



## NOTICE TO OFFEROR

### ADDENDUM NO. 1

RFP # 14-23

Competitive Solicitation by

Region 14 Education Service Center

for

Advanced Technology Solutions Aggregator

This Addendum No. 1 amends the Request for Proposals (RFP) for Advanced Technology Solutions Aggregator (“Addendum”). To the extent of any discrepancy between the original RFP and this Addendum, this Addendum shall prevail.

Region 14 ESC on behalf of itself and all states, local governments, school districts, and higher education institutions in the United States of America, and other government agencies and non-profit organizations (herein “Public Agency” or collectively “Public Agencies”) is soliciting proposals from qualified vendors to enter into a Master Agreement for a complete line of Advanced Technology Solutions Aggregator.

*See Addendum No. 1 Acknowledgement included on the last page.*

#### **QUESTIONS AND ANSWERS:**

1. Question: Is this for a specific type of technology? Would Audio Visual systems fall under this solicitation?

*Answer: There is not a specific type of technology required. See Tab 5 – Products and Services of the RFP for more details.*

2. Question: We are planning to submit the bid for Cloud Services and Managed Services. Please confirm if we still need to submit Manufacturer Authorization Letters.

*Answer: Yes, Manufacturer's Authorized Distributor letters are still needed. Each RFP and resulting Master Agreements are separate from one another.*

3. Question: Do we need to submit 10 Past Performances for each service area we are bidding for.

*Answer: 10 customer references for each service area is not required but a minimum of ten customer references overall is required. See Tab 6 of the RFP for more details.*

4. Question: One of the areas is just 'Services'; could you clarify what this means

*Answer: Vendors may submit any services they provide as part of their response.*

5. Question: Is there any specific format for Pricing?

*Answer: No.*

6. Question: Under Managed Services, can we provide labor rates in Pricing

*Answer: Yes.*

7. Question: In the context of the RFP, what Products & Services for Datacenter are agencies most likely to utilize?

*Answer: Public agencies that utilize the resulting contracts will vary. Vendors responding to this RFP are encouraged to provide their full product and service offering.*

8. Question: Do agencies have preferred strategic vendors they tend to use?

*Answer: Each public agency utilizing resulting contract(s) will have different needs and preferences.*

9. Question: Cybersecurity - In the context of the RFP, what Product & Services for Cybersecurity are agencies most likely to utilize?

*Answer: See Answer to Question 7 in this Addendum 1.*

10. Question: Cybersecurity - Which specific area of service should we focus on: Are agencies more likely to need Managed SOC Services, Infra Security (Perimeter security) or Endpoint Security, VAPT, Risk assessment?

*Answer: Each vendor responding to this RFP has to determine what they want to focus on as part of their overall product and service offering.*

11. Question: Infra Structure security - Do agencies tend to have preferred OEMs? Example: Palo Alto, Fortinet, Cisco, Checkpoint, F5, etc..

*Answer: See Answer to Question 7 in this Addendum 1.*

12. Question: End Point Security - What are agencies likely looking for in Endpoint Security? Deployment, Integration, Endpoint DLP (Would this include a Data Discovery and Data classification solution as well ), Antivirus etc.

*Answer: See Answer to Question 7 in this Addendum 1.*

13. Question: VAPT as service - What aspects of Vulnerability Assessment and Penetration Testing (VAPT) are likely needed? Could this mean external penetration testing, internal penetration testing, web application testing, or mobile application testing?

*Answer: See Answer to Question 7 in this Addendum 1.*

14. Question: Enterprise Networking - In the context of the RFP, what Products & Services for Enterprise Networking are agencies most likely to utilize?

*Answer: See Answer to Question 7 in this Addendum 1.*

15. Question: Enterprise Networking - Is it acceptable if we summarize our product categories, instead of providing individual part numbers, to simplify product catalog?

*Answer: Yes.*

16. Question: Enterprise Networking - Is it acceptable to provide discount levels off MSRP or cost plus, instead of providing part specific pricing?

*Answer: Yes.*

17. Question: Telecommunications or Telecommunication Products (Digital Workplace) - Can you please define Telecommunications services? (there are 3 different mentions of Telecommunication in TAB 5)

*Answer: Suggested general categories are listed but the list is not intended to be restrictive and related products and services offered can vary.*

18. Question: Telecommunications or Telecommunication Products (Digital Workplace) - In the context of the RFP, what Products & Services for Telecommunications are agencies most likely to utilize?

