

RFP: 19PSX0056
Answer To Questions

1. Are you looking for us to hold pricing for 90 days? I'm a little confused because the RFP is asking for fixed pricing & proposer's cost plus percentage markup per unit. We'd typically respond with a fixed margin; however commodity items would fluctuate with the market. Can you please clarify this?

Answer: The pricing model has changed. Please see clarification posted with Addendum.

2. What is the length of the bid that needs to be submitted on produce? Effective June 27?

Answer: The length of the contract resulting from the RFP will be for a three year period (with the opportunity for a three year extension). The estimated effective date of the Contract is November 1, 2019.

3. Also is it one distribution center that handles the deliveries?

Answer: Proposer's will be required to handle the deliveries.

4. Would the deliveries be to each individual location or would it be to one central location?

Answer: Deliveries will be made to each individual location.

5. Page 6 under **reverse auction** procedures item D. is our cost kept confidential?

Answer: EASiBuy does not share the pricing with any of the other qualified proposers. As a qualified proposer you will only know your price offer and your rank. At the conclusion of the pricing event the bid tabulations (side by side) of all proposers are presented to the State, which may become public record once the State goes through its normal evaluation, award and contracting process.

You as a qualified proposer can log in and review your final price offers after the event is over. You will only have access to your information and will never see anyone else's and no other proposer may see your data.

6. On page 18 of 21 under Proposal Requirements #4; Brand name Specifications and/or references: "The use of the name of a manufacturer or of any particular make, model or brand in describing an item does not restrict proposers to that manufacturer or specific article unless limited by the term "no substitute". However, the article being offered must be of such character and quality so that it will serve the purpose for which it is to be used equally as well as that specified, and the proposer shall warrant to the State that it is fit for that purpose. RFPs on comparable items must clearly state the exact article being offered including any and all applicable options and the proposer shall furnish such other information concerning the article being offered as will be helpful in evaluating its acceptability for the purpose intended. If the proposer does not indicate that the article offered is other than as specified, it will be understood that the proposer is offering the article exactly as specified. Proposers must submit complete documentation on the specifications and quality levels of the proposed products. RFPs submitted that do not contain this documentation are subject to rejection."

The question is do we need to submit specifications on all the items on the RFP or is it for alternatives?

Answer: If Proposers are proposing alternatives, proposer must submit specification for all items. Please note that in case of similar yet different products the state may request samples of the different products for testing purposes.

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7. Attachment 3: Submittal Requirements Response. a. Fixed pricing for Client Agency's top 100 products. After the six months following the effective date of the contract what is the cadence on the option to adjust pricing?

Answer: The pricing model has changed. Please see clarification posted with Addendum.

8. Under item (b) Proposer's cost plus percentage mark-up per unit for each category- line by line per unit or per category?

Answer: Per category.

9. Also under (b) Proposer's cost per unit must be verifiable for the dates specified- if the proposer did not purchase the product in April, how far back of a look in time is allowable?

Answer: If the company did not purchase the product in April, provide the latest manufacturer invoice of the most recent purchase.

10. Under item (c) Mark-Up percentage from third party invoice- Admin fee- do we put this in Added Value Offerings?

Answer: The mark-up percentage from the third party invoice – administrative fee will be conducted during the live auction event. There will be a line item for qualified proposers to submit their third party invoice mark-up

11. Your RFP states the contract worth at 22 MM. Is that estimate annual or for the entire 3-year term?

Answer: The estimated spend listed in the RFP is annual.

12. During the 3-year term does the contract allow for price adjustments for the top 100 items, to be based on the original margin, should the market change anytime during the bid period?

Answer: The pricing model has changed. Please see clarification posted with Addendum.

13. If any entity not listed on your sheet utilizes this bid a fee must be paid to EASI? Please provide an example formula.

Answer: Any purchases made off of a contract as a result of this RFP will be subject to the 0.2% award vendor transaction fee. The awarded contractor will submit monthly reports to EASI and the 0.2% will be invoiced off of the sales amount reported

14. Is pricing required for the May 30th deadline, or will the pricing be expected for the reverse auction on June 27th?

Answer: You must enter your cost from the suppliers into the Reverse Auction Vendor workbook and submit along with all required documents through the BizNet system no later than the RFP due date and time specified in the Proposal Schedule.

Percentage Mark-up per category will be expected during the reverse auction offered during the phase 2 reverse auction event.

15. Is delivery day information provided subject to change, or can it be negotiated between the distributor and the facility?

Answer: Contractor shall provide delivery in accordance with the Schedule 1- Delivery Schedule. Deviations from this schedule must be approved by the Client Agency authorized representative. The State reserves the right to add locations as necessary.

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16. The RFP states that prices must be fixed for a period of six months from the start of the contract in November. This will be a challenge to provide pricing for six months to start the contract and an additional six months that pricing must be held in place. This will put a hardship on the vendor trying to price these items. Will the State reconsider this part of the RFP?

Answer: The pricing model has changed. Please see clarification posted with Addendum.

17. The RFP in the reverse Workbook section shows the top 100 items. Are these the items that must be fixed priced for the six month period?

