

Public Questions & Answers

Event Information

Number: 24-01 Addendum 4
Title: Furniture, Installation, and Related Services
Type: Request for Proposal
Issue Date: 4/11/2024
Question Deadline: 5/10/2024 02:00 PM (CT)
Response Deadline: 6/6/2024 02:00 PM (CT)
Notes: Oral communications concerning this RFP shall not be binding and shall in no way excuse an Offeror of the obligations set forth in this proposal.

Only online proposals will be accepted. Proposals must be submitted via Region 4 ESC's online procurement system: region4esc.ionwave.net.

No manual, emailed, or faxed proposals will be accepted.

NON-MANDATORY PRE-PROPOSAL CONFERENCE #2

**Meeting to be held on
Wednesday, May 1, 2024 at 10:00 am CST
via ZOOM. Click [here](#) to join.**

Meeting to be held on
**Wednesday, April 24, 2024 at 10:00 am
via ZOOM. Click [here](#) to join.**

Offerors are strongly encouraged, but not required to participate in a pre-proposal conference with the Procurement and Operations Specialist.

Published Questions

Question: For Submit FEIN and Dunn & Bradstreet report. Can you clarify the source of this report? Is this a credit report? Or a report that shows our registration number?

Answer: Dunn & Bradstreet account supplies a report.

Asked: 5/10/2024 01:43 PM (CT)

Question: Does the Dealer need to carry an Omnia contract or a manufacturer?

Answer: Offeror's that submit a response to a bid request and if they are awarded, will be the awarded vendor. Any suppliers/dealers that are under the awarded vendor may utilize the contract as being a supplier/dealer for the particular awarded vendor.

Asked: 5/10/2024 01:13 PM (CT)

Question: For requested attachment: Submit FEIN and Dunn & Bradstreet report. Can you clarify what specifically are you looking for here? Who is the source of this report and how is it different from submitting our Federal ID number or our registered Dun number?

Answer: This is asking for the report to be supplied.

Asked: 5/10/2024 12:57 PM (CT)

Question: III. Instructions to Offerors 18. Samples Please clarify what types of samples may be requested.

Answer: This is to be determined on a case by case basis.

Asked: 5/10/2024 12:24 PM (CT)

Question: Can you clarify what Best Govt pricing means in section 3.3 Marketing and Sales under Letter F?

Answer: This is the best pricing for governmental agencies.

Asked: 5/10/2024 12:09 PM (CT)

Question: Attachment "RFP 24-01_Furniture Installation and Related Services.pdf" contains several questions for Offeror to answer, however, there is no specified location to upload this under "response attachments" tab. Please confirm where these responses should be uploaded.

Answer: All questions are to be answered with the Attributes tab, and all documents that are required to be uploaded on the Response Attachments tab. Everything that is required has a red asterisk.

Asked: 5/10/2024 10:21 AM (CT)

Question: For Response Attachments #10 - We do not subscribe to D&B. May we upload a statement of financial strength in lieu of a report"?

Answer: Yes

Asked: 5/9/2024 12:02 PM (CT)

Question: Attribute 53 states: It may be necessary to establish a competitive range. Factors from the predetermined criteria will be used to make this determination. Responses not in the competitive range will not receive further award consideration. Region 4 ESC may determine establishing a competitive range is not necessary. When will Region 4 determine if there is a competitive range? If there is a competitive range, what is it?

Answer: ***Factors from the predetermined criteria will be used to make this determination.***
This is determined after all submissions are received.
Offeror should respond with their most competitive offer.

Asked: 5/8/2024 05:04 PM (CT)

Question: In the response attachment tab - is item 4 and item 18 a duplicate of the same OMNIA Partners - Exhibit F Federal Funds Certifications? Or are there two exhibit F documents?

Answer: Addendum will be issued.

Asked: 5/8/2024 04:38 PM (CT)

Question: Section IV Evaluation Process and Criteria. Please confirm that if the lonwave attributes section and Appendix D Exhibit A has been completed fully and that required attachments have been uploaded, that no other documents are needed to be considered responsive to this section. We want to be sure that an additional point by point response is not required.

Answer: Under the Attributes tab and Response Attachments tab, everything that is required is indicated with a red asterisk.

Asked: 5/7/2024 10:44 AM (CT)

Question: Can we get a list of those that attended the virtual meetings on April 24th and May 1st?

