



## RFP 14-22 Questions and Answers

- 1. For RFP 14-22, is it acceptable to provide a printed scanned version of "Exhibit A - Dealers Certificate"? In other words...we plan to email this form out to the manufacturers we represent. Will it be acceptable for them to sign and notarize the form and then scan it back to me to print and put in our submission? Or are we required to have each manufacturer mail back the original document to submit in our proposal? Please note that we plan to bid over 100 vendors, so a printout of the scanned form would be more economic and environmentally friendly.

Yes, a signed and notarized scan copy is acceptable.

- 2. I have a question regarding the territory covered with the contract that will be issued from solicitation 14-22. It is our understanding that Region 4 ESC is meant for the state of Texas and in addition the states of New York and New Jersey have laws allowing them to buy on any coop contract in the United States. However, the Appendix E is asking us to provide a list of all states where our products are available. Does this mean that we could use this contract with all of them?

Yes. As stated in the RFP, this is a national RFP, intended to make products and services available to eligible entities in all 50 states. Please note this does not mean that a vendor must be able to provide coverage in all 50 states in order to be considered for award.

- 3. When submitting proposal, do we need to include the 158 pages or up to page 60, which include all exhibits, is acceptable?

Up to page 60 is fine.

- 4. In page 20, indicates furniture prices should include freight cost. Page 29, indicates shipping charges should be separated. Kindly, clarify.

Freight charges shall be included in net cost, however in cases where this is not possible, i.e. drop ship; Respondent shall clearly identify freight charges.

- 5. Most of manufacturer, specially USA establishments do not carry inventory. They work JIT. It is almost impossible for a dealer to commit to one day delivery. Does the TCPN RFP ask for 1 day delivery as states in page 29?

Region 4 is not asking for 1 day delivery on page 29 - Simply asking that shipping charges are identified if same day delivery.

- 6. This is a general question. I understand manufacturers can apply to TCPN certification. Can you supply the list of manufacturers approved?

Manufacturers cannot "apply to TCPN certification". Any manufacturer that wishes to have a TCPN contract directly must respond to an RFP and be awarded a contract. Resellers may respond to an RFP with a manufacturer's products, but the reseller must have permission in writing from the manufacturer to offer their products through TCPN.

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7. For RFP 14-22, will user fee percentage be applied to product, freight and installation costs?

Administrative Fees are applied to products & services (including installation rates); not freight.

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8. In past TCPN bids we have only provided the manufacturer's price lists. I see you are now requesting the price list in an Excel format with a column showing contract prices (i.e. MSRP minus the supplier discount). If we are proposing multiple discounts do we need to list every contract price? Or can just the manufacturer price list be provided?

Manufacturer price list may be provided.

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9. Can the price lists be sent in a PDF format as Excel files can be manipulated? Or are you okay with us protecting the Excel file so as to eliminate any potential for modification?

Excel format is preferred, however either is acceptable.

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10. In our past furniture contracts with TCPN, we have had fixed furniture suppliers on them (i.e. lockers, bleachers, playgrounds, etc.). I don't see a category for this type of furniture so I wanted to see if we would be allowed to supply them in our response. Or will this be a separate contract bidding at some point in the future?

Intent of RFP is for "Interior Furniture" only. Lockers and auditorium bleachers would fall within the scope. However, Playground would fall outside the scope.

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11. Submission of Responses outlines the following requirements:  
*Vendor must also submit one (1) electronic proposal free of proprietary information to be posted on Vendor information page if awarded a contract.*

If a vendor does not have proprietary information as part of their bid response, are we required to send this additional electronic copy, or are we required only to send the (2) electronic copies.

No.

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12. *Include a copy of the entire RFP document that you are responding to, prior to your tabulated response. This means that all pages prior to the Appendixes must be included before Tab 1.*

Please confirm you are requiring vendors to submit all other pages that are not identified to be included in a tab to be inserted in the bid response prior to tab 1.

Yes.

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13. At the top of [page 15], please confirm Vendors are required to complete this section. If so, please confirm on the first line that vendors should input the anticipated contract start date? If not, what date should be referenced?

