

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

Pre-Proposal Conference

1. Given this challenge with shipping, packages, warehouse, working from home- will you consider a pure electronic (emailed) response?

No, Region 4 cannot accept electronic submissions

2. Is there a way we can confirm you received our delivery?

If you are sending via a carrier, i.e. UPS, FedEx you can use your tracking number for verification. Since the Region 4 office is closed due to COVID, if hand delivered to our front desk, the security guard will accept and give you my (Crystal Wallace) business card and will write the date/time on it.

3. The timeline from question to submission is very tight- can this be extended?

Considered and agreed to. Please refer to Addendum No. 3

4. Which website will Q&As be posted on?

<https://www.esc4.net/services/purchasing/region-4-omnia-solicitations>

Click on corresponding RFP, there is a link for questions and answers

5. Do you accept hand deliveries? If so, where?

Please refer to question # 2

6. We have a current Omnia Contract that covers this RFP, can this be considered?

No, the resultant contract(s) will be totally separate from any existing contracts

7. On an electronic version of the proposal, should these tabs be separate PDF or word Docs nested in a folder, or consolidated into a single PDF?

Separate PDF documents. Please follow the Binder Tabs instructions listed on RFP pg. 7 in the solicitation document.

8. The percentage discount off of the verifiable price list or catalog for other items (not on market basket) which may be considered as Value added items. Would these go under Tab 2, and also under Tab 5?

Value Add items should go under Tab 5. This section is for additional information related to products and services Offeror proposes to enhance and add value to the Contract.

9. Given that we do not have a current Market Place spreadsheet, this is a delay and puts a strain on the time required to respond, can the submission due date be extended?

Considered and agreed to. Please refer to Addendum No.1

10. We have an extensive catalog. Over 120 manufactures. Can we provide a discount off of MSRP, by manufacture or does it have to be by Manufacture Part #?

Not by manufacture part #, please refer to the "Category Discount" tab in the Market Basket

11. How long is this contract for?

Three years with the option to renew for two additional one-year periods. Please refer to Appendix A; # 2

12. The RFP # is listed at 20-12 on the documentation, but noted as 20-14 on the market basket. Is this correct? or will it be changed on the new market basket being posted today?

Error that has been corrected. Please refer to Addendum No. 1; Correct RFP # is 20-12

13. On page 14, do your 10 references need to be anonymous?

No

14. On page 19, #20 - can you explain how new products are added to the contract, or deleted?

Please refer to Appendix A; contract pg. 5; #'s 19 & 20

15. Typical patronage fees for OMNIA is 2% on goods and services minus freight or taxes. Should that be included in our discount schedule pricing?

Please refer to OMNIA Partners Exhibit A for administrative fee. This should be included in the net cost to customer and not a separate line item.

16. Several places in the RFP shipping is referenced, some reference FOB freight however on page 12, v- this asks to describe any shipping charges. To be clear, should shipping be included in all pricing to a central place?

All deliveries shall be freight prepaid, F.O.B. Destination and shall be included in all pricing offered unless otherwise clearly stated in writing. If additional shipping charges i.e. expedited, drop ship, etc. those charges should be described.

17. If we have a project with a Region 4 district that requires a manufacturer part off contract - what would be the process to add them to the pricelist

Please refer to Appendix A; contract pg. 5; # 20

18. is there anything for us to do with Exhibit H?

No. Only Exhibits A, B F & G