Answer: Region 4 ESC Crystal Wallace
Omnia Partners Christine Dorantes
Continental Flooring Company Kristen Rensmeyer
Ghent Manufacturing Drew Karpuk
Global Furniture Group Randi Tirado
Natural Pod Marianne Hoonakker-Kelly
Fellowes Melissa Fuller
Facilities Resources, Inc. Karen Januski
Educational Environments Joe Ingolia
Catalyst Consulting Lee Mauney
Kay-Twelve LLC Lauren Glunz
School Outfitters Faith Berry
OFS Brands Inc. Anna McClelland
Teknion LLC Lynn Clark
OFS Brands Inc. Andrea Whitworth
Jasper Seating Company, JSI/Jasper Group Amanda Keithley
ODP Business Solutions Lisa Shankle
Paragon Furniture, Inc. Cathy Thomas
Fyrn Furniture Jamie Northrop
Safco Products Co. Yvonne Moore
HNI Workplace Furnishings Alicia Menster
Alief ISD Adam Tabor
lakeshore Learning Materials Eunice Peterson
The HON Company Chris McCormick
Allsteel LLC Cindy Hermann
lakeshore Learning Materials Tyler Domski
Wenger Corporation Jackie Berg
ERG International Lisa Francisco
Kimball International Emily Moore
Fyrn Furniture Danielle Pak
Neutral Posture, Inc. Jennifer Gurode
Global Furniture Group Katie Higgins
Kimball International Kelli Jenkins
Fyrn Furniture David Charne
Quill LLC Sarah Lindberg
Wenger Corporation Tricia Forsberg
HNI Corp Aaron Timm
Integra, Inc. Tracey Putnam
Groupe Lacasse Ben Wagenmaker
Vari Sales Robert Cairy
Fyrn Danielle Pak

Lakeshore Learning Susan Dykgraaf
Agaiti Furniture Nathaniel Hawkins
HAT Lee Mauney
Meteor Education Caroline Smith
Education Market Assoc. Jim McGarry
SitOnIt Seating (Exemplis LLC) Derek Cairo
VS America Yuri Ahn
Gateway Printing Debbie Fitzhugh
Spacesaver Stephanie Gulizia
Meteor Education Sadi Baha
Vari Sales Brian Holk
EPIC Business Essentials Danta Ercoli
Education Market Assoc. Scott Beyer
Marco Rachel Holcomb
Marco Kristin Ridlehoover
Exemplis LLC Katya King
School Outfitters Queenie Takougang
Omnia Partners Laura Hammer
Lakeshore Learning Jennifer Doran
Humanscale Corp Katie Miglin
Meteor Education Kim Doles
Schools In Reggie Kremer

Asked: 5/6/2024 02:01 PM (CT)

Question: Can multiple respondents be awarded the same manufacturer/product lines?

Answer: Yes

Asked: 5/6/2024 10:21 AM (CT)

Question: If an authorized reseller is responding with multiple manufacturers, can additional manufacturers be added after award?

Answer: Yes. Please refer to the "Evaluation and Criteria" document, section c, v.

Asked: 5/6/2024 10:20 AM (CT)

Question: How do we identify the changes and updates made to the attachments as part of the addendum on April 26, 2024?

Answer: When an addendum is issued, the changes made via the Addenda can be viewed via "Bid History". To access the "Bid History", suppliers will go to the ACTIONS button (on the far right) and select "Bid History" from the drop-down menu. Additionally, as the supplier clicks through the various tabs, any changes, additions that were made will be noted on the tab.

Asked: 5/6/2024 08:00 AM (CT)

Question: RFP Pg 15 d) Value add- Past Performance: How many past performance references should we provide and are their specific questions you would like answered?

Answer: This is not a portion to respond to. This section is talking about an Offeror's past performance with Region 4 ESC, and that past performance may be taken into consideration when evaluating proposals.

Asked: 5/2/2024 12:09 PM (CT)

Question: Can a recording of the Pre-Proposal Conference be posted online?

Answer: If you would like a copy of the Pre-Proposal Conference, please email questions@esc4.net to received.

Asked: 5/1/2024 03:39 PM (CT)

Question: From the Product/Pricing component of the RFP, if a manufacturer offers standard carrier shipping as more affordable option (v. Freight), is that something we can list separately?

Answer: Yes

Asked: 5/1/2024 10:37 AM (CT)

Question: From the Product/Pricing component of the RFP, when it requests "Manufacturers Suggested List Price and Net Price" - is Net Price defined as standard commercial pricing for other clients?

Answer: The Offeror will define their pricing model. Offeror shall respond with national pricing. Offerors are encouraged to provide a response that provides a simplified price solution. Pricing solutions should address discounts offered, freight/delivery options, installation and other ancillaries.

Asked: 5/1/2024 10:35 AM (CT)

Question: We have received two notifications of additional Q&A being answered. When reviewing the Questions tab, the last Q&A noted has a submitted date of 4/25/2024 at 3:09:22 PM (CT). When reviewing the Bid History tab, the last activity is showing Addendum 4 on 4/26/2024.

Answer: Please try logging out and back in again.

