

ADDENDUM #1
**Science/Labware Supplies and Equipment for K-12, Community College, Higher
Education and Other Public Agencies**
RFP #15-JL-12

TO: ALL BIDDERS
FROM: Jeffrey LaPorta, CPPB, Supervisor of Purchasing
DATE: February 05, 2015

This Addendum is issued in response from prospective bidders' inquiries and to clarify verbiage in the solicitation document.

1. **CORRECTION:** Under Section D. Proposal Submission, the deadline is 2:30PM, on February 19, 2015.
2. **QUESTION:** Regarding the public agencies and political subdivisions that are eligible to access the contract award in accordance with this RFP. Will the winning contractor need to execute individual agreements with the applicable public agencies and political subdivisions?

ANSWER: Participating Public Agencies consent to the Master Intergovernmental Cooperative Purchasing Agreement (MICPA), reference Section 6 of the solicitation, which allows them to utilize this Master Agreement without having to enter into a separate agreement. It is up to the Supplier to ask the Participating Public Agency if there are additional terms or requirements and MICPA permits a Participating Public Agency and Supplier to agree upon certain different or alternative terms and conditions. Each Supplier has discretion as to whether such terms and conditions are acceptable.

3. **QUESTION:** U.S. Communities provides Suppliers with sales training, and a host of online marketing and sales management tools to effectively increase sales through U.S. Communities. Is there a cost for the sales training and tools? How many people can be trained and how soon after award can the training begin?

ANSWER: There is no cost for the sales training and tools provided by U.S. Communities. Training of all applicable sales people is a requirement during the Implementation phase, reference Implementation Checklist in Section 6 of the solicitation, once a contract is awarded. Additionally, U.S. Communities Program Managers will work in the field with sales representatives to train, educate and make joint calls to public agencies throughout the term of the contract.

4. **QUESTION:** Suppliers have the ability to add their products to the Marketplace at no cost. What is the approval process to add a product (SKU) to the contract, how often can a Supplier add products and how long will it take to add products?

ANSWER: This is a comprehensive contract covering all SKU's, therefore adding or deleting SKU's does not need approval. The supplier can update products to the Marketplace on a self-service basis through the supplier portal if using a hosted catalog. If the supplier uses a punchout method, then updates would be automatic as the punchout is maintained by the supplier.

5. **QUESTION:** What is the process to delete products? Is it a different process for a discontinued product/SKU than a normal delete?

ANSWER: See answer to question 3.

6. **QUESTION:** Will U.S. Communities/HCPs agree to negotiate the applicable terms and conditions contained in the RFP?

ANSWER: The U.S. Communities Administration Agreement is not amendable and must be signed unaltered. Some changes to Terms and Conditions, not including The Administration Agreement, will be considered. The Offeror should propose any changes in their technical proposal. There is no guarantee any changes will be accepted. Results of proposed changes will be communicated to the Offeror.

7. **QUESTION:** What is HCPs /U.S. Communities position if a public agency/political subdivision insist on their terms and conditions taking precedence over U.S. Communities terms and conditions?

ANSWER: See answer to question 1.

8. **QUESTION:** Multiple awards may be issued as a result of the solicitation. Will there be more than one award?

ANSWER: See page 8, Paragraph P of the solicitation.

9. **QUESTION:** How will U.S. Communities provide effective Marketing Support to Suppliers when there are multiple awards? How will U.S. Communities avoid a conflict of interest?

ANSWER: Marketing support is no different whether a single or multiple award is made. U.S. Communities role is to:

- a. Educate Participating Public Agencies about the program;
- b. Remove barriers for Participating Public Agencies to use the program;
- c. Open doors for the Supplier; and
- d. Train and educate Supplier.

This is accomplished in a variety of formats using print collateral, emails to the 65,000 plus registered Participating Public Agencies, webinars, trade shows, etc. There are ten (10) Program Manager whose job function is to promote the program on a daily basis as well as marketing and administrative staff to support the program. There are four (4) National Sponsors and approximately seventy-five (75) State Sponsors who also market the program nationally and regionally.

It is the Supplier's responsibility, as well as any subcontractors, to prove the value of its offering to Participating Public Agencies.