Yes, vendors are required to complete this section. The date will be filled in later by Region 4 ESC.

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14. Please confirm on the second line the information to be entered is the vendor's name.

Yes

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15. Please conform on the 3rd line the information to be entered is for the purchase of 'Furniture and Installation.'

Yes.

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16. To accommodate those participating entities that prefer to issue orders directly to the authorized dealer and in some cases to accommodate customer minority spend requirements, please confirm it will be acceptable for dealers to accept orders, invoice the participating entity and accept payment.

Respondents are allowed to take exceptions.

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17. This section outlines the following requirement:  
*In the event that the participating agency or entity must purchase in an open market, contractor agrees to reimburse the participating agency or entity, within a reasonable time period, for all expenses incurred.*  
Please confirm expenses will be reasonable and limited to comparable product(s).

Respondents are allowed to take exceptions.

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18. Due to the number of available fabrics, finishes, options, etc. our products are made-to-order and cannot be shipped within 7-days of receipt of purchase order. In lieu of the 7-day requirement, please confirm an acceptable shipment time frame can be mutually agreed to by the parties.

Respondents are allowed to take exceptions.

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19. Please confirm 'Gross Sale Amount' is defined as total net product sales.

Yes, gross amount is defined as net cost after TCPN discount.

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20. Please confirm reductions to a manufacturer's nationally publicized list price, is the same as 'a reduction in the manufacturer or publisher's direct cost.'

Yes.

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21. Please confirm audit rights are the limited to records directly related to the performance of this agreement.

Yes.

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22. Please confirm that the Buy American Act for the State of NJ and all other applicable states only applies when requested by an individual participating entity.

Respondents are allowed to take exceptions.

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23. Please confirm the party in control of the storage location will be responsible to insure against loss and damage. Please confirm 'final acceptance' is defined as delivery into the Member's control.

Respondents are allowed to take exceptions.

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- 24. Please confirm the indemnity obligations of the vendor are limited to the extent of our negligence or misconduct.

Respondents are allowed to take exceptions.

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- 25. In responding to questions within the Appendices, can a vendor respond on a separate attachment instead of incorporating our response immediately following the question within the bid?

Yes.

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- 26. Please confirm where in the bid response should we identify which categories we will bid? Is this required?

Yes, in the Products and Services section (Appendix B).

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- 27. Due to the many available options, finishes, fabrics, etc. our products are made-to-order and therefore are not stocked. With the custom nature of our product, it is not a viable option for us to sell the returned product to another customer; therefore, we request the restocking fees for returns be increased to 45% of the value of the item that required restocking.

Respondents are allowed to take exceptions.

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- 28. Please confirm if a manufacturer is responding direct, Exhibit A can be completed as 'N/A' (not applicable).

This form is only applicable for Respondents who are Dealers.

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- 29. Please confirm vendors are required to submit a separate attachment which outlines discounts and all other charges in response to this section.

Yes.

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- 30. Within Appendix C, the bid states:  
*Shipping and/or installation charges shall be clearly identified. This includes same day delivery and minimum order amounts for free delivery.*

Due to varying labor rates and prevailing wage requirements, as well as varying site conditions, is it acceptable to state that installation charges will be negotiated on a project-by-project basis with the end customer?

No. Installation charges are separate from freight and require auditable pricing in order to be considered. Respondents are allowed to take exceptions.

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- 31. Appendix C outlines the following requirements:  
*Electronic price lists must contain manufacturer part #, vendor part # (if different from manufacturer part #); description; manufacturers list price and net price to Region 4 ESC (including freight)  
Please submit price lists and/or catalogs in excel, or delimited format only*

To provide our list pricer in Excel would be thousands of lines depending on whether or not we have to include the multiple options available for fabric, finishes, etc. Instead of providing our list pricer information in Excel, can a manufacturer provide our list pricer in PDF without net pricing? In addition to satisfy the pricing requirements we will submit an Excel file which outlines our product discounts, product series, and any additional charges for install, warranty, freight, etc. Will this satisfy the requirements in Appendix C?

Please refer to question #9.

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- 32. We can provide our list pricer in PDF, however it will not include net pricing, will this satisfy the requirement?