Answer: The pricing model has changed. Please see clarification posted with Addendum.

18. For the other tabs that are titled Dairy, Meat, Poultry, Seafood, Frozen, Canned and Dried, Dispenser Beverage, and Produce, are these categories considered Cost-Plus?

Answer: Yes

19. There are over 30% of the items on the Top 100 list that are a controlled label of the current vendor. You do not provide adequate information, such as portion size or manufacturer codes, so it will be difficult to trace to get a like product or pack size.

Answer: The State is in the process of ensuring that adequate information is provided and will be posted via addendum by May 17, 2019.

20. The items from Good Source and the other name brands do not have manufacturer codes so this could be difficult matching the like products.

Answer: The State is in the process of ensuring that adequate information is provided and will be posted via addendum by May 17, 2019.

21. For the distributors that are not within the state of Connecticut boundaries (Out of State), will they be penalized against the in-state vendors?

Answer: Proposals will be evaluated based on the selection criteria.

22. In the list provided of agencies and political subdivisions that are eligible to use this contract, The Regional Vocational Technical Schools are listed. They were part of another RFP Solicitation NO. 19PSX0057 Child Nutrition Program food products and the Warehousing and Delivery of USDA donated foods. What will be the differentiation between these two contracts?

Answer: The CTECS locations listed in Schedule 1 are CTECS Culinary Program locations which are not included in RFP 19PSX0057.

RFP 19PSX0057 is for State Agency locations that participate in the United States Department of Agriculture (USDA) and State of Connecticut Child Nutrition Programs to purchase their food products and to ensure the Agencies are complying with the USDA program requirements.

23. The USDA along with The Donated Foods and Further Processed Food, have historically been a part of this contract. Will the successful bidder have to take on any of these commodities to distribute?

Answer: This RFP does not include the USDA Donated Foods program.

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24. Could better description be provided for items that are labeled "Packer"? An example on the top 100 list is item 9, "Potato Mashed Complete". Can please be provided Manufacture code and contact? Please see attachment with items.

Answer: The State is in the process of ensuring that adequate information is provided and will be posted via addendum by May 17, 2019.

25. A Reverse Auction Transfer Fee .002% is noted. Will this transaction fee be a net charge after the agencies remit funds to the distributor? Also, What duration of the contract will this fee be assessed?

Answer: The 0.2% awarded vendor fee is calculated off of the total sales on the awarded contract from all authorized users. The awarded supplier will submit monthly sales to EASi and will be invoiced 0.2% off the sales number

26. In the event that the vendor has not purchased an item that is on the bid, and obtains a price from the manufacturer, will that suffice for verification? Example: The vendor does not purchase from good source at this time, Good Source provides pricing effective week of April 29, 2019.

Answer: Yes, however, this information must be verifiable.

27. Can all the documents be opened so that we may use them to type our answers on each of the questions?

Answer: The Submittal Requirement Response form is in word format which has a place for proposers to type a response.

28. Can the reverse auction spreadsheets be opened in trying to open it we were asked for a password?

Answer: The reverse vendor auction workbook has been revised and unlocked. It is posted with this Addendum.

29. Can we have clarification on when costs and percentages are to be added to the spreadsheet at time of submittal on May 30 or prior to the online reverse auction in June?

Answer: You must enter your cost from the suppliers into the Reverse Auction Vendor workbook and submit along with all required documents through the BizNet system no later than the RFP due date and time specified in the Proposal Schedule.

Percentage Mark-up per category will be expected during the reverse auction offered during the phase 2 reverse auction event.

30. Reference: Attachment 3, Phase 2 item 1a – 6 month fixed pricing with ability to change within the 30 days preceding the start date, also RFP Page 19 item 5 holding of pricing for 90 days from date of proposal submission (6/27/19)

Answer: The percentage mark-up for each category will remain fixed and the cost of the item may fluctuate based on the Contractor's cost.

31. The Company will submit pricing based on its best known costs at the time of the proposal submission, 6/27/19. Does the contractor have the right and ability to request/adjust pricing in October 2019 prior to locking down the fixed pricing effective November 1, 2019?

Answer: The pricing model has changed. Please see clarification posted with Addendum.

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32. Reference: Contract Page 5 of 29 item 4d -Contract states “no price increases are allowed under this contract”. Can verbiage be added to reference the exceptions allowable elsewhere in the contract, attachments and exhibits for consistency and clarity of the circumstances that allow for such price changes?

Answer: Please reference Attachment 1 – Sample Contract language starting on Page 20 of the RFP document.

33. We will require more guidance into how the reverse auction will be administered.

Answer: EASI will work with Proposers that are qualified in accordance with the selection criteria on the Reverse Auction Process. Please reference Page 6, 4. Reverse Auction Requirements of the RFP document.

34. Will the reverse auction encompass all items that we are asking to be priced or will it be limited to the top 100 fixed-price items?

Answer: The pricing model has changed. Please see clarification posted with Addendum.

35. With scope of work that will be needed to accomplish this RFP, would there be a consideration of extending the due date of this RFP?

Answer: The State does not intend to grant an extension to the RFP due date.