



Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education

## REQUEST FOR PROPOSAL ADDENDUM

**ADDENDUM #1**

**DATE:** October 3, 2016

**REFERENCE:** Request for Proposal: R-TC-17006  
Issue Date: September 14, 2016  
Title: On-Line Marketplace  
Sealed Proposal Due Date: October 14, 2016 at 2:00 p.m.

*All Offerors shall be advised of the following changes/additions in the referenced solicitation:*

A. Sealed Proposal Due Date shall remain October 14, 2016 at 2:00 p.m.

B. Section 10.1, page 15 is revised to read as follows:

10.1 By signing and submitting a proposal, the Offeror acknowledges that as a condition of any Contract awarded and prior to Notice of Award, the Contractor must certify that neither the Contractor, any employee of the Contractor, nor any other person who will provide services under the Contract shall comply as outlined on Attachment C, page 26.

C. Add Section 6.16.2.12. to read as follows:

Access for On-line Marketplace (TAB12)

**The Offeror shall provide access to their On-line Marketplace via a user ID and password to include a hyperlink for use during the pricing evaluation.** The information must be included in Tab 12 so the Evaluation Committee can access the cost for consideration in the evaluation process.

The instructions related to the above under Section 6.16.2.11. shall hereby be removed; Attachment B and C are the only requirements that remain under Tab 11.

D. The following are questions received from Offerors and the responses as requested:

1. PWCS requests many physical copies of the response in binders. Given the environmental impacts of printed copies, can respondents only supply electronic versions? As a compromise we could supply signature pages with wet signatures.

**Answer:** Given the needs of the evaluation team and PWCS, this requirement is not flexible. Please provide what was originally requested in Section 6: Proposal Submission Requirements.

2. We do not anticipate needing to visit schools as part of this contract. We will not require "direct contact with students on school property during regular school hours or school-sponsored activities/programs". Do you still require us to sign and submit the form in Attachment C, Certificate of Compliance?

**Answer:** Yes.

3. Would you kindly notify me if I am eligible to apply for this bid? I am a novice with this bidding system and would appreciate your discerning eye.

**Answer:** All offerors are eligible to respond. Please see "Multiple Awards" section on page 7 of the RFP.

4. I happen to see your solicitation form on eVa, we are a small business located in Fairfax City and I have a question. Is it possible for us to offer our services on a small portion of your requirements such as pens, eraser, etc.?

**Answer:** Please see the answer to question #3 above.

5. Besides the RFP Form, how should we present our proposal for products and prices? Should we present a spread sheet with products and pricing? In our case, our Product Category is Category 7.

**Answer:** Please see Clarification C above.

6. If we are already an awarded vendor on contract RKS-10027-41 Instructional Supplies – Educational and Non-Educational, should we be bidding on this new RFP, or are we already included in the On-line Marketplace?

**Answer:** The RFP is separate from the existing contract you have with PWCS which will remain in effect. It's at your discretion to respond to this requirement.

7. With all due respect, we do not know how to sign up for the On-line Marketplace? Could you please provide us the hyperlink for it?

**Answer:** We're seeking offerors that can provide an electronic ordering system for users to purchase directly from a company. We've named it a marketplace to define the ability to perform on-line shopping for the various categories we outlined in the RFP.

8. I am writing you on behalf of IXL Learning, Inc. about RFP #: R-TC-17006 to see if we are a fit for its parameters. IXL is a web-based, supplemental practice program for math, ELA, science and social studies. Are educational software vendors eligible to apply for this bid and if so, which category should we respond under?

**Answer:** All potential offerors are eligible to submit a proposal. We're looking for a provider that can offer as many of the categories referenced in Section 4.1 of the solicitation. It's really at your discretion as to the particular category you feel best meets our requirements. Educational software is unique and could be offered under Category 10. We will leave that decision solely to each offeror to decide.

