

May 21, 2019

RFP #683473 – Records Management/Shredding/Storage/Destruction

As a result of the meeting held on Thursday, May 9th at 1:30 pm EST, certain questions were raised and discussed. Written questions were also submitted by Tuesday, May 14th. These items are described in this addendum.

- 1) **Can you submit additional information besides the questions asked in the questionnaire and what is listed in the scope of services?**

Answer: Yes, you can add existing info from your company's website, powerpoints, case studies, url's, etc...

- 2) **Part 2.3 Scope of Services, pg. 6, can E&I elaborate or provide more specific details on its expectations/requirements regarding services around Data Analytics?**

Answer: Please give details on your data analytics which help members analyze their physical & digital information and data repositories, create new revenue streams, help members understand the full value of their data, etc...

- 3) **Part 2.3 Scope of Services, pg. 6, can E&I elaborate or provide more specific details on its expectations/requirements regarding Data Centers?**

Answer: Please explain the Data centers that you have. Are they secure, compliant, etc...?

- 4) **Part 3.1 Report of Sales, pg. 8: 3.2 Contract Administrative and Marketing Fee. Can the fee be based on the "net total of invoice payments received" instead of "net total of invoice amounts on all orders invoiced"?**

Answer: We cannot agree on the fee being based on "net total of invoice payments received".

- 5) **Part 3.2 Contract Administrative and Marketing Fee, pg. 8: there is mention of "Supplier shall provide E&I a minimum 3% Contract Administrative and Marketing Fee (CAF) based on the net total invoice amounts on all orders invoiced pursuant to the resulting Agreement in each month during the term of the Agreement." However, in the Excel Questionnaire, Sheet 4 "Administration & Marketing" line item A.5, "Contract Administration Fee" there is a reference to the fee being "2%." Can you confirm which figure is correct? For this RFP, the contract administrative fee will be 3%.**

Answer: The minimum 2% Contract Administrative and Marketing Fee (CAF) is our standard language in the Administration and Marketing Tab of the Questionnaire. The Contract Administrative and Marketing Fee for this RFP is 3%.

- 6) **Part 5 Proposal Format and Contents, pg. 14: there are instructions that the "Supplier must complete the Execution of Offer and Mutual Non-Disclosure Agreement documents in Part 5, signed by a representative authorized to sign the proposal on behalf of Supplier. Addenda, if any, shall also be included and signed." Should "Part 5" actually be "Part 6?" Part 6 of the RFP document is titled "Execution of Offer & Mutual Non-Disclosure Agreement." Please verify.**

Answer: Yes, the "Execution of Offer & Mutual Non-Disclosure Agreement" should be part 6.

- 7) **Attachment C - RFP#683473 - RFP Questionnaire, 1A Scope of Work Questions: would it be acceptable to address the questions in this section of the questionnaire in an additional attachment that overviews each of these components and fill in the spreadsheet with a generic response along the lines of "Please see additional proposal in tab 7, Additional Attachments" rather than producing both a written response in the Excel questionnaire and the additional proposal? In other words, is it required/mandatory that answers be written in that particular section of the Excel questionnaire if those questions and services details are addressed in the proposal response?**

Answer: Yes, you can address the Scope of Work questions in the questionnaire on an additional attachment.

- 8) **On the pricing list there is a column for Volume that in most cases, we see no application to the pricing items to be quoted. Can you please advise.**

Answer: This contract will be utilized by members across the United States. They will have different volumes. You can submit pricing in tiers.

- 9) **On the pricing list under Information Governance Pricing, items are to be quoted per image. Based on our experience we usually quote on Gigabytes (GB). Can you please clarify.**

Answer: Please clarify what the gigabytes (GB) equals to “number of images”.

These changes constitute an addendum to the above referenced RFP and are made a part thereof.

Please sign below and return the addendum with your RFP response to acknowledge receipt of the addendum. Should you have any questions or concerns, please do not hesitate to contact me Judy Schaffer at 410-688-3148 or jschaffer@eandi.org. Thank you.

Sincerely,



Judy Schaffer
Vice President, Interiors, General Products & Services
cc: Jim LoGrasso<Contract Manager Name>

(Supplier)

(Authorized Signature)

(Printed Name)

(Title)

(Date)