the fee is not defined / subject to negotiation?</p>
<i>Answer</i>
<p>1. Vendors who wish to offer their services in New Jersey must complete all New Jersey forms and submit them with their response. Vendors who do not wish to do business in New Jersey may elect to ignore these forms. 2. Please refer to the definition of Managed Print Services given in the scope on page 7 of Section 1. 3. Approximate 1000 members have used the current MFD/MPS contract in place. Spend figures are not currently available. 4. As stated in the RFP, vendors are encouraged to respond with their entire product line. Region 10 reserves the right to reject particular products or services offered if they are deemed not to be in scope. 5. Region 10 will extend the deadline for proposal submission by one week. 6. Vendors should make clear how they intend to go to business in their proposal, including a detailed reseller plan as requested in the questionnaire if resellers are intended to be used. 7. It is up to vendors to determine how to price their proposal in a competitive way. Region 10 cannot advise vendors on business strategy.</p>

Questions about Forms 16, 17 and Political Contribution Disclosure Form

<i>Question</i>
<p>Page 32-Proposal Form 16: Non-collusion Affidavit This references Harrison Township Board of Education. Why is that particular customer listed? Also, it asks for this to be notarized in NJ. We</p>

notarize at our office in Massachusetts and is that acceptable for the RFP? Does this need to be submitted as part of the RFP or can it be done if and when we are awarded and when we do business with Harrison Township Board of Education? Page 33-Form 17: Affirmative Action Affidavit This is also specific to NJ. We do not have something in place at this time with the State of NJ regarding this. There is a selection to say "No approved Federal or NJ Affirmative Action Plan. We will complete Report Form AA201-A upon receipt from the Harrison Township BOE. Please confirm we can check this option and we will be OK for the RFP. Pg 38-Political Contribution Disclosure Form We don't make any political contributions so just want to make sure if I write NONE under recipient name that this would suffice.

Answer

The referenced forms are particular to the State of New Jersey and are only necessary to be completed by vendors who intend to offer the contract in New Jersey. The forms have been taken from the State of New Jersey and reflect the requirements of that state. As such it is our understanding that Harrison Township Board of Education is a stand-in for any particular customer in the state of New Jersey. It is recommended that vendors follow the directions on the forms and get the forms notarized in New Jersey if they are able to avoid New Jersey customers rejecting the forms. Delaying completing any of the forms until after the solicitation process may render any resulting contract unusable in the state of New Jersey.

Proposal Form 2 Questionnaire

Question

Please confirm there is no "Appendix B" required for pricing as mentioned in the question below. Were all products/lines/services and pricing being made available under this contract provided in the attachment B and/or Appendix B, pricing sections, including shipping, installation, and other peripheral costs/fees?

Answer

Appendix B is required. It is the excel file listing all pricing available for download in the Bonfire portal and which will be uploaded separately from the PDF file for the Questionnaire and Required Forms by vendors. Vendors who do not submit pricing will be considered non-responsive..

Question

Hi and thank you for the prompt response. We have downloaded "Attachment B" from the Bid page. I do not see an "Appendix B" to download. Thank you

Answer

This is an error on our part, my apologies for the confusion. The question referenced above should read "Attachment B".

Question

Thank you. I wanted to make sure I had all the required forms.

Proposal Form 2 Questionnaire

Question

Hi, Can you update Page 3 - Proposal Form Checklist to Include Proposal Form 13: FEMA Requirements which is missing from the checklist? The TOC was updated and includes all 23 forms. Thank you

Answer

Region 10 does not issue amendments to correct typographical errors unless they could reasonably be expected to affect a vendor's ability to respond.