

DEPARTMENT OF EDUCATION
PROCUREMENT AND CONTRACTS BRANCH

November 4, 2020

ADDENDUM A

TO

REQUEST FOR PROPOSALS

RFP D21-056

SEALED PROPOSALS

TO DESIGN, FURNISH, DELIVER, INSTALL, CONNECT, AND CONFIGURE

MULTIMEDIA EQUIPMENT AND SERVICES

AT VARIOUS SCHOOLS AND OFFICES

OF THE HAWAII DEPARTMENT OF EDUCATION, STATEWIDE

PART I: PRE-PROPOSAL CONFERENCE

The following is a brief summary of the Pre-Proposal Conference that occurred on October 27, 2020:

The Pre-Proposal Conference was held on October 27, 2020 at 8:30 a.m. HST via WebEX. The meeting provided an overview of the RFP's purpose to gain an understanding of the breadth and scope of work under this RFP. Questions, concerns, and/or clarifications were responded to informally and everyone was thanked for their participation and interest.

PART II: WRITTEN QUESTIONS

Requirements pertaining to written questions were stated in the original RFP. Written questions received by the Department are listed below. The following responses are hereby provided and incorporated into the RFP:

1. If a manufacturer does not offer or require training, is training still required?

Response: Refer to Section 3, sub-section 3.5.3. Manufacturer-trained and Certified Personnel. It is understood that a manufacturer may not offer certification for all items/products such as small parts and supplies. However, evidence of an employee's certification as a trained technician is required as appropriate.

2. How and when will the state collect HlePRO's mandatory .75% fee?

Response: The vendor is responsible for payment of Transaction Fees to NIC Hawaii. Please contact NIC Hawaii regarding the details for submitting the payment. See the following Vendor Registration link for other useful links and NIC Hawaii contact information ==> <https://hiepro.ehawaii.gov/vendor.html>.

3. If I purchase products from a DISTRIBUTOR that is authorized from a manufacturer, does that qualify for 2.a. under Offeror Qualifications?

Response: No. Refer to RFP Section 3, sub-section 3.5.2 Authorized Distributor Status for acceptable criteria and evidence.

4. If our estimated freight for our product is lower than the actual freight, can the vendor invoice the difference on a separate invoice?

Response: Refer to RFP Section 4, subsection 4.13.3 Pricing, subsection 4.13.4 Minimum Discount %, and Attachment F. All expense items, including shipping charges, should always be disclosed in the quotation to schools whether billed as a separate line item or not. Cost items may be quoted and invoiced as separate line items. However, there should be no "hidden" items, such as additional fees, or charges that were not identified in the Offeror's pricing proposal. We understand that different criteria (such as tax rate) may vary by location and cost item.

5. How should anticipated costs such as shipping, transportation and travel be identified in the proposal?

Response: Refer to RFP Section 4, subsection 4.13.3 Pricing, subsection 4.13.4 Minimum Discount %, and Attachment F. All expense items, including transportation, travel, and shipping charges, must be disclosed.

6. Should pricing be provided for all products and components available through our channel and manufacturer partners? Or should there be just a sampling to show discount information for each brand? Do you want to have only certain parts priced or the entire price list of all products available?

Response: The determination of how information is presented is left to the Offeror. However, any products that are anticipated for sale should be made visible to the end purchaser. A sampling would likely not be sufficient; a grouping or range may be more appropriate. For example – product/items which are the same except for size may be grouped together and a range of pricing identified for the group, provided the percent discount remains constant.

7. Is it possible to offer suites of products for environments such as classrooms, conference rooms, huddle spaces, and auditoriums. Can system (i.e. bundles) pricing be provided or does the State prefer to have individual component prices broken down?

Response: The determination of how information is presented is left to the Offeror. Please keep in mind that whatever the format, Offerors will want to be sure to add comments or an explanation for additional pages and if submitting product information in bundles or packages to make the submittal clear to the end purchasers. As purchasers will base selections primarily on cost-effectiveness, it will be essential for them to have sufficient details enabling pricing comparisons to support purchasing decisions. Refer to RFP Section 4 Proposal, Attachment F, and 3.4.2. Minimum Quotations Required.

8. Page 6, 1.18.3 Price/Vendor List Renewal provides an allowance for the contract to be extended for not more than three (3) additional twelve-month periods. Is there an allowance or mechanism for labor price escalation, product price changes, or the discount from MSRP for the additional years?

Response: All minimum discounts offered shall be firm for the initial contract term and reductions of the percentage discount will not be permitted during the contract term or any of the renewal options. Refer to the following sections:

- RFP section 3.3.2. Latest Model/Version
- 4.13.3. Prices, and
- RFP section 4.13.4 Minimum Discount %

9. Page 6, 1.19 Contract Award states that contracts awards, if any, shall be made on a multiple-vendor basis. Will the DoE schools use a separate price list for each successful vendor or a single price list for all?

Response:

RFP section 1.18.1 Price/Vendor List refers to the format of the contract resulting from this RFP process. This includes general requirements and procedures applicable to all vendors and purchasers. Part of this document lists approved/contracted vendors and includes an individual “menu” of each vendor’s offerings and associated pricing. Refer to **4.13 Proposal Section 6: Vendor’s Product, Service, and Pricing Information (ATTACHMENT F) describing the format the vendor’s “menu”**: “If awarded a contract under this RFP, Attachment F, Vendor’s Product, Service, and Pricing Information shall be made available for viewing by the interested HIDEOE schools and schools. Therefore, careful consideration should be given presentation of the information in this section.”

10. Page 9, Section 3.1: Categories: Item 3.1.1, Category 1: LED/HD TVs are cited and in Category 2 there is a reference to Interactive Displays. Can Interactive monitors/TVs be listed in Category 1 or do they need to be relegated to Category 2?

Response: Only products meeting the minimum requirements and specifications of LED/HD TV's described may be included in Category 1.

11. Item 3.1.2, Category 2: Multimedia Equipment lists “lighting” as example of multimedia equipment. Can the state provide an example of the type of lighting a school may be requesting?

Response: No. Refer to Section 2, RFP Purpose and Overview for a description of the anticipated projects types and programs. Lighting, specifically, is likely to be purchased in support of creative media and video programs and activities.