*Answer: See Answer to Question 7 in this Addendum 1.*

19. Question: Telecommunications or Telecommunication Products (Digital Workplace) - For Cloud provided services, would the contract owner be willing to agree to service/regulatory/EULA terms directly with the OEM?

*Answer: The anticipated resulting contract(s) from this RFP may be utilized by a variety of public agencies across the country. Submit any relevant information and exceptions as part of the vendor response to this RFP to be reviewed as part of the evaluation process and potentially discussed further as part of the negotiations process.*

20. Question: Telecommunications or Telecommunication Products (Digital Workplace) - Do agencies tend to have preferred vendors for Telecommunication products and/or solutions?

*Answer: See Answer to Question 8 in this Addendum 1.*

21. Question: Mobility - In the context of the RFP, what Products & Services for Mobility are agencies most likely to utilize?

*Answer: See Answer to Question 20 in this Addendum 1.*

22. Question: Battery Back-up/Power/Surge - Do agencies tend to have preferred vendors we should include?

*Answer: See Answer to Question 20 in this Addendum 1.*

23. Question: Cables - Do agencies tend to have preferred manufacturers we should include?

*Answer: See Answer to Question 20 in this Addendum 1.*

24. Question: Misc Services: Services, Installs, Product configurations, Product Support and Managed Services - "The supplier shall assist the end user with making a determination of their individual needs" page 25 - TAB 5 Would you define this as "consulting as a service"?

*Answer: Any vendor awarded a contract will need to assist public agencies and end users in providing relevant products and services that the public agencies are needing. While consulting services can be included as part of the vendor's response to this RFP, that specific reference doesn't automatically define any potential awarded vendor as a consultant.*

25. Question: Misc Services: Services, Installs, Product configurations, Product Support and Managed Services - Are you able to provide an estimated volume of these projects per year?

*Answer: No.*

26. Question: Misc Services: Services, Installs, Product configurations, Product Support and Managed Services - In the context of this RFP, could you please define or add more context regarding:

- The intended scope for **Services**?
- The intended scope for **Installs**?
- The intended scope for **Asset Management**?
- The intended scope for **Product configurations**?
- The intended scope for **Product Support**?
- The intended scope for **Managed Services**?

*Answer: The categories are broad in nature as they are intended to not be considered restrictive. Vendor's responding to this RFP are to further define their product and service offering as part of their submittal.*

27. Question: Misc Services: Services, Installs, Product configurations, Product Support and Managed Services - Is it acceptable to provide a catalog of services organized by resource/profiles who are qualified to perform work for all of those services?

*Answer: Yes, each vendor may organize their product and service offering as it is relevant to their operations and processes.*

28. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
Introduction/Scope, 3	"Each product or service proposed is to be priced separately with all <b>ineligible items</b> identified."	Could NCPA/Region 14 ESC clarify which products/services are considered ineligible in the Introduction/Scope?

*Answer: The intent of that sentence is for the vendor to indicate which products and/or services they cannot offer to any public agency or, if selected, as part of a resulting contract.*

29. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
Tab 1, Shipping	The awarded vendor shall ship ordered products within seven (7) working days for goods available and within four (4) to six (6) weeks for <b>specialty items</b> after the receipt of the order unless modified.	We respectfully request that NCPA/Region 14 ESC define "specialty items."

*Answer: This is determined by the vendor for which items they consider specialty in nature. Vendor's may submit exceptions as part of their response.*

30. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
Tab 1, Certificates of Insurance	N/A	We understand that specific projects that include professional services require insurance including Certificates of Insurance (COI) based on the requirements included. Does the NCPA/Region 14 ESC contract require overall insurance in addition to project specific insurance requirements? If so, could NCPA/Region 14 ESC provide the insurance requirements?

*Answer: Insurance requirements are project/work specific.*

31. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
Tab 1, Product and Service Additions	New Products and/or Services may be added to the resulting contract at any time during the term by written amendment, to the extent that those products and/or services are within the scope of this RFP.	Could NCPA/Region 14 ESC provide information regarding the process for requesting the addition of new products and/or services, as well as how long approvals take?

*Answer: Awarded vendors would need to submit a form to Region 14 ESC for review and approval. Generally, the process is relatively simple and takes approximately a week or two depending on the complexity of the update being requested.*

32. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
Tab 2 – Administrative Agreement - Fees and Reporting	Vendor shall promptly pay NCPA the amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA's costs and expenses for such audit.	Could NCPA/Region 14 ESC provide the interest rate referenced in the Administrative Agreement?