Asked: 4/30/2024 11:46 AM (CT)

Question: Is there anyway to print the responses to the questions and the Attributes? It would be much easier for the whole team to review.

Answer: The Attributes does not have a print feature.

Asked: 4/30/2024 09:53 AM (CT)

Question: We currently have an OMNIA contract which expires in 2027. Will this one, once awarded take over that one or is this a separate contract?

Answer: These are 2 separate contracts.

Asked: 4/30/2024 09:36 AM (CT)

Question: Is Appendix A Draft Contract NEW for example only or does it need to be completed and submitted with the response or after award?

Answer: The only required documents to be submitted with each response is listed on the "Response Attachments" tab. This is not to be submitted with each response.

Asked: 4/29/2024 11:10 AM (CT)

Question: Exhibit B - please confirm whether it is to be signed and submitted with the response or after award.

Answer: This is an example only.

Asked: 4/26/2024 01:53 PM (CT)

Question: General Question: Can we reference tabs or page numbers for redundancy in answers or should we repeat/ duplicate response in each section?

Answer: All responses need to be addressed on the Attributes tab and the Response Attachments tab.

Asked: 4/26/2024 01:42 PM (CT)

Question: PPA ATTACHMENT D pg. 44 Exhibit B Administration Agreement, Example ADMINISTRATIVE FEE, REPORTING & PAYMENT As a manufacturer, we do not provide services directly, such as installation, design, project management, etc. Please confirm Administrative Fee assessments are not applicable to services not directly provided by manufacturers. As a manufacturer, this would align with other similarly positioned agreements to pay administrative fees on product only.

Answer: Administrative Fee assessments are to be reported for any sales that are a result of this contract.

Asked: 4/26/2024 01:42 PM (CT)

Question: PPA ATTACHMENT D pg. 38 Exhibit A Response for National Cooperative Contract Please clarify requirements: Is this an Omnia only email? Does the email address need to contain the name Omnia in it? viii. Dedicated OMNIA Partners internet web-based homepage on Supplier's website with: • OMNIA Partners standard logo; • Copy of original Request for Proposal; • Copy of Master Agreement and amendments between Principal Procurement Agency and Supplier; • Summary of Products and pricing; • Marketing Materials • Electronic link to OMNIA Partners' website including the online registration page; • A dedicated toll-free number and email address for OMNIA Partners

Answer: Requirements are listed on PPA Attachment D, Exhibit A. Offeror will choose how they wish to respond or include this on the "Appendix B - Terms and Conditions Acceptance Form" that you are required to upload on the "Response Attachments" tab.

Asked: 4/26/2024 01:41 PM (CT)

Question: RFP pg.15 Please define "competitive range" d) Value Add 3. Competitive Range

Answer: Competitive Range: Offeror will choose how they wish to respond or include this on the "Appendix B - Terms and Conditions Acceptance Form" that you are required to upload on the "Response Attachments" tab.

Value Add: Refer to Evaluation Process and Criteria, Section 2d, for clarification.

Asked: 4/26/2024 01:41 PM (CT)

Question: RFP pg.14 Please further define "transition plan". b) Performance Capability xi. Describe Offeror's contract implementation/customer transition plan.

Answer: Transition Plan: Refer to PPA Attachment D, Exhibit A, Section 2.1 for definition.
Performance Capability: Refer to "Evaluation Process and Criteria, Section 2b, i - xvii for clarification.

Describe Offeror's contract implementation/customer transition plan: Refer to PPA Attachment D, Exhibit A, Section 2.1 for definition.

Asked: 4/26/2024 01:40 PM (CT)

Question: RFP Pg. 12 Are all 3 shipping methods required to be built into the discounting? Can we break down charges for each? Can install/inside delivery be quoted on project by project basis? It is difficult to identify standard rates for a nationwide agreement and would be more advantageous to the OMNIA Members to receive a quote appropriate to their location's standard rates. a) Products/Pricing ix. Describe any shipping charges. i. Describe delivery charges along with definitions for: 1. Dock Delivery 2. Inside Delivery 3. Deliver and Install

Answer: Offeror will choose how they wish to respond or include this on the "Appendix B - Terms and Conditions Acceptance Form" that you are required to upload on the "Response Attachments" tab.

Asked: 4/26/2024 01:40 PM (CT)

Question: RFP Pg. 12 Please further define breakdown of points as clearly as possible. How are the points being evaluated? How many evaluators will there be? Section IV. EVALUATION PROCESS AND CRITERIA a) Products/Pricing (40 Points) b) Performance Capability (30 Points) c) Qualification and Experience (20 Points) d) Value Add (10 Points)

Answer: Refer to "Evaluation Process and Criteria", Section 2a - 2d, explain in detail what each of the 4 sections are evaluated on.