Please refer to Question #9.

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- 33. Please confirm exceptions/deviations can be listed on a separate document.

Yes.

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- 34. Please confirm it is acceptable for vendors to copy the original term or condition and redline the proposed changes.

As long as the respondent places the redlined copy in the exceptions section and does not seek to replace the original terms and conditions in the RFP, that is acceptable.

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- 35. In item 8. Pricing Information it states:  
*Additional discounts for purchase of a guaranteed quantity.*  
Please confirm additional discounts for purchase of a guaranteed quantity means additional discounts are offered based on individual order size.

If so indicated by a respondent.

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- 36. Please confirm manufacturers do not need to include the number of persons at distribution centers, only sales persons broken down by market.

Yes.

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- 37. Please confirm manufacturers need to include authorized dealers as part of the offices or service center information. If we are providing a list of our dealers are we required to provide key contact, email, phone, etc. for all dealers?

Yes.

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- 38. Please confirm vendors should only provide the number of furniture dealers broken down by state that will have access to the TCPN contract.

Yes.

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39. Time and attendance reports typically don't apply to office furniture, please provide additional information as to what should be reported as time and attendance for each eligible agency.

These are examples. It is up to the Respondent to provide relevant information.

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- 40. As a vendor we have many licenses, certifications, and registrations. In addition, our authorized dealers also hold many different certifications. Please confirm it is acceptable to respond that we can provide these upon award, by state on a case-by-case basis.

Respondents are allowed to take exceptions.

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- 41. Please outline who should sign as the 'Authorizing Official' for this document. Is it the same person as the "Offeror?"

The person who has legal authority to sign the document. Please refer to statement #1 on this document (Anti-Trust Statement).

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- 42. At the top of the page where it says 'State of New Jersey' 'County of' - do we populate this with the county of the state we are located, or is there another county that should be referenced?

The county of the state in which the respondent is located.

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- 43. 'Signature of Procurement Agent' - is the vendor required to sign, or will this form be signed by TCPN?

Will be signed by the TCPN member located in New Jersey if they choose to utilize any contract resulting from this RFP

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- 44. Please provide a definition of 'average fill rate' and how it applies to office furniture.

Average fill rate is defined as the percentage of deliveries respondents make which meet their delivery deadlines. It applies to the ability of the vendor to make deliveries on time.

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- 45. For question 7 of Appendix I, please provide an example of additional information TCPN is looking for that wasn't already provided in questions 3 & 4.

The respondent shall determine whether additional information is warranted.

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- 46. There appears to be some additional capability statements in Appendix I. Can we answer those in a separate document, and should they be included behind the Appendix I Questionnaire/Self Checklist.

Yes.

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- 47. Where should a vendor submit a copy of their warranty (which Appendix or Tab)?

As stated in Appendix C, warranties shall be provided along with the vendor's pricing submittal.

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- 48. Please clarify what information is being sought under Performance Capability, Question 14 “Offeror’s safety record”.

Includes, but is not limited to, all safety incidents related to the actual customer use of goods and/or services. Respondents should also include all reports of safety violations and any incidents regarding injuries of employees or customers on the job sites.

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- 49. Please clarify what information is being sought under Performance Capability, Question 15 “Instructional materials”.

Materials including but not limited to product information, assembly instructions, maintenance instructions, and usage instructions.

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- 50. Please define what product(s) makes up each category.

Product categories are defined by the intended function of the furniture (for example, Cafeteria Furniture could include dining tables, dining chairs, rollaway tables, etc.). Respondents will not be automatically disqualified for clerical errors in defining these categories, and may add additional categories as needed.

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- 51. Please clarify the question numbers in Appendix F. These seem to jump around from each section and are not lining up correctly to some of those in the Evaluation Questionnaire (Appendix I).

Numbers in Appendix F should proceed sequentially from 1-39. Appendix I is intended for the convenience of the Respondent, and is not a required document.

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- 52. We are a manufacture who only sells through a network of dealers. If we were to hold the contract ourselves, would the authorized dealers be able to receive purchase orders and invoice?

