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Request for Proposal (“RFP”) DASPS-2183-17
ADDENDUM No. 1

This Addendum No. 1 (“Addendum”) modifies the RFP which DAS PS published on ORPIN on November 15, 2017 as described herein. All RFP terms not specifically mentioned or affected by this Addendum remain in full force. This Addendum is hereby added as a part of the RFP.

The following paragraphs or sections of the RFP are modified as described below. New language is indicated by bold print and underline. Deleted language is indicated by strikethrough.

1. RFP, Cover Page:



The State of Oregon (“State”), acting by and through its Department of Administrative Services, Procurement Services (“DAS PS”), for member states of the NASPO ValuePoint Cooperative Purchasing Program (“NASPO ValuePoint”) and other Purchasing Entities,

Request for Proposals
Oregon Solicitation Number DASPS-2183-17

FOR

NASPO ValuePoint Master Agreement(s) for Facilities Maintenance and Repair & Operations (MRO), Industrial Supplies

Date of Issue: November 15, 2017 Closing Date and Time: ~~December 29, 2017~~ **January 5, 2018**

2. RFP, List of Attachments:

ATTACHMENT I - ~~OS~~ **ADDITIONAL PARTICIPATING STATES TERMS AND CONDITIONS**

3. RFP, Section 1.3 Schedule of events:

RFP Advertised	<i>As stated on the cover page</i>
Pre-Proposal Conference	November 29, 2017
Questions / Requests for Clarification Due	December 15, 2017 <u>December 22, 2017</u>
Answers / Clarification Issued (approx.)	December 21, 2017 <u>December 28, 2017</u>
RFP Protest Period Ends	December 8, 2017 <u>December 15, 2017</u>
Closing (Proposals Due)	December 29, 2017 <u>January 5, 2018 @ 2:00PM PT</u>

Evaluation Period (approx.)	January 5, 2018 thru February 17, 2018
Notice of Intent to Award (approx.)	February 28, 2018
Award Protest Period Ends	Seven calendar days after notice of intent

4. RFP, Section 2.18 Offeror exceptions to Terms and Conditions:

Offeror should identify or seek to clarify any problems with contract language or any other document contained within this RFP through its written inquiries about the RFP using the process in Section ~~2.1~~ **2.3**.

5. RFP, Section 1.6 Participating States.

In addition to the Lead State conducting this Solicitation, the following Participating States have requested to be named in this RFP as potential users of the resulting Master Agreement(s): Alaska, Arkansas, Connecticut, Hawaii, Maine, Massachusetts, Michigan, Missouri, Montana, Nevada, North Dakota, Oregon, Rhode Island, **Utah, Colorado, Delaware, Florida, Louisiana, Maryland, New Hampshire, South Dakota, Virginia, Illinois, Ohio,** and Washington. Other entities may become Participating Entities after award of the Master Agreement by entering into a Participating Addendum with the Contractor in a form substantially similar to the one attached hereto as Attachment B, Exhibit A, subject to State Specific Terms and Conditions. The State of Oregon intends to enter into a Participating Addendum under one or more of the resulting Master Agreement(s) in a form substantially similar to the terms and conditions of the State of Oregon’s Participating Addendum attached hereto as (Attachment G) and subject to the requirements and selection criteria set forth therein. Additional State-specific terms and conditions that will govern each state’s Participating Addendum are included in Attachments I – ~~Θ~~ **S**, or may be incorporated into the Participating Addendum after award.

6. RFP, Section 3.3 Participating State Terms and Conditions.

Some Participating State specific Terms and Conditions are provided in Attachments I – ~~Θ~~ **S** to this Solicitation.

7. RFP, Section 4.1 Cost Proposal (40 Points):

PLEASE NOTE: In the event Offeror fails to obtain a score of ~~80~~ **90** points, as required under Section 5.4 of RFP for the All Categories category, if Offeror submits an alternative Proposal, Offeror could potentially obtain an award on one or more of the individual Categories. Therefore, Offeror may wish to submit an alternative Proposal on one or more of the individual categories listed in Tabs 2-16, as well.