*Answer: This can be discussed further during potential negotiations. Vendors should submit contract exceptions as part of their response to this RFP.*

33. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
Tab 4 – Vendor Profile	Provide Annual Sales for last 3 years broken out into the following categories: o Cities / Counties o K-12 o Higher Education  o Other government agencies or nonprofit organizations	Could NCPA/Region 14 ESC confirm that the following criterion should be responded to in Tab 5 - Products and Services / Scope? Technology for Supporting the Program Electronic on-line catalog, order entry use by and suitability for the entity's needs. Quality of vendor's on-line resources for NCPA/Region 14 ESC members. Specifications and features offered by respondent's products and/or services.

*Answer: The annual sales referenced is part of Tab 4 – Vendor Profile. See the RFP for more details.*

34. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
Tab 5 – Products and Services	Manufacturers' Authorized Distributor letters should accompany each manufacturer's product submitted on the proposal.	Can Offerors satisfy the letters of authorization requirement via a letter from a distributor listing the products the offeror sources through that distributor?

*Answer: Yes, if in the letter the distributor is stating they are authorized to provide the listed products.*

35. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
Tab 5 – Products and Services	Insurance	In the list of suggested Advanced Technology Solutions Aggregator categories, the last bullet listed is “Insurance”. Would NCPA please provide additional information/clarification on the “Insurance” category?

*Answer: See Answer to Question 30 included in this Addendum 1.*

36. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
Tab 5 – Products and Services	Warranty	In the list of suggested Advanced Technology Solutions Aggregator categories, the second to last last bullet listed is “Warranty”. Would NCPA please provide additional information/clarification on the “Warranty” category?

*Answer: Vendors are to indicate any applicable warranty information as part of their response to the RFP.*

37. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
Tab 5 – Products and Services	<p>Construction</p> <ul style="list-style-type: none"> <li>• Vendor shall perform services in a good and workmanlike manner and in accordance with industry standards for the service provided.</li> </ul>	Would NCPA/Region 14 ESC confirm that “Construction” includes <u>installation and integration services</u> ?

*Answer: Installation and integration services may be included. Vendors should indicate any exceptions or relevant information as part of their response to this RFP.*



38. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
Tab 5 – Products and Services	<p>Warranty</p> <p>Proposal should address the following warranty information:</p> <ul style="list-style-type: none"> <li>• Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.</li> <li>• Availability of replacement parts</li> <li>• <b>Life expectancy of equipment under normal use</b></li> <li>• Detailed information as to proposed return policy on all equipment</li> </ul>	<p>Would NCPA/Region 14 ESC clarify or remove the requirement to provide “Life expectancy of equipment under normal use.”? Given that this is a catalog bid with a vast list of products and product categories, the life expectancy is going to vary from product to product.</p>

*Answer: Vendors may submit exceptions as part of their response or provide a general overview as applicable to their operations and their offering.*

39. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
Tab 7 - Pricing		<p>Due to the large size of the various OEM catalogs being submitted in support of this effort, would NCPA/Region 14 ESC allow Vendors to provide access to these catalogs via an online portal to satisfy the price list requirement? This would also limit the system impact due to file size.</p>

*Answer: Vendors should provide their full product and service offering as part of their response but can additionally provide information regarding their online portal.*

40. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
Due Date		Would NCPA/Region 14 ESC extend the deadline by two weeks? Given that the questions are due on 11/02 and responses are currently due on 11/16 with a federal holiday in the interim, an extension would allow vendors to comprehensively respond to the NCPA's responses, and ensure NCPA, Region 14, and its eligible entities are supported with the most complete responses including clarifications on requirements?

*Answer: At this time, the due date cannot be extended.*

41. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
Vendor Questionnaire- Processing Contact Information	Processing Contact Information  Contact Person	Could NCPA/Region 14 ESC clarify whether the Processing Point of Contact (POC) requested in the vendor questionnaire is for sales (quoting, processing orders, solution assistance), or contractual matters (reporting, administrative fee payment)?