Yes, however it shall be the responsibility of the manufacturer to ensure dealers report sales utilizing the TCPN contract and monthly reporting must be submitted by official contract holder, i.e. the manufacturer.

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- 53. If we choose not to bid direct and offer several dealer certificates, can several dealers potentially be awarded our product line?

Yes

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- 54. We are a manufacturer interested in being awarded a TCPN contract. This solicitation appears to allow for manufacturer proposal submittal’s and potential contract awards to manufacturer’s. The answer provided for question #6 seems to possibly contradict this. Please confirm that this RFP solicitation is open to “manufacturer” proposal submittal’s and potential award.

This RFP is open to both manufacturers and resellers.

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- 55. We are a manufacturer that distributes nationally through a network of dealer resellers. We literally have 500+ and growing number of open dealers across the country. The solicitation states on page 27 that we must provide a “complete” list of authorized dealers. Do we need to submit our entire national dealer customer base (or just for Region 4)? What extent of information do you need on each dealer? Will dealer name, address and phone number be sufficient?

Only a list of dealers who will be authorized to sell under the contract is required. All of the above information as well as authorized territories for each dealer is required.

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- 56. Please confirm that all labor & installation costs need to be included in our “not to exceed” discount to TCPN. Also, please confirm that this TCPN discount is a single discount that covers the entire country and needs to factor in the worst case “prevailing wage” conditions around the country.

Yes, however it is the responsibility of the vendor to notify the customer on prevailing wage projects. Respondents may choose to define different installation and labor rates by state, region, or other criteria if they so wish, or they may choose to propose a flat rate for the entire country.

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- 57. We represent some companies that are not manufacturers and therefore cannot fill out the Dealer Certificate as a “manufacturer.” One example is a service company that recycles unwanted furniture. The bid states “While this solicitation specifically covers Furniture and Installation, respondents are encouraged to submit an offering on any and all products or services available that they currently perform in their normal course of business.” Therefore, we would like to include these vendors in our submittal. Is it acceptable to include an authorization letter instead of the Dealer Certificate for these type of vendors?

Yes.

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- 58. We are a manufacturer of steel Library Shelving and are wondering if that is included under this proposal?

Yes.

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- 59. Do you expect the answers to appendix F, Company Profile, to be written on a separate word document or is it acceptable to write on the enclosed sheet.

Please use separate sheet if necessary.

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- 60. Our offer of discount needs to be noted on our electronic submission in excel form clearly spelling the end users contract price, correct? May we add tiers and may we add delivery and/or installation concessions in a separate column?

Yes.

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- 61. I have a question regarding TCPN, and I'm hoping you can clarify this for me. Since our company is a furniture manufacturer, can we submit our information to TCPN directly or can we only work through dealers? We are currently only working through dealers, but have been interested in seeing if we can apply to be on TCPN as a manufacturer.

RFP is open to both manufacturers and dealers.

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- 62. Do we have to already have a GSA schedule in place in order to bid on this RFP?

No.

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- 63. In the body of Appendix H - Document #7 there is a blank that needs to be completed, we would like clarification as to what a respondent should be placing in this blank. (see below)

*"the offeror making the Proposal for the goods, services or public work specified under the attached proposal, and that I executed the said bid proposal with full authority to do so; that said offeror has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said bid proposal and in this affidavit are true and correct, and made with full knowledge that the \_\_\_\_\_ relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work."*

Vendors may simply state "Participating Member". This form is required for NJ and vendors may be required if awarded to complete the document again for a specific agency with their name in the blank.

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64. On page 48, DOC #7 Non-Collusion Affidavit, the main paragraph states:

*the offeror making the Proposal for the goods, services or public work specified under the attached proposal, and that I executed the said proposal with full authority to do so; that said offeror has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the \_\_\_\_\_ relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work.*

The highlighted section above is usually for the NJ customer requesting the bid. In this case, would you like us to put Region 4 ESC or is there a generic name we can put there specifically for this bid?

Please refer to question #63.

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65. Due to the fact that this is a hard copy submittal we are wondering if an extension will be given due to the fact that questions are due no later than Dec 3 and submittal is due on the 10th. Which is a very short time frame without a date of when answers would be posted.

