

RFP # 20-12 Audio Visual Equipment, Accessories & Services Q&A

1. Are you looking for a catalog of equipment with pricing? Is this a Co-op?

Please refer to pg. 3, Section I; Scope of Work

2. Will you accept email submissions instead due to COVID?

No, however more information will be provided during the Preproposal conference

3. We do not do commercial business in New Jersey. Are we required to fill out any of the forms related to New Jersey with regards to the above solicitation?

No, however please indicate as such on the bottom page of Exhibit G

4. Can you tell me if installation is required on this bid? It is difficult to quote installation on items if I can't see the environment or have a set of standards.

Please refer to the Services tab in the Market Basket

5. Are Interactive Displays (ex: Smartboards) an acceptable product type for this contract?

Yes, but not solely

6. May we respond to this bid as the Manufacturer, and if awarded, may we list multiple Authorized Vendors [Resellers] to sell through this contract?

Yes

7. Are we required to bid on services, such as install, or is this optional?

Not a requirement

8. I was unable to attend the pre-proposal conference. Can you please advise on the revised instructions for responses (due to Covid-19)?

Proposal responses may be submitted on a flash drive rather than hard copies. All other instructions outlined in the Proposal Format & Binder Tabs remain unchanged.

9. I see the 2nd addendum posted, "Pre-Proposal Conference", but I do not see a revised Market Place spreadsheet posted as noted on the 11/30/2020 call. Please advise where the revised spreadsheet can be found?

The market basket was included in Addendum No. 1 and emailed to all who requested a copy to date.

10. Can vendors bid by manufacturer in the Category Discount tab without bidding on individual Market Basket items?

Please refer to Section IV; Evaluation Process RFP pg. 12.....How a vendor responds to the RFP is solely their decision

11. Will vendors' scoring in Products/Pricing (40 points) be affected if they do not bid on any item within Market Basket and bid via the Category Discounts?

Please refer to question # 10

12. May vendors bid in the Services tab with offers that are limited to a particular geographic location instead of nationally?

Please refer to question # 10

13. For Category Discounts, are vendors limited to the manufacturers from Market Basket, or can they suggest other manufacturers within a larger category?

Please refer to Contractor Requirements, RFP pg. 3....“Offerors are encouraged to propose their complete catalog, products and services”

14. In the Market Basket tab, the Huddly "IQ Camera for Conference Rooms with Mounting Bracket" has a Manufacturer Model Number of "7.09004E+12" listed. Could you confirm the part number?

This is a typo; Correct part number is 7090043790108

15. Can you please advise if a signature is required or if we could sign the agreement after being hopefully selected for an award with an Appendix A contract that does not designate “Draft Contract”

A signature is required on the “Offer and Signature Form” which solidifies your offer. If awarded a contract, the document will be fully executed by Region 4 Board of Trustees and “Draft” will be removed.