

RFP 16-02 Questions and Answers

Please note: The questions and answers below represent all questions that have been submitted in writing as well as all questions which were asked and the answers which were given during the pre-proposal conference.

- 1. Can the offeror for this RFP propose wireless equipment, such as backhaul microwave, indoor Wireless LAN, Wi-Fi, etc., or will those not be considered?

All proposals submitted within the scope as defined in Appendix B will be considered.

- 2. I have a question regarding Solicitation #16-02. Our company offers repair services and replacement parts for mobile technology (iPads, MacBooks, Chromebooks, etc.). I just wanted to double check that our service offerings would pertain to this specific solicitation?

Please refer to question #1

- 3. We are interested in this bidding opportunity. If we have an online e-catalog, can that be used for submitting of a price lists.

No, price sheets may be submitted electronically, however online e-catalog is not acceptable.

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- 4. Can you give more insight regarding the product line bid list, Services needed, consulting ?

Please refer to Appendix B.

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- 5. Can we do a call ?

No, state bid law prohibits oral communication once a solicitation is released. Please refer to the RFP for information about the scheduled pre-proposal conference.

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- 6. We offer telephony solutions (telephone systems for a lack of a better term) and we typically would fall under the “network” category. This is our traditional business, you own it, manage it etc. We also have a cloud based telephony offering (subscription based) and this could fall under your “cloud computing” category. Are you looking to solicit responses from companies such as ours for these services and if so, would we be submitting for these two categories in the RFP?

No, telephony solutions are not part of this solicitation.

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- 7. Would RFP 16-02 be appropriate for technology consulting responses?

All proposals will be considered, however the key element should be computers/components/peripherals.

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- 8. Where can suppliers find the contact information for marketing support?

Contact information is listed in both the National IPA and TCPN website contact page.

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- 9. Can a Historical Underutilized Business (HUB) be added as an authorized dealer or distributor after a contract has been awarded?

Yes, please refer to Article 4; 4.9 in the RFP document.

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- 10. As a supplier with a current contract, will this RFP 16-02 Technology and Interactive Solutions Products and Services supersede existing contracts?

No, any contract awarded for a different product/service will remain unchanged. This RFP replaces contracts awarded under RFP # 11-12 for Technology Solutions

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- 11. Will RFP's be considered if they do not include all specifications listed on the solicitation?

Please refer to #7.

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- 12. Does the supplier have to submit multiple HB 1295 forms TCPN and Region 4?

No, only one form is required for Region 4.

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- 13. Does HB1295 need to be notarized in Texas?

No.

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- 14. As a broad line IT distributor, we use a network of authorized dealers to engage the end-user agencies, schools, etc. While RFP 16-02 Technology and Interactive Solutions, Products and Services, does allow for authorized dealers with your approval, I am not clear from the language on whether the Dealer will be authorized to bill/invoice the end-user agency. Can you clarify on whether this would be allowed in the final contract?

Yes, however it is still the contract holders' responsibility to report all sales to to TCPN ensure compliance of the contract as outlined in Article 8I 8.4.

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- 15. Is there a possibility of doing a 1 week or 2 week extension of the RFP response for Solicitation 16-02?

Please refer to Addendum No. 1.

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- 16. 4.9 Adding authorized distributors/dealers (Purchase orders and payment can only be made to awarded vendor unless otherwise approved by TCPN) Will Region 4 ESC and TCPN allow awarded vendors to utilized approved Resellers to accept purchases orders and process payments for member purchases (Subcontractor Fulfillment). Awarded vendor will be responsible for the management and performance of resellers, ensure all purchases are reported monthly, as well as compliance with the contract terms.

Please refer to # 14.

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- 17. We develop a student registration and management system software. RFP 16-02 for Technology and Interactive Whiteboard Solutions Products and Services lists on page 27 as it offerings Services hardware/software installation, upgrades, imaging, etc. But does not list software as a product. Is a student information system within the scope of this RFP? If yes, how many Student Information Systems have been awarded through TCPN in the last three years

Student Information Systems software is not within the scope of this RFP.

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- 18. I wanted to confirm that there is no way to submit this RPF digitally. Is that correct?

That is correct.

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- 19. Is this is a solicitation for South Carolina – it was posted on SCBO but the information looks like it's for Texas.

Region 4 ESC is the lead agency for this solicitation and is based in Houston Texas. However, this will be a cooperative contract and will cover all 50 states.

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- 20. I submitted a request for 16-02 - Technology and Interactive Solutions Products and Services- for the State of Kansas. But I do handle other states (Oklahoma, Texas, Arkansas, New Mexico) do I need to submit for each state.

No, only one request and submittal is required. Please refer to Appendix E; Questionnaire; #1.

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- 21. We'd like to double check our understanding of the second paragraph in Appendix B on page 27. Although it reads clearly, can you please confirm? It says "This contract award will supersede and replace existing contracts for any current contract holders. If not awarded under this solicitation, existing contract will remain valid throughout its contract term." If we currently hold a contract for 'Software and Related Products' RFP 15-04, and we're awarded this new contract for 'Technology and Interactive Whiteboards' RFP 16-02, will our previous Software contract then be cancelled on the effective date of the new contract? Does ESC4 desire vendors to have only (1) active contract at a time?