Asked: 4/26/2024 01:40 PM (CT)

Question: Attributes: #4 Can we submit our price list with part numbers, description and suggested list price (no net price)? We intend to provide volume tiered discounts therefore; we cannot provide net pricing.

Answer: Offeror will choose how they wish to respond or include this on the "Appendix B - Terms and Conditions Acceptance Form" that you are required to upload on the "Response Attachments" tab.

Asked: 4/26/2024 01:39 PM (CT)

Question: Attributes:#80 Please clarify if there is a market basket or if the categories we are providing a solution for are considered the item?

Answer: There is not a market basket.

Asked: 4/26/2024 01:38 PM (CT)

Question: Exhibit F, Federal Funds Certifications, FEMA and Additional Federal Funding Special Conditions, 10. Byrd Anti-Lobbying Amendment. Please confirm the Certification at 10d. does not need completed for the bid response. As stated in the first paragraph to this provision, this Certification would only be required by a particular Participating Agency if and when applicable.

Answer: Exhibit F is a required document to be completed and uploaded to the "Response Attachments" tab.

Asked: 4/25/2024 04:15 PM (CT)

Question: Exhibit F, Federal Funds Certifications, Federal Certifications, Certification of Compliance with Buy America Provisions. Please confirm the two Certificates of Compliance do not need completed for the bid response. The Certification Requirement for Procurement of Rolling Stock does not apply since rolling stock is not being procured under the resulting contract, and the Certification Requirement for Procurement of Steel or Manufactured Products is not needed with the bid response since, as stated in the first paragraph of this provision, information related to this provision must be submitted to a particular Participating Agency with individual proposals when applicable and requested, and such certification depends upon the specific products being procured by that particular Participating Agency.

Answer: Exhibit F is a required document to be completed and uploaded to the "Response Attachments" tab.

Asked: 4/25/2024 04:15 PM (CT)

Question: Exhibit F, Federal Funds Certifications, Federal Certifications, 52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Oct 2020). Please confirm the Representations at (d) do not need completed for the bid response since these Representations would only be required and requested by a particular Participating Agency if federal funds are utilized.

Answer: Exhibit F is a required document to be completed and uploaded to the "Response Attachments" tab.

Asked: 4/25/2024 04:14 PM (CT)

Question: P.2 | Section 10. Adding Authorized Distributors/Dealers We have strict criteria when it comes to onboarding new dealers based on our high-performance standards. With hundreds already servicing our account, the additional approval process through Region 4 can hinder project quotes and timelines. In an effort to not risk losing projects for OMNIA or Region 4, we kindly request that Region 4 revise this language to allow dealer additions without additional approval. Contractors will update their dedicated website that is linked back to OMNIA's website prior to any purchase order being issued.

Answer: Refer to Appendix A, Draft Contract, Number 10, Adding Authorized Distributors/Dealers. Any requested Exceptions/Proposed Modifications need to be included on Appendix B, Terms & Conditions Acceptance Form, and uploaded to the "Response Attachments" tab.

Asked: 4/25/2024 03:09 PM (CT)

Question: Please confirm if a sample Exhibit E template is required if the example included is the same as our current reporting structure. If yes, please advise where this should be included with the response.

Answer: This is an example only. The only documents required are listed on the "Response Attachments" tab.

Asked: 4/25/2024 01:40 PM (CT)

Question: Please confirm any electronic signature format is acceptable and this is not limited to DocuSign only.

Answer: Yes, any electronic signature format is acceptable and is not limited to DocuSign only.

Asked: 4/25/2024 01:40 PM (CT)

Question: Once the new contract is awarded, can current Contract Holders report orders invoiced on the old contract with the new contract sales? Or do these need sent in separate reports?

Answer: Should there be an award, all contracts will be reported separately.

Asked: 4/25/2024 01:40 PM (CT)

Question: Can you confirm in lieu of one complete PDF document for the entirety of our response, the requirement is to complete the 99 questions with applicable attachments under Bid Invitation/Online Attributes?

Answer: The response is not to be submitted in its entirety. Please refer to each Ion Wave tab to determine what is required.

Asked: 4/25/2024 01:39 PM (CT)

Question: Please confirm Exhibit C – Master Intergovernmental Cooperative Purchasing Agreement and Exhibit D – Principal Procurement Agency Certificate, Example are included for reference only and do not need to be included with the bid response.

Answer: This is listed as an example only. There is not an area on the "Response Attachments" tab for this to be uploaded.

Asked: 4/25/2024 01:39 PM (CT)

Question: Please confirm Region 4 will approve all modifications within 10 calendar days of receiving. If not, what response time should be expected.

Answer: Region 4 ESC is not able to provide an expected response time.