The RFP was released on October 30th which allows suppliers six (6) weeks to respond. Answers to questions are posted to the website with 24-48 hours after receipt. At this time Region 4 does not anticipate an extension.

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66. We have demountable walls under our systems contract and are wondering if they can be included in our submittal?

All proposals submitted within the scope of the RFP will be considered.

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67. Page 11, XVII Samples: Are you referring to finish samples, or complete product samples?

Samples are not required for this RFP. However Vendors may be required to submit samples to participating agencies upon request.

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68. Page 21, 9.6 Administrative Fees: Since the Administrative Fee is based on total fiscal year sales volume, does this mean that remittance of the fees would only occur at the end of the fiscal year, instead of monthly as the previous contract is?

No, reports are due monthly; fees are due 30 days after receipt of invoice.

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69. On this same line, regarding Q & A #7: If the administration fees will apply to installation also, how will we determine what fee rate should be applied to the dealer quoted installation charge ?

Region 4/TCPN cannot make that determination. This is between the Respondent and the dealer.

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- 70. Page 32, Diversity Program: Is this referring to Affirmative Action compliance, or a set contract with only diversity partners?

This refers to Diversity Programs and/or Partners.

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- 71. Page 48, Non-Collusion affidavit: What type of response is intended for the blank following “made with full knowledge that the \_\_\_\_\_”?

Please refer to the answer to question #63.

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- 72. Page 31 – Vendor Orientation. Please confirm if this document should be included at the end of Tab 1 following Appendix D, or as part of Tab 2 Appendix E?

Tab 1

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- 73. Page 26 – Appendix B Product / Services Specifications. We are unclear what information needs to be included in the Tab titled ‘Appendix B Product / Services Specifications’. Based upon an earlier clarification we are required to list the product categories we are bidding, in addition are we required to provide the list of authorized dealers within this Tab? If there are shipping & delivery terms that are different than Article 7.1, do we list this information here? What other information must be provided in Appendix B if we are not a dealer responding with a required dealer certificate (Exhibit A)?

Yes, a list of dealers authorized to sell your products must be provided. Refer to Appendix D; page 30. The respondent shall determine whether additional information is warranted.

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- 74. Page 46 – Document #5 Antitrust Certification Statements. Our authorized member of our company will sign this document. This person meets the qualification outlined in #1 of this form. In which signature line are they required to sign, the Offeror or the Authorizing Official? The signature lines for both of these sections are exactly the same. Typically an authorizing official is a member of procurement.

Vendors should sign as the Offeror, however please keep in mind this form is required for NJ and vendors may be required if awarded a contract to complete the document again for a specific agency in which they may authorize.

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- 75. Under which Tab are vendors required to submit their list of authorized dealers.

Tab 5.

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- 76. In Q&A response questions 48 & 49 do not appear to be a part of this bid, please confirm these are not required of this furniture RFP.

Information is required.

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77. I was looking at the current furniture contract that expires in April, and I think that is the master TCPN contract. I am looking at the Region 4 bid that's out there and am trying to decide if that is just a regional or is it the big contract.

This RFP is for national Furniture Products and Services and will replace the current Region 4/TCPN furniture contracts that expire in April 2015.

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- 78. Question reads " Does your company have past experience with Region 4 ESC and/or TCPN members? If so, please list them and their contact information (Up to Five).

I currently hold a TCPN contract and of course would have past experience with TCPN so I would like clarification on exactly what information you are looking for.

Please provide at least five (5) TCPN members and contract information whom you have done business with.

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- 79. Appendix C states "Respondents must submit products, services, warranties, etc. in price list." Please confirm respondents are not required to include charges for installation, etc. as a part of their product discounts. It is our understanding that respondents can include charges for installation and other services as a separate item within Appendix C, as long as these rates are auditable. It is the respondent's decision to include these services as a separate auditable charge or to incorporate these charges within their product discounts.

Confirmed. Installation charges can be submitted separately.

