

Q&A for RFP 23-03 Educational School Supplies

1. Could you clarify the proposal format? p. 9 states: Proposal Format: Proposals must contain two (2) electronic copies on flash drive with and signed original copies of the solicitation., and two (2) electronic copies on flash drives shall be provided. Offeror must also submit two (2) electronic proposals free of proprietary information to be posted, if awarded a Contract.

Answer: No need to submit a hardcopy proposal. Offeror must submit two (2) electronic (PDF) copies on flash drive(s) also submit two (2) electronic versions free of proprietary information.

2. Would two-way radios and accessories be considered in-scope for this solicitation? **Answer: The Scope of Products and Services can be found on page 4 of the RFP document. The Offeror shall determine their ability to respond.**

Would megaphones (bullhorns) be considered in-scope for this solicitation? **Answer: The Scope of Products and Services can be found on page 4 of the RFP document. The Offeror shall determine their ability to respond.**

3. Does this contract apply to any organizations in Canada or Puerto Rico? **Answer: Yes. However, Canada and Puerto Rico may have different procurement statues and practices in procuring via a US national cooperative.**
4. Can US Military institutions use the OMNI contract? **Answer: No. Federal Government including US Military have established procurement statues and practices in procuring.**
5. Please clarify the following from page 5 "Region 4 ESC desires a Contract that includes an auditable pricing program (no-cost plus models).
 - a. What does this mean? Please provide more context and clarification **Answer: Auditable pricing is easily verified by the Offeror's price schedule and (no-cost plus models) do not incur additional or extra charges at the time of purchase using the Offeror's price schedule.**
6. Are catalog discounts allowed?
 - a. 0%?
Answer: Refer to the RFP IV. Evaluation Process and Criteria. The Offeror shall determine their price model.
7. How often can prices be increased? Is this restricted to once a year? **Answer: Refer to the RFP IV. Evaluation Process and Criteria, #2. A) Product/Pricing, xii. And #17.**
8. Is there a minimum dollar amount expected to be sold by the vendor each year? **Answer: No.**
9. Is there a punch out catalog requirement? **Answer: No. If it is applicable consider it relevant information to provide.**
10. What date will the answers to the questions be posted? **Answer: Within 48 hours, however there are times when it will take a longer period of time to provide a response to a question.**
11. Junior Library Guild is a subscription book service that is delivered monthly but billed/invoiced thru ONE PO, ONE invoice, then materials are delivered on a monthly schedule thru a 12 month period. Is this allowed? **Answer: Refer to the RFP Appendix A, #11. Any exceptions must be included in the Offerors response.**
12. Junior Library Guild occasionally will offer special promotions to CURRENT CUSTOMERS. Does the contract allow a current customer to have a promotion (Price A) while a new customer would be paying Price B. Is that allowed? **Answer: Refer to the RFP page 16, Special Offers/Promotions.**

13. We provide schools with high-dosage tutoring both virtually and in person. Do we qualify as a service solution for this RFP? **Answer: The Scope of Products and Services can be found on page 4 of the RFP 23-03 document. The Offeror shall determine their ability to respond.**
14. We are a manufacturer of seating and cafeteria furniture. Could we participate under the value added section of this solicitation or is that option only available if we are supplying pricing on the items listed on Appendix E? **Answer: The Scope of Products and Services can be found on page 4 of the RFP 23-03 document. The Offeror shall determine their ability to respond.**
15. Do materials that are currently on the TEA (Texas Education Agency) state approved list for past State Proclamations need to be included in this submission? **Answer: Refer to RFP 23-03, III. Instructions to Offerors.**
16. On page 9, under section 5 of the RFP document, it states the following: *"Tabs should be used to separate the proposal into sections. It is recommended that all tabs be submitted in an organized manner in Portable Document Format (PDF) document. The following items identified must be included behind the tabs listed below. Each section should contain both the section of the RFP referenced and the Offeror's response to that section."*
1. This reads as our submission should be ONE PDF document separated into 6 separate tabs. However, on the pre-proposal conference, you stated that we are to submit a separate FOLDER for each tab.
 2. Can you please confirm if we are to submit ONE PDF document, separated into separate tabbed sections, OR if we are to submit a separate FOLDER PER TAB.
Answer: No need to submit a hardcopy proposal. Offeror must submit two (2) electronic (PDF) copies on flash drive(s) also submit two (2) electronic versions free of proprietary information. Ideally, it is easier to have one complete document with TABS, however if the response is too large it may have to be by separate FOLDER for each tab.
17. We are a manufacturer of white boards. Would our products be included in the following categories; Office Supplies, Classroom Resources/Supplies, and School Equipment? **Answer: The Scope of Products and Services can be found on page 4 of the RFP document. The Offeror shall determine their ability to respond.**
18. Please can you confirm in relation to OMNIA Partners - Exhibit A. Response for National Cooperative Contract. 3.3 Section L. "Provide the Contract Sales (as defined in Section 12 of the OMNIA Partners Administration Agreement) that Supplier will guarantee each year under the Master Agreement for the initial three years of the Master Agreement ("Guaranteed Contract Sales").
\$_____.00 in year one \$_____.00 in year two \$_____.00 in year three
To the extent Supplier guarantees minimum Contract Sales, the Administrative Fee shall be calculated based on the greater of the actual Contract Sales and the Guaranteed Contract Sales."
As this will be our first time participating in this contract and there are a lot of unknowns, we would be unable to provide a minimum guarantee. Is it acceptable to submit a response with the minimum guarantee left at 0?
Answer: If a supplier submits a contract sales guarantee and does not meet the sales number guaranteed, the supplier would be responsible for administrative fees based on the guaranteed amount. If a supplier exceeds the contract sales guarantee amount, they would be responsible for administrative fees on their total sales.