Asked: 4/25/2024 01:39 PM (CT)

Question: Within Exhibit G, Affirmative Action documents are requested twice on both Doc #3 and Doc #9. Can Doc #9 be excluded since the evidence will already be fulfilled with Doc #3?

Answer: Both documents are required.

Asked: 4/25/2024 01:39 PM (CT)

Question: Appendix D | Exhibit F – Federal Funds Certifications Is 7 CFR Part 210.21 School Lunch Procurement required with this solicitation for office furniture?

Answer: This is part of the Federal Funds Certifications. You may elect to redline this section.

Asked: 4/25/2024 01:39 PM (CT)

Question: Appendix D | Exhibit B – Administration Agreement, Example Questions P.44 | Section 14. Administrative Fee, Reporting & Payment We would kindly ask you to reconsider the deadline for payment within 10 business days of the appropriate month end. With the report itself being due by the 10th day, please consider extending the receipt of payment on this report until the 30th day.

Answer: Any exceptions/modifications need to be included on the "Appendix B - Terms and Conditions Acceptance Form" that you are required to upload on the "Response Attachments" tab.

Asked: 4/25/2024 01:38 PM (CT)

Question: Appendix D | Exhibit B – Administration Agreement, Example Questions P.44 | Section 13. Administrative Fee, Reporting & Payment Please consider moving the reporting due date from the 10th to the 15th of the month. We have a considerable amount of volume and members to validate during this time.

Answer: Any exceptions/modifications need to be included on the "Appendix B - Terms and Conditions Acceptance Form" that you are required to upload on the "Response Attachments" tab.

Asked: 4/25/2024 01:38 PM (CT)

Question: Appendix D | Exhibit A – Response for National Cooperative Contract Questions P.24 | Section 3.3 Marketing & Sales | M. Guaranteed Contract Sales Please advise if we are required to commit to a "Guaranteed Contract Sales" volume for years 1-3. Will this be part of the evaluation criteria for award?

Answer: This is not a requirement. All evaluation criteria is listed on the "Evaluation Process and Criteria" document in the "Attachments" tab.

Asked: 4/25/2024 01:37 PM (CT)

Question: Appendix D | Exhibit A – Response for National Cooperative Contract Questions P.1 | Section 1.1 Requirement Please confirm Purchase Orders can be placed directly with the Manufacturer or through our Authorized Dealer partner.

Answer: Refer to Appendix A, Draft Contract, Number 10, Adding Authorized Distributors/Dealers. Any requested Exceptions/Proposed Modifications need to be included on Appendix B, Terms & Conditions Acceptance Form, and uploaded to the "Response Attachments" tab.

Asked: 4/25/2024 01:35 PM (CT)

Question: Appendix A – Draft Contract Questions P.6 | Section 30. Indemnity Please confirm that indemnity is limited to the contractor's negligence or willful misconduct.

Answer: Any exceptions/modifications need to be included on the "Appendix B - Terms and Conditions Acceptance Form" that you are required to upload on the "Response Attachments" tab.

Asked: 4/25/2024 01:35 PM (CT)

Question: Appendix A – Draft Contract Questions P.5 | Section 18. Audit Rights Please confirm audit rights are upon 30 days prior written notice and during regular business hours at the manufacturer's place of business.

Answer: Any exceptions/modifications need to be included on the "Appendix B - Terms and Conditions Acceptance Form" that you are required to upload on the "Response Attachments" tab.

Asked: 4/25/2024 01:34 PM (CT)

Question: Appendix A – Draft Contract Questions P.4 | Section 11. Termination of Contract | e. Standard Cancellation Because we are a custom made-to-order manufacturer, please confirm within the Standard Cancellation clause, manufacturers will be paid for work in progress.

Answer: Any exceptions/modifications need to be included on the "Appendix B - Terms and Conditions Acceptance Form" that you are required to upload on the "Response Attachments" tab.

Asked: 4/25/2024 01:34 PM (CT)

Question: Appendix A – Draft Contract Questions P.3 | Section 11. Termination of Contract | c. Delivery/Service Failures Please confirm that in the event any products are purchased on the open market, these products are comparable in function, design, and cost.

Answer: Open market is not encouraged.

Asked: 4/25/2024 01:33 PM (CT)

Question: Appendix A – Draft Contract Questions P.2 | Section 11. Termination of Contract | a. Cancellation for Non-Performance or Contractor Deficiency Please confirm the contractor will have a reasonable time to cure prior to any cancellation or termination by Region 4 ESC.

Answer: Refer to Appendix A, Draft Contract, number 11, Termination of Contract. Any exceptions/modifications need to be included on the "Appendix B - Terms and Conditions Acceptance Form" that you are required to upload on the "Response Attachments" tab.