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- 80. Based on your response to questions 9, 31, and 32 we are seeking additional clarification to Appendix C. Appendix C states "electronic price lists must contain manufacturer part #, vendor part # (if different from manufacturer part #); description; manufacturers list price and net price to Region 4 ESC (including freight)." Please provide further clarification regarding the "net price" requirement as listed within this section. To provide a net price for every item within our list pricer would be thousands of line items, would it be acceptable for a respondent to provide a copy of the manufacturer's list pricer (which includes manufacturer part #, description, and manufacturers list price) and attach a detailed discount schedule which outlines the manufacturer's discounts by product series in order to satisfy this requirement?

Yes.

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- 81. P.10 XIII, and P.13 XXV – can you give us any insight into how "competitive range" is determined on pricing?

Competitive range is determined by market prices and the prices offered by vendors in their proposals.

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- 82. P. 11 XX states an estimated annual sales volume of \$75-\$85 million. The fee chart on P.21, in the "Annual Sales Through Contract" column, has only one tier that applies for the Admin Fee: 0 -\$50,000,000? Is that a typo on the chart, or is the annual volume incorrect?

Volume is estimated as stated in XX. Fee schedule in chart is correct.

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- 83. Does the annual volume on p. 11 cover all the categories listed on p. 26?

As indicated on page 26, "Respondents do not have to offer every category to be considered for award". Annual volume shall include all products/services which are covered under the TCPN contract if awarded.

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- 84. P. 35 #9 Cooperatives. Would contracts with individual universities be included?

No.

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- 85. If we include freight in price we would have to evaluate freight cost on a national basis which would likely result in a higher price for most customers. Are we able to take exception to freight being included in price? If so, can we state that it is quoted per project?

Yes. However, if freight charges are listed separately, they must be auditable. Proposing to quote freight per project is not acceptable unless an auditable basis for determining freight charges is also provided.

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- 86. Should installation be bid as a percent of net product price or as an hourly rate?

This is at the Respondent's discretion, however pricing structure must be auditable.

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- 87. Do you require a hard copy of all manufactures price lists included in the binder or do you only require it to be in the electronic version?

Electronic version. Please refer to question # 9

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- 88. I noticed in the bid document, that "manufacturers' must complete a list of authorized dealers/resellers"... Can we just submit "Any Authorized [Company Name] Dealer" which means they are active and authorized to sell our products.

Manufacturers may submit all of their dealers to be resellers under a potential contract. However, they must still provide a complete list of all dealers who would be authorized to sell under the contract, as well as what areas they would be allowed to sell in if applicable.

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- 89. My question is a little different than 88. We are a manufacturer bidding direct without listing any authorized dealers as all orders would come to us. We have a dealer who has sent us a dealers certificate requesting that they be allowed to offer our product lines as part of their bid. If we are both awarded, this could result in our product being on the contract twice, under us as well as the dealer. Is this allowed?

Yes, both can respond to the RFP. However, as the manufacturer, it is at your discretion if you allow dealers to bid your product line. If so, they are required to submit the dealer certificate with their proposal.

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- 90. Article 7.1. Requires shipment of product to commence within 7 days of receipt of purchase order. We need to take an exception and list our standard lead times. Is this acceptable?

Respondents are allowed to take exceptions.

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- 91. Article 9.2. This suggests during the term of the Agreement, we can only take price increases if Region 4 ESC approves it. We request be allowed one price increase, with a not to exceed percentage, during the 3 year initial term. Is this acceptable?

Respondents are allowed to take exceptions.

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- 92. Article 11.7. This provides a Buy America requirement but it seems to apply only to "unmanufactured construction material," which would not include furniture. Is this correct?

Respondents are allowed to take exceptions.

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- 93. Page 8, section 2 – proposal format – It says that responses must be provided in a 3-ring binder or report cover (hard copy). However, it then says “all forms are to be completed electronically”. Can you please clarify?

Electronic version of complete hard copy of RFP is required.

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- 94. Page 28 – Exhibit A – Are we required to fill out this certification form for EACH DEALER we want registered, and NOTARIZED for EACH DEALER? Or, can we list each dealer, but notarize only once. Can you please clarify?

Exhibit A only pertains to respondents who are resellers. Manufacturers need not fill it out.

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- 95. On Page 41 - Appendix H (document 6 - 10) do we need to provide these pages in proposal if we are not doing business in New Jersey or we just type N/A and include them?