*Answer: It is recommended that both points of contacts are indicated if there is more than one main point of contact for different issues that may arise.*

42. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
<p>Evaluation Criterion – Ability to Provide and Perform Required Services</p>	<p>Ability to Provide and Perform the Required Services for the Contract (25 points)</p> <ul style="list-style-type: none"> <li>• Product Delivery within participating entities specified parameters</li> <li>• Number of line items delivered complete within the normal delivery time as a percentage of line items ordered.</li> </ul>	<p>Could NCPA/Region 14 ESC clarify its intent with the criterion “Number of line items delivered complete within the normal delivery time as a percentage of line items ordered.” Is this question intending to elicit past performance statistics and/or cause vendors to document the SLAs for delivery to NCPA/Region 14 ESC and its eligible entities?</p>

*Answer: This question is intending to better understand past performance.*

43. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
<p>Evaluation Criterion – Ability to Provide and Perform Required Services</p>	<p>Ability to Provide and Perform the Required Services for the Contract (25 points)</p> <ul style="list-style-type: none"> <li>• Past Cooperative Program Performance. Quantity of line items available that are commonly purchased by the entity.</li> <li>• Quantity of line items available that are commonly purchased by the entity.</li> </ul>	<p>Could NCPA/Region 14 ESC clarify its intent with the criterion “Past Cooperative Program Performance. Quantity of line items available that are commonly purchased by the entity”? Is NCPA/Region 14 ESC looking for vendors to provide the number of items that have been provided via other cooperative purchasing programs?</p>

*Answer: The referenced bullet regarding past cooperative program performance is intended to understand the number or percentage of items that public agencies currently use on other cooperatives. Some public agencies may use a high volume of all products and services offered under a cooperative contract while others utilize a select number or percentage of items that a vendor can provide.*

44. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
Evaluation Criterion		Could NCPA/Region 14 ESC provide clarity on what is considered “commonly purchased by the entity” in the criterion “Quantity of line items available that are commonly purchased by the entity” ?

*Answer: This is for the vendor to determine but generally is sales based.*

45. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
Evaluation Criterion		Could NCPA/Region 14 ESC provide further clarity on what is referenced by the criterion “Quality of line items commonly purchased by the entity?” Is this question requesting information on the quality of line items vendors have provided under other cooperative agreements?

*Answer: See Answer to Question 44 in this Addendum 1.*

46. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
Evaluation Criterion	<p>Ability to Provide and Perform the Required Services for the Contract (25 points)</p> <ul style="list-style-type: none"> <li>Product Delivery within participating entities specified parameters</li> </ul>	Could NCPA/Region 14 ESC confirm that for the “Product Delivery within participating entities specified parameters” criterion, NCPA/Region 14 ESC is looking for vendors to provide a write up in Tab 5 – Products and Services, confirming vendor’s ability to achieve the delivery requirements laid out in the RFP and not past performance statistics?

*Answer: Understanding the ability to provide and perform the required services relates to both a vendor’s ability to achieve delivery requirements as well as how successful a vendor has been in the past. Vendors may answer the questions as they see fit to capture their full abilities to provide and perform the required services for the contract.*

47. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
Evaluation Criterion	<p>Value Added Products/Services Description.</p> <ul style="list-style-type: none"> <li>• Additional Products/Services related to the scope of RFP.</li> <li>• Marketing and Training.</li> <li>• Programs and practices that may be advantageous to Public Agencies.</li> <li>• Customer Service.</li> </ul>	<p>Would NCPA/Region 14 ESC confirm that the following criterion in the evaluation criterion are to be included in Tab 8 - Value Added Products?</p> <p>Value Added Products/Services Description.</p> <ul style="list-style-type: none"> <li>• Additional Products/Services related to the scope of RFP.</li> <li>• Marketing and Training.</li> <li>• Programs and practices that may be advantageous to Public Agencies.</li> <li>• Customer Service.</li> </ul>

*Answer: Yes, the Value Added Products/Services Description questions from the evaluation criteria may be listed as part of Tab 8 – Value Added Products.*

48. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
Evaluation Criterion		<p>Would NCPA/Region 14 ESC clarify whether it is looking for successful vendors to respond to the following criterion in the evaluation criterion in Tab 5 - Products and Services / Scope or Tab 6 - References?</p> <ul style="list-style-type: none"> <li>• Product Delivery within participating entities specified parameters.</li> <li>• Number of line items delivered complete within the normal delivery time as a percentage of line items ordered.</li> <li>• Vendor’s ability to perform towards above requirements and desired specifications.</li> <li>• Past Cooperative Program Performance. Quantity of line items available that are commonly purchased by the entity.</li> <li>• Quantity of line items available that are commonly purchased by the entity.</li> </ul>