Asked: 4/25/2024 01:33 PM (CT)

Question: P.15 | IV. Evaluation Process and Criteria | 2. c) Qualification and Experience v. For dealers who have a Nationwide network, can we list their headquarters address and note "All US Locations." For example, if dealer ABC has 50 branch locations but rolls up to one headquarter location, do we need to list all 50 branches, or can we consolidate as one.

Answer: Offeror will choose how they wish to respond or include this on the "Appendix B - Terms and Conditions Acceptance Form" that you are required to upload on the "Response Attachments" tab.

Asked: 4/25/2024 01:30 PM (CT)

Question: P.15 | IV. Evaluation Process and Criteria | 2. c) Qualification and Experience v. Please confirm Minority Business classification is not required to be provided with the authorized dealer list as outlined in IV. Evaluation Process and criteria, #2, C. Additionally, Participating agencies may obtain any applicable certification documents upon request.

Answer: Refer to "Evaluation Process and Criteria", Minority Business Classification is not required. Certification documents are upon request.

Asked: 4/25/2024 01:30 PM (CT)

Question: P.14 | IV. Evaluation Process and Criteria | 2. b) Performance Capability x. Please confirm if Offeror should include their Payment Terms and acceptable method of payment in both this section and under Products/Pricing as outlined under item xiv. Listed as bid attribute number 16 and 35.

Answer: All attributes are required to be completed in order to submit a response to the RFP.

Asked: 4/25/2024 01:30 PM (CT)

Question: P.14 | IV. Evaluation Process and Criteria | 2. b) Performance Capability vii. Please confirm if Offeror should include their Return & Restocking Policy in both this section and under Products/Pricing as outlined under item xi. Listed as bid attribute number 13 and 32.

Answer: All attributes are required to be completed in order to submit a response to the RFP.

Asked: 4/25/2024 01:29 PM (CT)

Question: P.13 | IV. Evaluation Process and Criteria | 2. a) Products/Pricing | Not to Exceed Pricing Please confirm by 'original pricing submitted' in this section, you are referring to the discount off list price.

Answer: Offerors are encouraged to provide a response that provides a simplified price solution. Pricing solutions should address discounts offered, freight/delivery options, installation and other ancillaries.

Asked: 4/25/2024 01:29 PM (CT)

Question: P.13 | IV. Evaluation Process and Criteria | 2. a) Products/Pricing xvi. Since Offerors are allowed to include their full balance of line from their catalog, please confirm that new product introductions falling into an awarded product category and discount can be added without any additional approval. Any new categories and discount structures would be submitted to Region 4 for approval.

Answer: Refer to Appendix A, Draft Contract, Number 20, New Products/Services. Any requested Exceptions/Proposed Modifications need to be included on Appendix B, Terms & Conditions Acceptance Form, and uploaded to the "Response Attachments" tab.

Asked: 4/25/2024 01:29 PM (CT)

Question: P.12 | IV. Evaluation Process and Criteria | 2. a) Products/Pricing ii. Please confirm that the inclusion of the Offeror's name, solicitation name, and date on the price list is limited to the naming of the file itself for the proposal submission and standard commercial price lists are acceptable as in years past. Offerors do not need to create a custom Region 4 price list.

Answer: Offerors are encouraged to provide a response that provides a simplified price solution. Pricing solutions should address discounts offered, freight/delivery options, installation and other ancillaries.

Asked: 4/25/2024 01:28 PM (CT)

Question: P.12 | IV. Evaluation Process and Criteria | 2. a) Products/Pricing ii. In lieu of providing a net price to Region 4 ESC, we will provide a matrix outlining the discount by product name and category in addition to our standard commercial PDF price list. We have thousands of base models and when we add the various fabric grades, options, etc. the base models plus options result in millions of lines, making it impossible to show net pricing for every product option.

Answer: Offerors are encouraged to provide a response that provides a simplified price solution. Pricing solutions should address discounts offered, freight/delivery options, installation and other ancillaries.

Asked: 4/25/2024 01:28 PM (CT)

Question: P.6 | II. Calendar of Events The Contract Effective date is noted as November 1, 2024. We have many riders and piggyback agreements tied to OMNIA. To allow for a seamless transition and reduce the risk of a lapse in coverage, would Region 4 consider extending this start date to May 1, 2025 to align with the April 30, 2025 expiration of the current contract? Or is the intention to have both run concurrently while contracts are renegotiated?

Answer: All dates are tentative and subject to change. Any exceptions/modifications need to be notated on the "Appendix B - Terms and Conditions Acceptance Form" that you are required to upload on the "Response Attachments" tab.

Asked: 4/25/2024 01:28 PM (CT)

Question: Do you prefer one master response document with electronic tabs or that all forms and responses be updated as separate attachments?

Answer: All responses are required to be submitted as stated on each tab within Ion Wave.