9. Here is where I find my question...are you looking for a marketplace type product like what Equallevel offers and what USC has as their existing marketplace product, or are you looking for a marketplace like "Amazon" that is established and able to sell all of the items found out the category list? From reading this bid, that is what I am not clear on and people have seen this both ways.

Are you looking for just the platform (Equallevel, Sciquest...) that can later add all of these commodity category types mentioned in the bid documents, or are you looking to award to a company that already has an established "marketplace" set up to sell all of these items (Amazon, Ebay...)?

**Answer:** We're seeking firm(s) that are established and able to sell the products directly from their site.

10. We are a serials vendor. Is this RFP pertinent to us? If so, would we apply under Category 4 Books or Category 10 Miscellaneous/Other Category?

We have provided serials to PWCS so want to make sure this is the correct venue for our services.

**Answer:** Offering one category is not optimal in fulfilling several categories as outlined in the RFP. We will evaluate all proposals and will not discourage any offeror from submitting a proposal.

11. Can you refer me to the website where I can see who received the award for Prince William School District before?

**Answer:** This is a new requirement, therefore, we have not awarded a contract of this nature before.

12. Can you clarify how US Communities will impact the school purchasing process? Even if schools are able to purchase our program at their own discretion if we are not an awarded vendor with this RFP, will it be harder for schools to purchase our program?

We have many schools already using IXL in PWCS, and we want to ensure that not being a vendor on US Communities will not hinder schools from purchasing our program. We are interested in applying for the RFP, but the requirement to submit monthly sales reports to US Communities and provide them with 2% of sales is tough in terms of sustainably maintaining the contract.

**Answer:** No, our schools still have the ability to obtain your services under current business processes.

13. I have read through the entire 82 page document, and did not see a list of items or somewhere to fill in a catalog discount %. Where do I enter our discount or pricing terms? Do we just submit our own offer (discount) or price list?

**Answer:** Please see the response to question #5 above.

14. So, I would come up with the pricing (could be a discount % off each item or a special MB price) I intend to offer. Then apply that pricing to our website and provide a login for the contract analysis. Basically, I am free to offer any discount or special pricing, as long as it is equal to or better than any other offer we have offered on a similar contract?

**Answer:** Yes, this is solely at your discretion. We understand pricing is dynamic and can change daily.

15. We feel comfortable to provide for apparel and textiles and would like to offer for it only if still acceptable for you. If successful and knowing more about PWCS system how it works in first time, we can easily add other categories as well.

Regarding Order procedure, in case of Apparel Uniform, we are working with Pre-order bases. It means we produce according to actual order status with buyer specific requirement such as fabric items, color, logo which we have to follow buyer specific requirement. In this case, we need lead time to produce such as a 45 days or 60 days. I was wonder whether something like this procedure is workable or do we have to carry inventory in advance like a retail store or not?

**Answer:** The primary use of this requirement will be to purchase items that are routinely readily available for shipping.

16. We are a retailer of orchestral sheet music and PWCS has done business with us for a number of years. Can you please tell me if we are currently under a contract with you and if so, what is the contract number and expiration date?

**Answer:** No, PWCS does not have a current contract with your company.

17. Can a vendor be awarded to provide product to PWCS without being a provider with U.S. Communities?

**Answer:** Our intent is to award an overall contract(s) and not a local agreement for PWCS.

18. If a vendor is not awarded, or chooses not to bid, does this preclude the schools of PWCS from purchasing through that vendor?

**Answer:** Choosing not to bid does not preclude our schools from purchasing from current PWCS vendors.

19. Is the intention of PWCS to have the awarded vendor(s) upload their products to the U.S. Communities Marketplace, or for the awarded vendor(s) create a new Marketplace for the products/services included in this RFP?

**Answer:** The intent is for an offeror to provide the products from their business to business website (online marketplace). There will be no upload to the US Communities Marketplace and all orders will be placed directly through the vendor's existing platform.