8. RFP, Section 5.4 Award of Master Agreement(s):

The Lead State intends to award a Master Agreement(s) on both a National level or a Regional level, to each Proposer with a combined total score in excess of ~~80~~ **90** points in either the National level (i.e. the Proposer will receive an award for a National Master Agreement) or on a Regional level (i.e. the Proposer will receive an award on a Regional level).

9. RFP, DASPS-2183-17 Attachment D-1_Market Basket Final 11-15-17 Instructions TAB:

Tab 1 - All Categories: This spreadsheet is for those Offerors that are submitting a Proposal for ALL categories and can supply these products to all 50 States. If Offeror cannot submit a Proposal on the products in all categories, Offeror will submit an offer on the categories within the spreadsheets labeled as independent categories. If Offeror is submitting Offer on the All Categories spreadsheet, Offeror may submit Offer on the individual category spreadsheets as well. But if Offeror does not obtain a score of ~~80~~ **90** per section 5.4 of RFP for the All Categories Tab 1 they could potentially obtain an award on individual Categories therefore Offeror may want to submit Offer on both Tab 1 and Tab's 2- 16 as well.

10. RFP, DASPS-2183-17_Addendum No. 1, Attachment A revised 11-2017 is incorporated as part of the RFP, as attached hereto.

11. RFP, DASPS-2183-17_Addendum No. 1, Attachment L, P, Q, R, and S revised Montana, Maryland, Virginia, Ohio, and Illinois State specific terms and conditions are added as part of the RFP, as attached hereto.

12. Questions and Answers.

Question 1: Are quasi-government (such as water or sewer boards or council of governments) political subdivisions eligible to sign a PA?

Answer 1: Each State's rules are applicable to their state entities.

Question 2: Page 5 Schedule of Events. The questions are to be submitted by 12/15 with answers/responses due back to 12/21 and the bid submitted on 12/29. This is a very compressed time frame and does not allow for questions or clarifications on the answers given by 12/21 before RFP submission. Can consideration be given to extend the due date to January to ensure the questions from all bidders have been answered and it is clear what needs to be submitted and the desired format?

Answer 2: Schedule has been changed via addendum No. 1.

Question 3: Page 2 of the RFP announcement states the payment terms are net 45 but the Attachment B NASPO ValuePoint Master Agreement, page 53, clause 17 states "Payment after acceptance is normally made within 30 days". Is the payment terms net 45 or net 30?

Answer 3: The ORPIN announcement is not part of the RFP it is a notice only. RFP Attachment B Section 17 clearly states "Payment after Acceptance is normally made within 30 days following the date the entire order is delivered or the date a correct invoice is received, whichever is later. After 45 days the Contractor may assess overdue account charges up to the highest rate permitted by law per month on the outstanding balance, unless a different late payment amount is specified in a Participating Addendum, Order, or otherwise prescribed by applicable law. Payments will be remitted by mail. Payments may be made via a State or political subdivision "Purchasing Card" with no additional charge."

Question 4: Page 11: 2.13 The proposal is limited to 100 pages, excluding excel spreadsheets. If the proposal pages are double-sided, would each side be counted as a page or would each sheet of paper be counted as a page?

Answer 4: 100 pages are to be submitted one page, one side. Not double sided.

Question 5: Page 12: 2.14 paragraph 5. Offer shall submit_Market Basket Cost proposal in a separate, sealed envelope, labeled accordingly and placed in sealed carton(s). Can the Market Basket Cost proposal be submitted in the same box as the remaining bid documents if the Market Basket Cost Proposal package is sealed and marked clearly "MARKET COST PROPOSAL"?

Answer 5: Yes.

Question 6: Page 19: paragraph 2. If offeror submits an alternative Proposal offer for one category and could potentially obtain an award on that one category/market basket. Will alternate proposals be compared and scored to other alternative proposals in the same market basket?