Asked: 4/25/2024 08:39 AM (CT)

Question: Is there any file size limitation(s) in the ion system? Some of our price guides are quite large for upload.

Answer: The maximum file size limit is 250 MB.

Asked: 4/25/2024 08:37 AM (CT)

Question: I see that in response to other questions, you are responding by saying "Updated Exhibit G, H", etc. Are the updated copies the separate attachments or is the RFP that encompasses the whole RFP package also being updated so that no matter which form we submit, it is updated?

Answer: The updated individual documents in the attachments tab now match the documents within the RFP document.

Asked: 4/25/2024 08:36 AM (CT)

Question: Hello, We tried to log on to the meeting, but the meeting ID was invalid. We tried from multiple devices and still received the same error message. Will the meeting be rescheduled or will an audio recording be released?

Answer: Due to the complications of the link originally provided, we are going to issue an Amendment to hold a second pre-proposal conference for those vendors that were not able to attend the original zoom meeting held on 4/24/2024.

Asked: 4/24/2024 10:34 AM (CT)

Question: I have been unable to join the zoom pre-proposal conf. on 4/24/24 - 'Invalid meeting ID'. Will this be available to us afterwards? Thank you.

Answer: Due to the complications of the link originally provided, we are going to issue an Amendment to hold a second pre-proposal conference for those vendors that were not able to attend the original zoom meeting held on 4/24/2024.

Asked: 4/24/2024 10:32 AM (CT)

Question: the link to the zoom meeting is invalid.

Answer: Due to the complications of the link originally provided, we are going to issue an Amendment to hold a second pre-proposal conference for those vendors that were not able to attend the original zoom meeting held on 4/24/2024.

Asked: 4/24/2024 10:14 AM (CT)

Question: The Zoom link is kicking back an invalid error message. Will there be another call scheduled?

Answer: Due to the complications of the link originally provided, we are going to issue an Amendment to hold a second pre-proposal conference for those vendors that were not able to attend the original zoom meeting held on 4/24/2024.

Asked: 4/24/2024 10:10 AM (CT)

Question: The pre-proposal meeting link is stating that the link is "invalid" is there a different link we can use?

Answer: Due to the complications of the link originally provided, we are going to issue an Amendment to hold a second pre-proposal conference for those vendors that were not able to attend the original zoom meeting held on 4/24/2024.

Asked: 4/24/2024 10:09 AM (CT)

Question: Zoom Link is showing invalid. Is there an updated link for today's pre-bid meeting?

Answer: Due to the complications of the link originally provided, we are going to issue an Amendment to hold a second pre-proposal conference for those vendors that were not able to attend the original zoom meeting held on 4/24/2024.

Asked: 4/24/2024 10:04 AM (CT)

Question: The Zoom link is not allowing us to access the pre-meeting. Is there a ID that we are supposed to use?

Answer: Due to the complications of the link originally provided, we are going to issue an Amendment to hold a second pre-proposal conference for those vendors that were not able to attend the original zoom meeting held on 4/24/2024.

Asked: 4/24/2024 10:04 AM (CT)

Question: If there are current contract holders that offer our product line on their current active contract with previous letter of authorizations, can we bid as the manufacturer on this solicitation?

Answer: We are not able to say if you should respond or not but this is a multi-award RFP.

Asked: 4/23/2024 09:18 AM (CT)

Question: Does the pre-proposal conference have separate required registration for attendance? Or will the zoom link be open to the public (anyone with the link) on the 24th at 10am CST?

Answer: There are no separate required information to attend the pre-proposal conference on 4/24/2024 at 10:00 am CST.

Asked: 4/19/2024 02:24 PM (CT)

Question: Is there a way to download the Attributes portion of the RFP into an Excel format?

Answer: Each question on the Attributes tab must be completed within Ion Wave and is not available in an Excel format.

Asked: 4/18/2024 11:24 AM (CT)

Question: Should the RFP document or the separate attachment for Exhibit H be updated to make sure these two documents align? On pages 99-114 of the RFP, the version is dated 3/19/24 and the separate attachment included is dated 5/3/21. Please confirm which version is correct.

Answer: Updated Exhibit H

Asked: 4/18/2024 11:22 AM (CT)

Question: Should the RFP document or the separate attachment for Exhibit G be updated to make sure these two documents align? On pages 82-98 of the RFP, the version is dated 3/19/24 and the separate attachment included is not dated. The RFP version of Exhibit G contains 10 documents, and the separate Exhibit G contains 9, along with additional variances between forms. Please confirm which version should be used for the response.

Answer: Updated Exhibit G

Asked: 4/18/2024 11:22 AM (CT)

Question: Should the RFP document or the separate attachment for Exhibit F be updated to make sure these two documents align? On pages 52-81 of the RFP, the version is dated 3/19/24 and the separate attachment included is dated 5/18/23. Please confirm which version should be used for the response.