*Answer: The above bullets may be included as part of Tab 6 – References. Note that there may be information a vendor provides as part of a tab in their response that relates to more than one evaluation criteria and the information may be evaluated for more than one section of the evaluation criteria.*

49. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
Evaluation Criterion		<p>Could NCPA/Region 14 ESC confirm that the following criterion should be responded to in Tab 5 - Products and Services / Scope?</p> <p>Technology for Supporting the Program</p> <ul style="list-style-type: none"> <li>• Electronic online catalog, order entry use by and suitability for the entity’s needs.</li> <li>• Quality of vendor’s on-line resources for NCPA/Region 14 ESC members.</li> <li>• Specifications and features offered by respondent’s products and/or services.</li> </ul>

*Answer: Yes, the above information may be included as part of Tab 5.*

50. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
Required Proposal Format	<p>Responses shall be provided electronically via our online Bonfire portal. Tabs should be used to separate the proposal into sections, as identified below. Respondents failing to organize in the manner listed may be considered non-responsive and may not be evaluated. It’s recommended that all tabs, with the exception of Tab 7 (Pricing), be submitted in Portable Document Format (PDF). Please note pricing can be submitted separately in a alternate format (e.g. xlsx, xls, csv).</p>	<p>Can NCPA/Region 14 ESC confirm that it is looking for separate files for each Tab, versus two files, one for the proposal, and one for Pricing (Tab 7)?</p>

*Answer: Separate files for every individual tab is not required.*

51. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
NA	NA	Does NCPA have an anticipated award date?

*Answer: Before the end of the calendar year.*

52. Question:

Solicitation Reference	Solicitation Text	Question/Clarification
NA		Can NCPA/Region 14 ESC provide the anticipated number of awardees?

*Answer: There is not a set number of anticipated number of awardees.*

53. Question:

Submission of Responses:

The RFP states that “*deviations to the terms should be conspicuously noted in writing by respondent.*” What is the preferred mechanism to do so – redlines or a bullet-point list?

*Answer: Either is an option for vendors submitting a response but redlines may provide for a quicker negotiation process.*

54. Question:

Submission of Responses:

Respondent is a distributor. A distributor’s pricing is typically directly tied to the pricing set by the original equipment manufacturer (OEM). Understanding that OEM may change their pricing in the initial 120 day period, is there an exception process for modifying pricing during that period?

*Answer: Contract and service exceptions may be submitted as part of the vendor’s response.*

55. Question:

Public Bid Opening:

When is the public bid opening date?

*Answer: As indicated in the Notice to Respondent, immediately following the deadline, all responses will be publicly opened, and the respondents recorded.*

56. Question:

**TAB 2**

Renewal of Contract

What is the process to exercise the option to renew for up to two (2) additional years?

*Answer: It is a process exercised by Region 14 Education Service Center based on vendor performance and responsiveness.*

57. Question:

Shipments:

Due to continued supply chain challenges, it could be conceivable to have deliveries outside that timeframe. We can commit to continuous communication around delivery dates and give participating entity the option to change vendors or cancel. Would this be acceptable?

*Answer: Depending on the market, potentially yes. Exceptions to delivery timeframes should be included as part of the vendor's response.*

58. Question:

Payments:

What is the written process and approval by NCPA for awarded vendors and its affiliates? Please elaborate on the entity using the contract and making payments to the awarded vendor or their affiliates.

*Answer: Awarded vendors will receive a letter from Region 14 Education Service Center and there will be an implementation process for new vendors to better understand specific procedures.*



59. Question:

Adding Authorized Distributors/Dealers:

What is the written approval process to add OEMs/vendors/distributors/partners/resellers?

*Answer: There is a form that would need to be completed by awarded vendors that would go through an approval process.*

60. Question:

Pricing:

FOB Destination freight terms - is it acceptable for respondent to charge accessorial fees or pass-along certain irregular freight costs prompted by the NCPA member's location? (presuming respondent currently does in the normal course of business)

*Answer: Each vendor may have different processes and pricing structures. Any additional fees, freight terms, or pertinent information should be included as part of the vendor's response.*

61. Question:

Warranty:

Warranty requirements - is it acceptable for respondent to pass-along such warranty obligations to the OEM?

*Answer: Vendors should indicate this as part of their response to this RFP.*

62. Question:

Warranty:

Can subcontractors be utilized when/if necessary?