Answer 6: See Evaluation Process Section 5.2.

Question 7: Page 29 section 6.5.7. If products are available to be viewed online is a paper catalog required?

Answer 7: No.

Question 8: Page 31 section 6.5.5 (11). If you bid a market basket and also the categories that include the remainder of a suppliers MRO products would there be a requirement to block items from online purchases by a participating entity?

Answer 8: Each State may block certain products from being purchased.

Question 9: Page 20–21. Will the evaluation criteria be based on “Group 1” compared to “Group 1” and “Group 2” to “Group 2”, in other words the bidders are being compared to similar size bidders?

Answer 9: See Evaluation Process section 5.2.

Question 10: Page 25 section 6.2.1.2. Growth Incentives; What is the criteria to be evaluated in the Growth Incentive category

Answer 10: See Attachment A section 6.6.11.

Question 11: Page 27 section 6.3.2. Cumulative Ordering Volume Discount; does the ordering volume discount include all NASPO States with PA’s or is it measured by individual State sales?

Answer 11: By individual State.

Question 12: Page 27 section 6.5.1. If a vendor is awarded a market basket (D-1) and bids other categories by a discount off list (D), will the awarded supplier be able to sell all of its products in the selected categories to PA contract members?

Answer 12: Only awarded categories will be purchased by States.

Question 13: Page 24 section 6.1 – UNSPSC codes - Can the bidders get a list of the UNSPSC codes that would be in each of the 15 categories (not just what shows in the market baskets) so we can be sure what categories products should be in as full catalogs are bid? For example, Strut and connectors start with 3116 which could be under “Fasteners” or “Material Handling” and firestop products start with 4619 which show up under “Safety”.

Answer 13: No.

Question 14: Page 37-38 under 6.6.8 Sustainability/Environmental Practices there is a #1, #2, (page 37) and #4, #5 (page 38) but no #3. Is there this a numbering error or is a portion of the RFP missing?

Answer 14: Yes number error and it has been corrected in this addendum. Proposer to submit the revised Attachment A when submitting proposal.

Question 15: Page 39 there appears to be a numbering or sequencing error starting with 6.6.9.2. It looks like the next six points should be sub set of 6.6.9.2 and would be numbered 6.6.9.2.1 (starting with Describe in detail how the Offeror will work with the registered companies...) ... through 6.6.9.2.6 (Community Rehabilitation program). This would make Retail Store Purchases/Will Call would be 6.6.10. Would this be correct?

Answer 15: Yes numbering error and it has been corrected in this addendum. Proposer to submit the revised Attachment A when submitting proposal.

Question 16: Page 78 Attachment E: Offer information-

- a. Is the State tax#; is it the sales tax payment number?
- b. Is the Secretary of State Corporations Division Registration #; is it the number assigned when we registered with our state of Incorporation?

Answer 16: (a) Yes, if applicable. (b) Yes.

Question 17: Should exceptions to the FOB Destination terms for non-stocked items delivered to Alaska, Hawaii and Puerto Rico be stated as exceptions within section 6.5.2 of the technical proposal as instructed or should exceptions to freight terms be submitted as a Protest to the RFP?

Answer 17: See section 2.18 of RFP regarding exceptions.

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Proposers must acknowledge receipt of this Addendum in the space provided on the bottom of this page and return this page along with Proposal documents. Failure to do so may result in rejection of a Proposal.

The purpose of this Addendum is to answer questions, clarify information in the RFP, and make modifications to the RFP.

Any prospective Proposer who feels they have been adversely affected by these modifications must submit a written protest of this Addendum to the Single Point of Contact identified in RFP DASPS-2183-17 by **5:00 pm** (Pacific time) on **December 11, 2017** or protest will not be considered. DAS PS will not consider requests or protests of matters not added to or modified by this Addendum.

*I hereby acknowledge having received this Addendum.

Authorized Signature: _____

Print name of signer: _____

Date: _____

Company Name of proposer:

(Please Print)