Answer: Updated Exhibit F

Asked: 4/18/2024 11:22 AM (CT)

Question: Should the RFP document or the separate attachment for Exhibit D be updated to make sure these two documents align? On page 50 of the RFP, there is no date and the separate attachment included is dated 2/1/21. The OMNIA name references, and header information has variances between the two. Please confirm which version should be used for the response.

Answer: Updated Exhibit D

Asked: 4/18/2024 11:21 AM (CT)

Question: Should the RFP document or the separate attachment for Exhibit C be updated to make sure these two documents align? On pages 47-49 of the RFP, the version is dated 3/19/24 and the separate attachment included is dated 6/28/23. The OMNIA name references, and header information has variances between the two. Please confirm which version should be used for the response.

Answer: Updated Exhibit C

Asked: 4/18/2024 11:21 AM (CT)

Question: Should the RFP document or the separate attachment for Exhibit B be updated to make sure these two documents align? On pages 41-46 of the RFP, the version is dated 3/19/24 and the separate attachment included is dated 6/28/23. The OMNIA name references, header information, and section 7 have variances between the two. Please confirm which version should be used for the response.

Answer: Updated Exhibit B

Asked: 4/18/2024 11:20 AM (CT)

Question: For questions 60, 61 and 62 in the Bid Invitation, please clarify which order you'd like the years listed? For example, should 60 be for 2023, 61 for 2022 and 60 for 2021?

Answer: Any order is accepted. The year can be listed at your discretion.

Asked: 4/16/2024 05:57 PM (CT)

Question: Please confirm which document takes precedence: RFP Document, Page 2-6 vs PDF Scope of Work RFP Document, Page 7-11 vs PDF Instructions to Offerors RFP Document, Page 12-15 vs PDF Evaluation Process and Criteria RFP Document Page 16-22 vs PDF Appendix A – Draft Contract RFP Document Page 23 vs PDF Offer and Contract Signature Form RFP Document Page 24 vs PDF Appendix B – Terms & Conditions Acceptance Form RFP Document Page 25-29 vs the following PDF docs: (1) Acknowledgment and Acceptance of Region 4's ESC's Open Records Policy (2) Antitrust Certification Statements (3) Certificate of Interested Parties (Form 1295) (4) Texas Government Code 2270 Verification Form RFP Document Page 30-114 vs the 8 PDF docs for Exhibits A-F

Answer: The RFP document is there is you wish to download the entire document. Each attachment is listed out to indicate which documents need to be uploaded.

Asked: 4/16/2024 09:55 AM (CT)

Question: PDF RFP 24-01_Furniture Installation and Related Services The attachments appear to be duplicated within the RFP document as noted below. There are discrepancies between the docs as well. For example, in the RFP document for Exhibit A on pages 31 under 1.1 Requirement, OMNIA partners is referenced for furniture, installation, and related services. In the separate attachment for Exhibit A, this still references the National Intergovernmental Purchasing Alliance Company for Digital solutions and record management. Section 1.3 for Estimated volume shows \$500M in the RFP and \$50M in the separate attachment. Can you please review and confirm if the RFP PDF includes the correct Exhibits and Appendices and if all others can be disregarded? If not, please review and revise accordingly.

Answer: Exhibit A has been corrected to reference Furniture Installation and Related Services and the estimated volume corrected to \$500M.

Asked: 4/16/2024 09:54 AM (CT)

Question: PDF RFP 24-01_Furniture Installation and Related Services, Page 1 Page 1 of the RFP outlines that questions are due on May 10 through the electronic portal system, however, page 6 outlined the deadline for questions as April 30, 2024 via email. Can you please advise the correct due date and submittal method for questions. The website also references April 30th @ 2pm.

Answer: The correct question cutoff date is May 10, 2024. This has been corrected on the Event Details page.

Asked: 4/16/2024 09:51 AM (CT)

Question: Pg 4 of Contract document - the contract calls for "conforming product" to be shipped within 7 days. While this is entirely possible for small projects, the nature of the products in this category can vary greatly and often require several weeks leadtime. Would it be acceptable to alter the definition to include a longer lead time as required for the project which would be shared with Participating Agency at the time of quote?

Answer: You can use the Terms and Conditions Acceptance Form to indicate any modifications/deviations you would like to request.

Asked: 4/15/2024 09:22 AM (CT)

Question: For documents that require signatures and notarization, is DocuSign acceptable or do you prefer wet ink signatures that are scanned and uploaded to the site? If wet ink is preferred vs DocuSign, will you need the original documents with wet ink signatures?

Answer: DocuSign is acceptable.

Asked: 4/15/2024 09:16 AM (CT)