Please include and indicate N/A

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- 96. The contract states that pricing is to be submitted via an excel or delimited format. Our price list and spec guide is in a PDF format and with literally 100's of options. How should we proceed here?

Please refer to Q&A # 9

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- 97. Regarding the Vendor Orientation: Page 31 of 158 states the Respondent companies must commit to attending a vendor orientation meeting at the TCPN's offices. Is there an option to attend via a Web link or must the company have a representative there in person?

Vendors may suggest alternatives in their proposal.

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- 98. Just a clarification on the attached upcoming bid. I hope I wasn't sent the wrong stuff. I'm having trouble lining up the numbers in Appendix F. As you can see, my numbers go 1-25 and then start over at 17. One of the Q +A's says it should be sequential.

This is a typo. Numbers 17 – 30 should be 26 - 39.

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- 99. I see things in the Q+A which concern me in that I don't see them listed on Appendix 1. There's reference to Questions 14 and 15. I don't have those.

Refers to page 15.

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- 100. The one year price guarantee referred to in Appendix I says it on page 16. In my packet, it's on page 20.

Please note that page numbers are sometimes off when specifications are added to the solicitation document. Our apologies for the oversight. Page 20 is correct.

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- 101. We feel question 55 on the Q+A page is unclear and were hoping you could clarify: Do we only have to submit dealers who sell to Region 4? Or do we list dealers for every State listed on page 60 of the bid document?

A complete list of dealers is required. Dealers who are not listed will not be able to do business under any contract resulting from this RFP.

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- 102. Is this bid only for national dealers or can regional dealers respond too listing specific states?

Please Refer to Question # 54.

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- 103. Please confirm that installation charges are not required as part of the manufacturer's bid.

Installation charges are required and will require auditable pricing if installation services are being offered.

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- 104. Under 9.1 Best price guarantee: Several state contracts require discounting that mirrors GSA discounting. Do these state contracts then fall under the clause exempting discounts given to Federal government buying consortiums for goods and services?

Respondents are allowed to take exceptions.

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- 105. Can we note our charges for services, product discounts, warranties, shipping, etc. on separate tabs within our Excel price list?

Yes.

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- 106. "We are a manufacturer of technology furniture. Nearly 75% of our products ship fully assembled so very little installation or assembly is needed on these items. On the 25% of products that ship unassembled we have seen nearly 95% of customers prefer to do their own installation. As such is it acceptable to submit a price proposal that is a delivered only price? We can offer installation services. We would just like for it to be the option of the ordering organization. Below is an example of what we would propose offering. PRODUCT LIST PRICE DELIVERED PRICE (Freight in price) DELIVERED & INSTALLED PRICE PRODUCT ABC \$100 \$58 \$75 The customer would then choose delivered only or delivered & installed. Is this acceptable?"

Yes.

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- 107. In Appendix I – Performance Capability – Question #2 "What is the capability of your company to respond to emergency orders?" Could you please clarify what is meant by "emergency orders"? Is this be based on replacement furniture needed for a natural disaster, such as a tornado, or hurricane, or does "emergency orders" mean quick ship orders?

Quick Ship Orders

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108. I referred to question 54 and I still don't know the answer. We are a dealer who sells in New England only. Do I just submit info for those states - though the manufacturers I represent are national I only cover the new England states for delivery and install.

Respondents should only respond to states in which they are able to do business.

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- 109. Page 19, Section 7.1 Delivery, Conforming product shall be shipped within 7 days of receipt of Purchase Order ... - our offer for computer furniture is designed around the specific room and is made upon placement of the order. The lead-time for this is between 2 to 4 weeks. Does the requirement that authorization must be granted for each purchase apply to this type of furniture? When the room is being designed, the lead-time for delivery from receipt of the Purchase Order is stated upfront.

Respondents are allowed to take exceptions.

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- 110. Page 29, Appendix C Pricing - Do you have a template you wish offers to use? There is information that applies to each item. Will a statement at the beginning of the spreadsheet with this information be acceptable? Since our furniture is comprised of many parts, the spreadsheet would contain several thousand items. Would you like each part listed or would a typical set up with a complete price be acceptable? Accessories would be listed separately.

