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**Publication Date: June 1, 2017**

**ADDENDUM NO.1**

**SUBMITTAL DEADLINE: Tuesday, July 18, 2017 @ 2:00 PM CT**

Questions regarding this solicitation must be submitted in writing to Crystal Wallace, Purchasing Cooperative Specialist at [questions@esc4.net](mailto:questions@esc4.net) or (713) 744-8189 no later than June 23, 2017 at 5pm CT. All questions and answers will be posted to both [www.esc4.net](http://www.esc4.net) and [www.tcpn.org](http://www.tcpn.org) under **Solicitations**. Offerors are responsible for viewing either website to review all questions and answers prior to submitting proposals. Please note that oral communications concerning this RFP shall not be binding and shall in no way excuse the responsive Offeror of the obligations set forth in this proposal.

**Request for Proposal (RFP)**  
by

**Region 4 Education Service Center ("ESC")**

for  
**Managed Print Solutions**

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**On behalf of itself, other government agencies and non-profits, made available through The Cooperative Purchasing Network "TCPN."**

**Solicitation Number 17-14**

**Note: Envelopes must be sealed, prominently marked with the RFP solicitation number, RFP title, RFP opening time/date and name of vendor. Electronic submissions of the RFP will not be accepted. Submissions must be received by the Region 4 ESC office at: 7145 West Tidwell Road, Houston, TX 77092 no later than 2:00 pm CT, at which time the bid opening process shall commence. Proposals will be collected in a conference room to be determined by Region 4 ESC and opened and recorded publicly. Any proposal received later than the specified time, whether delivered in person, courier or mailed, shall be disqualified.**

**This Addendum No. 1 amends the Request for Proposals (RFP) for Managed Print Solutions 17-14 (“Addendum”). To the extent of any discrepancy between the original RFP and this Addendum, this Addendum shall prevail.**

**This Addendum 1 is hereby issued to address the following:**

1. **Pre-Proposal Conference: June 21, 2017 from 11:00 AM to Noon, Central Standard Time,** attended via a conference call (no face-to-face meeting will be provided):

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[→ Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Join by phone

Toll number: [+1 \(832\) 856-4663](#) (Dial-in Number)

[Find a local number](#)

Conference ID: 13945547

[Forgot your dial-in PIN?](#) | [Help](#)

2. Per Para 4.9, Specifically, "...Purchase orders and payment can only be made to awarded vendor unless otherwise approved by TCPN." Is this an approval we can receive at the time of submission or will it only be made post award? [Answer: Yes, as long as the resellers are named in your response. Region 4 ESC must approve all future resellers, dealers, or distributors.](#) The reason I am inquiring is we prefer to have resellers perform smaller engagements as they have a local presence and are able to service smaller clients with the appropriate scope and depth of service while larger more robust engagements allow us to utilize our technology and/or on-site based solutions. While we will use resellers both direct and indirect, it is really our preference to have the option for both so we can maximize our offerings to any and all customers.

Will TCPN allow for us to submit a proposal that upon award will give us the option to add distributors/dealers in a manner that allows them to directly receive purchase orders and payments from authorized TCPN users? [Answer: Yes, however the contract holder is responsible for reporting all sales under the agreement.](#)

Referenced section provided below:

4.9. Adding authorized distributors/dealers: Awarded vendors are prohibited from authorizing additional distributors or dealers, other than those identified at the time of submitting their proposal, to sell under their contract award without notification and prior written approval from TCPN. Awarded vendors must notify TCPN each time it wishes to add an authorized distributor or dealer. Purchase orders and payment can only be made to awarded vendor unless otherwise approved by TCPN. Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder, unless otherwise approved by TCPN.

3. Is physical attendance of pre-proposal conference required on June 21, 2017? [Answer: No, you may attend via conference call number listed in #1.](#)
4. RFP states that there will be a pre-bid meeting on June 21<sup>st</sup> but we do not see location or time of pre-bid meeting in RFP document. Can you provide information and also if there will be a call in number for those wishing or needing to attend remotely? [Answer: See #1 for call in details](#)
5. RFP asks for “Value Add” offerings in Appendix G. If we offer Multifunctional Devices (ie: Copier and Printer Based Multifunctional Devices), Wide Format Printers/Copiers, Software Solutions, Digital Duplicators and other related products and services, should we bid these items and will Region 4 ESC consider for award? [Answer: Yes, you may respond with additional offerings. Please review page 12 of 163 and page 13 of 163 for award process details.](#)
6. Will there be a Pricing Template or spreadsheet provided for pricing/cost responses? [Answer: No.](#) If no, is each vendor to create or provide its own template or schedules? [Answer: Yes.](#)

**VENDOR CONTRACT SIGNATURE FORM**

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this proposal in collusion with any other Offeror and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

Company name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Fax No. \_\_\_\_\_  
Email address \_\_\_\_\_  
Printed name \_\_\_\_\_  
Position with company \_\_\_\_\_  
Authorized signature \_\_\_\_\_

**Acknowledgement of Addendum Number(s):** \_\_\_\_\_

**Accepted by The Cooperative Purchasing Network:**

**Term of contract** \_\_\_\_\_ **to** \_\_\_\_\_

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional two (2) years if agreed to by Region 4 ESC and the awarded vendor. Awarded vendor shall honor all administrative fees for any sales made based on a contract whether renewed or not.

\_\_\_\_\_  
Region 4 ESC Authorized Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Region 4 ESC Authorized Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Region 4 Contract Number** \_\_\_\_\_