

June 25, 2019

RFP #683482 – Branding, Campus Crisis Assessment and Management

As a result of the meeting held on Thursday, June 13th at 3:00 pm EST, certain questions were raised and discussed. Written questions were also submitted by Tuesday, June 18th. These items are described in this addendum.

1) **Are the relevant scoring percentages indicated on the RFP?**

Answer: The scoring percentages have not been finalized yet.

2) **In terms of pricing, it is hard to define due to the “amount of time” involved in a project and “assumptions”. How do we submit pricing when we do not know specific specs?**

Answer: Please insert your hourly and/or weekly rate, number of people depending on the project, etc.

3) **What if we have an existing agreement with an Institution?**

Answer: We would expect that the Institution would move to the E&I Agreement once the current agreement that you have with them expires.

4) **What about rebates?**

Answer: You do not have to offer a rebate to the member in your proposal.

5) **Can you explain the pricing in more detail?**

Answer: Please list both the “hourly and/or weekly rate & list pricing within the particular service. If we have additional questions once we receive the proposal, we will reach out to you.

6) **If an Institution decides to go RFP, do we still need to pay the 3% Contract Administrative Fee (CAF)?**

Answer: Yes, you will need to pay the Contract Administrative Fee (CAF), regardless of whether the entity believes they are using the E&I Agreement or want to go RFP or not.

7) **What about if we have exceptions to Relevant Terms and General Terms and Conditions?**

Answer: Please list all exceptions in the exception form (Attachment I). Please list section referenced, original language, exception revisions, explanation.

8) **Explain “Supplier Commitment” (Section 3.4)**

Answer: The Supplier commits that the E&I Agreement will be the primary (Go to Market) offering for Education. The Supplier will lead with the E&I Agreement when they respond to an RFP and that it shall be the lowest available pricing to Higher Ed and K-12.

9) **Is there an incumbent on this project? Will they be bidding on this project?**

Answer: No, there is no incumbent and there is no particular project to bid on.

10) **How many proposals are you expecting?**

Answer: We do not know how many proposals we are expecting.

11) **Are you accepting bids from out of state companies?**

Answer: Yes.

12) **Tab 1 – Executive Summary requests three years of financial statements (or other evidence of financial stability) for a private company. As a small but growing company that has been operating for less than 3 years, is this a requirement? If so, do you have any examples of suitable alternatives?**

Answer: Please list the financial information that you feel comfortable sharing. There are no viable alternatives.

13) **“Attachment C – Supplier Questionnaire” includes the prompt: 1) “Explain in detail your company’s approach, procedures, experience and deliverables for the following phases of Brand Building”. Would it be appropriate to include case studies that demonstrate our approach and experience? Should these be included in the additional attachments tab (“Tab 7 – Additional Attachments”)?**

Answer: Yes, submitting case studies that demonstrate brand building would be great. Please include it in the “Additional Attachments” tab.

14) **Attachment A-1 RFP Pricing template includes a “Qualifications” column in the hourly rate table. What information are you looking for in this qualification column? Years of experience, academic qualifications, etc.?**

Answer: Yes, please list any pertinent information about the Consultant’s experience and qualifications.

15) **Is notarization required for the following forms?**

- OPM Ethics State of CT – Gift and Campaign Contribution Agreement
- OPM Ethics State of CT – Consulting Agreement Affidavit
- OPM State of CT – Iran Certification Form
- State of Connecticut Non-discrimination Agreement

Answer: Notarization is not required.

16) **As a services organization there are several VRF fields that do not easily translate to our offerings. Below is a list of specific fields and related questions:**

- **Field 18 “order_date”:** Should this be the date the assignment was originally requested, e.g. the PO date? As our projects typically span several months, in most cases this date will not fall within the same month as invoicing.
- **Fields 19-23 E&I Members’ Ship To information:** Should this be adapted to be the specific person or department that is the recipient of the services requested?
- **Fields 24-27 Item Information:** As we are a services organization, should item information, e.g. item #, manufacturer, unit of measurement, etc., be left blank? Or, is there alternative text you would prefer for us to enter in these fields?

- **Fields 28 and 30-31 Description and Categories of Item Ordered: Should we adapt this to be a service description and the service category/sub-category (rather than product)?**
- **Fields 32-33 Retail vs. contract price: As we are a services organization, should the retail price we include be our typical fee for completing an identical service if it were to fall outside of the E&I contract?**

Answer: Field 18 should be the date the assignment was originally requested.

Field 19-23 – Yes, this can be adapted to the person or department that is the recipient of the services requested.

Field 24-27 – Please leave blank all fields that will not pertain to this service.

Field 28 and 30&31 – You can put sample language of a service description in those fields.

Fields 32-33 – Yes, you can list sample language of a typical fee you would charge if it would fall outside of the E&I contract.

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, Interiors, General Products & Services

(Supplier)

(Authorized Signature)

(Printed Name)

(Title)

(Date)