No, a template is not available. Typical set up is acceptable as long as pricing structure is auditable.

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- 111. Page 31, Vendor Orientation - The Vendor Orientation are stated they will be held during a certain date range. The question asks when your company would plan to attend the Orientation. Would you please provide the specific dates to choose from?

Any business day within the date range indicated. Any date chosen may be subject to change as needed by the respondent, Region 4, or TCPN.

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- 112. Appendix F, Question 14, for the contact information it mentions for resumes to be included for those individuals listed. Is it acceptable to put "refer to linked in profile ...." Also, how extensive should the resume be? Is it assumed acceptable to just put tenure at each job held by that individual and the position held with a brief description.

Linked in profile is not acceptable. It is up to the Respondent to provide relevant information

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- 113. For customer references, sales amounts are being requested. Whether an end user is tax exempt or not determines if we accept paperwork directly or if our Dealer handles. We've done projects with members of yours, but since in some circumstances Dealers have placed the order with us, we only have the sales amount at the Dealer sell and not end user. These figures will be underreported, but it'll give good intel. Is this acceptable?

It is up to respondents to determine how they can best respond to the request for references.

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- 114. Is TCPN interested in supplemental information such as brochures, printed literature, etc. to be provided with the PDF/excel Price List for evaluation purposes?

No.

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- 115. With Question 93's answer in mind, electronic signature, not a hard copy signature in black or blue ink is required for the hard copy being submitted in the binder correct?

Electronic signature or written signature is acceptable. If forms are filled out and signed physically, they must be scanned in to include with the electronic copy.

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- 116. With Question 101 in mind, the answer to this question asserts that awarded vendors do not even have the option after award to propose to TCPN additional Dealers to be added. However, under bullet point 4.9 in the bid, the following statement makes it seem as though we have at least the option to add Dealers after award... "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." Please verify.

Only those dealers submitted with the proposal along with Exhibit A will be approved at the time of the contract award. Additional dealers may be submitted during the life of the contract, subject to Region 4's approval.

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- 117. In the original solicitation, page 21, it states that "All pricing submitted to Region 4 ESC shall include the administrative fee to be remitted to TCPN by the awarded vendor. (The awarded vendor agrees to pay the admin fees to TCPN as calculated as follows: Sales will be calculated for fiscal year of Jan 1 – Dec 31st and reset each year) Chart of Page 21 of solicitation ( Based on Annual Sales) In the Q&A – Question #68 Pg 21 9.6 Administrative fees. Since the administrative fees are based on total fiscal years volume, does this mean that remittance of the fees would occur at the end of the fiscal year, instead of monthly as previous contract is? ANSWER: No, reports are due monthly; fees are due 30 days after receipt of invoice. The answer to the question implies that the fees being paid would be based on the monthly sales dollars. When page 21 of the solicitation states "Sales will be calculated for fiscal year of Jan 1 – Dec 31st and reset each year". Could you please clarify? If we are paying the fees on a monthly basis, how are these fees based on an annual sales chart? Will we be receiving a rebate at the end of the year if we overpay on the monthly fees?

"Sales will be calculated for fiscal year of Jan 1 – Dec 31st and reset each year" refers to how the reduced fee will be calculated based on the chart on page 21. Reduced fee will be applied as soon as a vendor hits the next tier for that calendar year. Any overpayments are handled on a case by case basis.

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- 118. We are considered small business under our GSA Schedule and per the size stipulations for our industry (less than 500 employees). We do not hold certification to warrant this, but if GSA recognizes us as an SBA, can we mark ourselves down as small business for this RFP?

Vendors who claim Small Business or any other similar designation must submit certification to verify that status.

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- 119. We sell to dealers that may or may not be located in the state of New Jersey. We do not have any presence in New Jersey. None of our company employees go into NJ. Our product is shipped by LTL or over the road trucks not owned by us. Are we required to submit forms listed on page 41 if doing business in NJ?

Yes. Any vendor wishing to do business of any kind in New Jersey under this contract must fill out the required forms for New Jersey.