10. **QUESTION:** When there are multiple awards, how do the public agencies compete their procurements?

ANSWER: At registration, Participating Public Agencies consent to the Master Intergovernmental Cooperative Purchasing Agreement (MICPA), reference Section 6 of the solicitation, which is an intergovernmental agreement between Participating Public Agency and the Lead Public Agency that allows them to utilize this Master Agreement without having to enter into a separate agreement. All U.S. Communities contracts are non-exclusive and optional. It is up to each Participating Public Agency to determine if the contract meets its needs.

11. **QUESTION:** Please outline the source selection process along with the weights assign to each selection criterion?

ANSWER: The Technical Proposal weighting will be 60% and the Cost Proposal weighting will be 40%.

12. **QUESTION:** Do new State and Local Governments that want to participate in this U.S. Communities Contract need to execute a Participating Addendum or anything similar?

ANSWER: See answer to question 9.

13. **QUESTION:** Is the awarded contract a SKU driven contract, if so when after award are the SKUs provided? Is there a minimum amount?

ANSWER: No, this is not a SKU driven solicitation.

14. **QUESTION:** How will U.S. Communities verify that the awardees' sales force compensation is equal or greater under the U.S. communities' contract?

ANSWER: U.S. Communities receives feedback from its Program Managers on activity in the market, feedback from Participating Public Agencies, and feedback from supplier personnel regarding contract compliance. Additionally, the U.S. Communities Supplier Manager holds quarterly reviews with awarded suppliers to ensure contract compliance.

15. **QUESTION:** If special pricing, due to a competitive situation, or for significant volume, is offered to a U.S. Communities member, will that pricing become the new contract price?

ANSWER: See Page 24, Section 6, Administration Agreement, Paragraph 3.3 (b).

16. **QUESTION:** In regard to the requirement to have U.S. Communities logo on Contractor's literature, will a brochure designed to promote the U.S. Communities contract suffice?

ANSWER: Any marketing material provided to a Participating Public Agency will require the U.S. Communities logo. Supplier shall comply with Page 26, Section 6, Administration Agreement, Paragraph 3.3 (d) (ii).

17. **QUESTION:** What is the basis stated in the RFP, for the estimated annual volume of sales for the subsequent contract? What has the performance been over the last five (5) years?

ANSWER: The current Science Labware contract for K-12 schools has a total volume of approximately \$57 million for the last five years. The estimated annual volume in the solicitation is based on interest received from Participating Public Agencies as well as an expansion to the scope to include community colleges and other higher education institutions.

18. **QUESTION:** If a user requires products during an emergency, that need to be added to the contract, what is the process to do so, especially if it is after hours?

ANSWER: This is a comprehensive contract covering all SKU's so all products, emergency items inclusive, will already be part of the contract.

19. **QUESTION:** If an amendment to the RFP is issued, will U.S. Communities/HCPS grant an extension to the proposal due date of at least seven (7) calendar days?

ANSWER: No. This was already factored into the time frame.

20. **QUESTION:** Will HCPS accept separate proposals, one from Fisher Scientific Company L.L.C ("Fisher Science Education") for K-12 (group 1) and one from Fisher Scientific Company L.L.C. ("Research and Safety Division") for Community Colleges (group 2)?

ANSWER: Yes

21. **QUESTION:** Will HCPS accept our 180 category pricing discount structure (CDC) rather than their 4 category structure for the community college group? (Due to the wide range of products and manufacturer's discounts offered by our Research and Safety Division, limiting pricing discounts to a restricted number of categories will be difficult to administer and may not allow for the most aggressive discounts).

ANSWER: It is the intent of HCPS to obtain the deepest discounts available. Offerors should submit their most aggressive and attractive discount structure. HCPS will consider all pricing structures.

22. **QUESTION:** Will HCPS accept discount ranges for their categories?

ANSWER: See response to question 20.

I hereby acknowledge receipt of Addendum #1 dated _____, to Bid #15-JL-12.

Company

Name (Print or Type)

Authorized Signature

Date

Note: Bidder shall sign and submit the Addendum with their proposal submission. The same person signing the Addendum shall sign the Bid Form.