19. Can you please elaborate on your definitions of core and non-core items? i.e., **Answer: Review RFP page 6, Definition.** Would core items receive a locked-in price, and non-core items a percentage-discounted price? **Answer: The Offeror shall determine how they wish to respond.**
20. How will the crossover work between bids in regard to admin fees and reporting if we are awarded like items and catalog discounts through multiple bids? (We are currently an award vendor for 19-03 Office Supplies, Related Products and Services.) **Answer: Admin fees and reporting are specific to awarded contract and remain for the length of the contract offering.**
Are catalog discounts of 0% allowed? **Answer: Refer to RFP 23-03, IV. Evaluation Process and Criteria. The Offeror shall determine their price model.**
21. Are pricing changes restricted to once a year? **Answer: Refer to RFP 23-03, IV. Evaluation Process and Criteria#2, Product/Pricing, xii. The Offeror shall determine how they wish to respond.**
22. How are you going to be auditing pricing or are we to provide a mechanism for you to audit pricing? **Answer: Participating Public Agency shall work with individual awarded supplier to determine auditing process. Offeror shall provide a mechanism to audit contract pricing as part of their response.**
23. How frequently can we update pricing if providing a blanket discount? **Answer: Refer to RFP 23-03, IV. Evaluation Process and Criteria, #2, Product/Pricing, xii. Discount percentage should not change over the term of the contract.**
24. What format does Region 4 / OMNIA expect for the annual pricing files? **Answer: Refer to RFP 23-03, IV. Evaluation Process and Criteria.**
25. I'm reaching out in regards to the bid titled: 23-03 Educational School Supplies, Instructional Supplies, and Related Products. Will the district accept hands-on STEM kits with accompanying teacher lesson plans? **Answer: The Scope of Products and Services can be found on page 4 of the RFP 23-03 document. The Offeror shall determine their ability to respond.**
26. Can you please confirm that this solicitation would include any software or online platform that supports students in their journey, including college and career readiness platforms? **Answer: The Scope of Products and Services can be found on page 4 of the RFP 23-03 document. The Offeror shall determine their ability to respond.**
27. During the pre-bid call, I believe I heard that we had to redline exhibit B, but I am not seeing on page 9 where it states what belongs in the binder tabs where that goes. In 2019 we redlined Appendix B. Can you please provide which tab exhibit B should be under? **Answer: Refer to RFP 23-03, III. Instructions to Offeror, Page 9, Section 6, Tab 1A Appendix B.**
28. Thank you for the opportunity to respond to RFP 23-03 Educational School Supplies, Instructional Solutions, and Related Products. If we are already a part of contract R191903, Educational Software Solutions and Services, do we need to respond to this RFP to stay contracted with OMNIA partners? **Answer: No. RFP 23-03 is for Educational School Supplies, Instructional Solutions, and Related Products and RFP 19-19 is for Educational Software Solutions and Services. These are two different RFPs and contracts.**
29. I see that now only flash drives are required for submission. If there is no proprietary information, are the additional flash drive versions necessary? **Answer: If no proprietary information, then only 2 flash drives are required.**