*Answer: Yes, depending on the processes of the primary vendor and the public agencies looking to utilize resulting contracts.*

63. Question:

Certificate of Insurance:

What are NCPA's insurance requirements?

*Answer: See Answer to Question 30 included in this Addendum 1.*

64. Question:  
Price Increases:

In the unlikely event that market conditions or new regulations result in OEM price increases, we (as a distributor) will expect to pass through the increases. What is the written process to submit such requests? Is there a form?

*Answer: Awarded vendors will receive this information but yes, there is a form that will go through a review and approval process.*

65. Question:  
Competitive Range:

Was a competitive range established in previous RFPs? If so, can you please share directionally the range?

*Answer: This information cannot be shared at this time.*

66. Question:  
Multiple Awards:

How many contracts do you anticipate awarding from this RFP? Is there a set number of vendors that will be awarded?

*Answer: See Answer to Question 52 included in this RFP.*

67. Question:

#### *EVALUATION CRITERIA*

Pricing:

What is the preferred method to approach – cost+ or MSRP off-list?

*Answer: Each vendor may submit their pricing as they see fit however some public agencies may not be able to utilize cost plus pricing especially if they are utilizing federal or similar funding sources.*

68. Question:

#### *EVALUATION CRITERIA*

Ability to Provide and Perform:

How has number of line items delivered complete been measured in the past?

*Answer: It depends on the quality of the supplier's response and the information provided.*

69. Question:

*EVALUATION CRITERIA*

Ability to Provide and Perform:

Can you provide the purchase history for the last twelve (12) months, listed by OEM/annual revenue.

*Answer: Not at this time.*

70. Question:

*Tab 2 NCPA ADMINISTRATION AGREEMENT:*

Fees and Reporting:

Is the 3% administrative fee negotiable?

*Answer: Exceptions should be indicated as part of the vendor's response, but all exceptions will be reviewed and considered.*

71. Question:

*Tab 2 NCPA ADMINISTRATION AGREEMENT:*

Fees and Reporting:

Please describe where a mutually agreeable process to lower the Administrative Fee Percentage? What is the normal operating procedure to get this approved?

*Answer: This may be discussed further with the awarded vendor(s).*

72. Question:

*Tab 2 NCPA ADMINISTRATION AGREEMENT:*

Fees and Reporting:

Would NCPA be open to alternative structure on Administrative Fee Percentages? If so, what would be acceptable scenarios?

*Answer: See Answer to Question 70 included in this Addendum 1.*

73. Question:

The RFP includes a four-year right to audit - is that four-year timeframe a statutory/regulatory requirement or is it NCPA's preferred timeframe?

*Answer: This is driven by general audit requirements. Exceptions are to be included as part of the vendor's response.*

74. Question:

*TAB 3 VENDOR QUESTIONNAIRE*

Is Canada in scope of this RFP and it is required for this RFP? If so, please provide historical data with revenue by OEM.

*Answer: Typically, current public agencies utilizing agreements are in the United States.*

75. Question:

*TAB 3 VENDOR QUESTIONNAIRE*

Would federal business be included in this contract at a future date or is this solely a SLED vehicle?

*Answer: Typically, public agencies utilizing agreements are not federal entities but could be quasi entities or be utilizing federal funding sources.*

76. Question:

*TAB 7 PRICING*

As a broadline distributor, we are submitting our entire line card with hundreds of vendors and millions of SKUs. What is the best way to submit pricing? Is it through submission of a linecard or something more detailed?

*Each vendor may choose to submit their product offering differently. A general line-item listing is acceptable.*

77. Question:

Would an extension be possible, please?

*Answer: See Answer to Question 40 included in this Addendum 1.*

78. Question: I was wondering if you could let me know when answers to questions might be posted?

*Answer: Answers will be posted publicly in Bonfire and vendors will be notified in the system.*

79. Question: I'd also like to inquire about confidentiality. We'd like to request that our financial information be kept confidential, and were hoping to have confirmation of that before submitting the information, if possible.

*Answer: Information that is considered confidential or proprietary should be marked as such. See page 8 of the RFP under Open Records Policy for more details.*

*No material items in the RFP have been modified. All items in the RFP shall remain.*

## RECEIPT OF ADDENDUM NO. 1 ACKNOWLEDGEMENT

Offeror shall acknowledge this addendum by signing below and include it in their response.

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_