No. Please refer to # 10.

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- 22. Regarding DOC #6, we're in the process of completing Form 1295. Is listing any "Interested Parties" applicable for our registration purposes, and if so, who does this pertain to? I can't determine this from the verbiage given on the website.

Please refer to the Texas Ethics Commission instructional video for Business Entities.

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- 23. Just to clarify, the scope of the RFP includes general technology solutions (servers, networking, storage, etc.) or only technology in support of interactive whiteboard sessions?

Includes general tech solutions and inactive whiteboards. Please refer to Appendix B.

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- 24. Can you further explain a "verifiable price index"?

Statement should read "verifiable price list". Respondents are to provide current list price for products/services offered.

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- 25. Would Storage be within the scope of this RFP under the category of peripherals?

Yes.

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- 26. We do not carry a broad catalog of products. Our product mix is very narrowly focused. Would you consider for award bids that focus solely on computers (desktop, laptop and Chromebooks)?

All proposals submitted within the scope as defined in Appendix B will be considered.

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- 27. Page 28 Product/Price Update The solicitation is requesting a response for a % off of list or catalog pricing. Will region 4 accept that as list/catalog prices change, sell prices will change?

Region 4 understands the list price is subject to change, however discounts offered shall remain firm throughout the duration of the contract if awarded.

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- 28. Page 29 – Not to Exceed Pricing Could Region 4 ESC explain further what “cannot exceed original pricing submitted for solicitation” means in the context a % off of list price?

Vendors may only offer better pricing than original pricing submitted.

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- 29. Page 36 Administration #26 Could you provide additional explanation for “Describe the capacity of your company to provide management reports, i.e. consolidated billing by location, time and attendance reports, etc. for eligible agency”? (Particularly the time and attendance reports”)

Vendors shall be able to provide general reports to member agencies; i.e. purchase order reports if requested. Time and attendance does not apply to this RFP.

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- 30. Will TCPN consider accepting, and incorporating into the Contract, contractor’s GSA schedule prices?

Yes.

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- 31. How does TCPN market to purchasing organizations?

A couple of examples of TCPN marketing efforts are attending conferences and placing ads in publications.

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- 32. On Pg. 9, D. General Terms and Instructions to Offerors, II. Proposal Format: Second Paragraph: “Include a copy of the entire RFP document that you are responding to, prior to your tabulated response.” Just to be clear, the above refers to the document without signatures?

Yes.

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- 33. Tab 1- Entire Vendor Contract and Signature Form (pgs. 1 – 15, Appendix A). So, 2 complete copies of the vendor contract are required in the binder; one before Tab 1 and one behind Tab 1?

No, only one copy is required.

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- 34. Under Article 1 General Terms and Conditions: 2.1 – Concern on the last sentence: Appears as tho after the contract term is over, we are responsible for paying the admin fees to TCPN for purchases made by the entities ordering through the contract during the term (even on orders made after the term is over).

Administrative fees must be paid on all purchases made through any contract resulting from this RFP. This includes any agreements reached with a member before the final expiration date of the Region 4/TCPN contract which may survive the term of the Region 4/TCPN contract.

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- 35. 5.3 – Concern: Current wording puts the decision of what time period for delivery is “reasonable” on the purchasing agent, and if they determine delivery time is not “reasonable” they can shop the open market and we are responsible for reimbursing the purchasing entity for all expenses incurred. Clarification request if statement is meant to read: ‘5.3 Delivery/Service Failures: Failure to deliver goods or services within the time stated in Section 7.1 of this Agreement or failure to make replacements or corrections of rejected articles/services when such rejection is made pursuant to this Agreement constitute grounds for the contract to be terminated. Vendor is not responsible for any punitive or consequential damages as a result of such timely failure to deliver, replace, or repair the goods or services.’

No, all sections of the RFP are meant to read as written. Respondents are allowed to propose exceptions.

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- 36. 9.1 – Concern on the last sentence: It appears as tho we are required to lower the pricing schedule if our costs are lowered. Please clarify if the words written meant: ‘The awarded vendor agrees to lower the cost of any product purchased through TCPN following a reduction in the published or advertised MSRP by the awarded vendor of a product purchased through TCPN.’

No, all sections of the RFP are meant to read as written. Respondents are allowed to propose exceptions.

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- 37. 10.1 – Concern on the statement below. For clarity, the added words are bolded below. “The sentence in Section 10.1 that reads, ‘Notwithstanding the foregoing, in the event that Region 4 ESC is made aware of any pricing being offered to eligible agencies that is materially inconsistent with the pricing under this agreement, Region 4 ESC shall have the ability to conduct an extensive audit of Vendor’s pricing at Vendor’s sole cost and expense.’ Please clarify if the words written meant: ‘Notwithstanding the foregoing, in the event that Region 4 ESC is made aware of any pricing being offered to eligible agencies that is materially inconsistent with the pricing under this agreement **and such offered pricing is found to have actually been offered in an inconsistent manner**, Region 4 ESC shall have the ability to conduct an extensive audit of Vendor’s pricing at Vendor’s sole cost and expense.’

No, all sections of the RFP are meant to read as written. Respondents are allowed to propose exceptions.