20. What is PWCS' expectation of the minimum sales volume for this contract?

**Answer:** Please see Estimate Volume on Page 6 of the RFP.

21. How has the US Communities online marketplace performed historically?

**Answer:** This is the first U.S. Communities solicitation for this type of products and services.

22. Is there a commitment from the US Communities advisory board members to participate in this program upon award?

**Answer:** Please see Estimate Volume on Page 6 of the RFP.

23. Regarding Section 6.16.2.11 Attachments B&C (TAB11), it is stated that "The offeror shall provide access to On-Line Marketplace via user ID and password via a hyperlink for use during the pricing evaluation". How should a supplier provide this information if they have selected to utilize US Communities existing on-line marketplace for the purpose of this RFP?

**Answer:** Please see the response to #19 above.

24. Is there a preference to utilize the On-Line Marketplace that US Communities has invested in?

**Answer:** Please see the response to #19 above.

25. Is there a preference for a local high service solution to this solicitation for participating public agencies?

**Answer:** Please see the response to #17 above.

26. Will there be multiple awardees per product category?

**Answer:** Please see "Multiple Awards" section on page 7 of the RFP.

27. How will awardees be listed on the US Communities Marketplace? Hyperlink to each supplier, or will all supplier items be listed by price?

**Answer:** Please see the response to #19 above.

28. What is the maximum number of awardees PWCS is expecting to make on this RFP by category?

**Answer:** Please see "Multiple Awards" section on page 7 of the RFP.

29. In order to effectively meet the diversity guidelines for hundreds of end user, would there be at minimum one diverse awardee for every category? Or will US Communities consider this requirement met under the large suppliers subcontracting plan?

**Answer:** There will be no minimum requirements for MWBE vendors in any category. If you have the ability to propose an MWBE offering, you should do so.

30. In regards to pricing updates, there does not appear to be a specific schedule listed. This typically varies by contract, and requires (30) days written notice. Can you provide the price update schedule for this RFP?

**Answer:** Please see the response to #14 above.

31. How will product offering be evaluated? i.e. will the vendor offering 25,000+ items on a catalog be favorably weighted versus the vendor offering less than 10,000 items?

**Answer:** Please see Section 4, Statement of Needs on Page 9 of the RFP.

32. Would we be able to offer any categories, such as Office Furniture, Maintenance Repair Operations, Janitorial Supplies, Break room etc. as part of the "Category 10: Miscellaneous/Other Category" submission? Is there any restrictions on categories we cannot consider under this section?

**Answer:** Please see Section 4, Statement of Needs on Page 9 of the RFP.

33. Will there be a Hewlett Packard Big Deal in place for this RFP?

**Answer:** Each proposer should provide a full proposal of their capabilities, including any bulk pricing programs they are able to offer.

34. Is it required for us to participate with US Communities to continue doing business with you?

**Answer:** Please see the response to #12 above.

35. Is there a cost to participating with US Communities?

**Answer:** Please see Administration Agreement, Section 5.1, Administrative Fees on Page 49 of the RFP.

36. Can we state deviations/exceptions against the US Communities Supplier Qualifications, Worksheet, or Information?

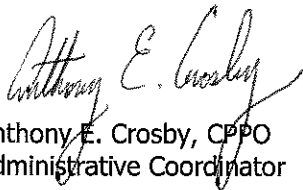
**Answer:** You must provide responses to all questions in the Supplier Worksheet and Supplier Information Sections.

37. Is the "Master Intergovernmental Cooperative Purchasing Agreement" part of US Communities?

**Answer:** Yes.

ALL OTHER SPECIFICATIONS, TERMS AND CONDITIONS REMAIN UNCHANGED.

A signed acknowledgment of this addendum must be received by the Central Purchasing Office either prior to the Proposal due date and hour specified, or attached to the RFP. Signature on this addendum does not constitute the Offeror's signature on the original proposal document. The original proposal document shall also be signed.



Anthony E. Crosby, CPPO  
Administrative Coordinator

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ACKNOWLEDGMENT:

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Name of Firm

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Signature

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Date

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Print Name and Title

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