- 30.** Is OMNIA Partners awarding a separate contract to vendors who submit proposal responses for this RFP? **Answer: No. Region 4 ESC is the lead agency for this RFP and OMNIA Partners follows the procurement process of the lead agency.**
If so, are vendors required to submit the forms beginning on page 33, Appendix D by July 25, or are these forms submitted by the awardee(s) after award notification? **Answer: Refer to RFP 23-03 for all instructions related to responding.**
- 31.** Page 42 3.3 J requests that we state the amount of our Public Agency sales for the previous fiscal year and provide a list of our top 10 Public Agency customers, the total purchases for each for the previous fiscal year along with a key contact for each. Is this referencing Participating Public Agencies only? **Answer: It is referencing “top 10 Public Agency customers”. The Offeror will determine how to respond to the request.**
- 32.** Page 42 L requests that we provide “Guaranteed Contract Sales.” However, per the National Contract section on page 3, no minimum volume is guaranteed. If the RFP does not guarantee sales volume, how should we address this section? Are we required to provide this information? **Answer: If a supplier submits a contract sales guarantee and does not meet the sales number guaranteed, the supplier would be responsible for administrative fees based on the guaranteed amount. If a supplier exceeds the contract sales guarantee amount, they would be responsible for administrative fees on their total sales.**
- 33.** Should questions related to Marketing be answered within the marketing plan, or on a separate document? **Answer: Refer to RFP 23-03, III. Instructions to Offeror, Page 9, Section 6, and Tab 3.**
- 34.** On the Market Basket, Core, and Non-Core lists, there is a column to include the discount from list price. Would you like us to provide the discount in a specific format? (i.e., % or decimal) **Answer: Refer to RFP 23-03, IV. Evaluation Process and Criteria#2, Product/Pricing. The Offeror shall determine how they wish to respond.**

June 15, 2023 Preproposal Meeting Questions:

1. Will this be recorded and set to everyone? **Answer: No.**
2. Are we required to provide free shipping, discounted shipping or variable shipping depending on the locations for OMNIA purchasing agencies? **Answer: Refer to RFP 23-03, IV. Evaluation Process and Criteria. The Offeror shall determine how they wish to respond.**
3. Are we required to provide annual pricing files? **Answer: No. However, all price adjustments or updates to the contract offering must be approved by Region 4 ESC. Refer to Appendix A for further details.**
4. What is the process to add/remove items from the contract as we launch new products? **Answer: Refer to RFP 23-03, Appendix A, #19 and #20 for further details.**
5. How do you audit pricing or are we allowed to provide a mechanism for you to audit pricing? **Answer: Participating Public Agency shall work with individual awarded supplier to determine auditing process. Offeror shall provide a mechanism to audit contract pricing as part of their response.**
6. How frequently can we update pricing if providing a blanket discount rate? **Answer: Refer to RFP 23-03, IV. Evaluation Process and Criteria. Discount percentage should not change over the term of the contract.**
7. Vendor/OMNIA agreement/relationship - 1) 3% Admin fee on sales is noted but seeking clarity on "additional fees" for tech platform etc. as it relates to supplier obligation during contract; **Answer: The administrative fee is as stated. Any future technology or additional marketing costs will be mutually agreed upon by supplier and OMNIA Partners as opportunities arise.** 2) noted on corporate commitment section language regarding using the master agreement for future public entity awards and transitioning current clients. Can you elaborate on this? **Answer: Ideally the award contractor will utilize and send business to the awarded contract.**
8. What exhibits have to be returned? **Answer: Refer to RFP 23-03, III. Instructions to Offeror and include a response to Appendix D OMNIA Partners documents Exhibit A, Exhibit B, Exhibit F and Exhibit G.**
9. Still seeking answers to the questions I posed earlier relative to the relationship/agreement **Answer: Region 4 ESC does not understand this statement.**
10. Additional costs beyond 3%tech platform etc. Clarity on this is important **Answer: The administrative fee is as stated. Any future technology or additional marketing costs will be mutually agreed upon by supplier and OMNIA Partners as opportunities arise.**

11. Can you post the website to submit questions? **Answer: Q&A can be reviewed under [Solicitations | OMNIA Partners](#)**
12. Overall the question in on what costs are born by the vendor to OMNIA. **Answer: The administrative fee is as stated. Any future technology or additional marketing costs will be mutually agreed upon by supplier and OMNIA Partners as opportunities arise.**
13. So the only additional fee is a 3% admin fee on each sale. Yes? **Answer: The administrative fee is as stated. Any future technology or additional marketing costs will be mutually agreed upon by supplier and OMNIA Partners as opportunities arise.**
14. Are there additional marketing costs associated with OMNIA? **Answer: Any future technology or additional marketing costs will be mutually agreed upon by supplier and OMNIA Partners as opportunities arise.**
15. The question is not on that but on the language in 2.1 that says that the supplier will transition their current clients to the master agreement and use the omnia agreement for future sales to public entities. Does this mean all new work the business seeks in the public space independent of this award then needs to go through OMNIA? **Answer: Ideally the award contractor will utilize and send business to the awarded contract.**
16. The link provided on Page 1 of the RFP takes you to a Google Forms to request more information. Where on this page would answer's be posted. **Answer: Q&A can be reviewed under [Solicitations | OMNIA Partners](#)**