

Section Reference	Question	Answer
Sec. 1A: ITB Details	Is the 5% administrative fee assessed from all sales made under the agreement per vendor?	Yes. Please see Section V(A)(4) for additional information surrounding the administrative fee.
N/A	Do I have to mail everything in or am I overlooking the submission portal?	Per Section II(4) "Utilize Electronic Submission. OETC requires Bidders to submit their responses in electronic format. The response must arrive in a sealed package that must contain a USB Flash Drive (hereinafter: "media")." All bid documents should be compiled on a flash drive and mailed to our office.
Exhibit 1, Form C	ROBOTIS doesn't have any previous OETC References neither do we have any statewide price agreement that we have been awarded in the past. Can we substitute this with Purchase Orders (Cost redacted) from renowned institutions?	Yes. Please ensure contact information is included. The Purchase Orders may be attached to the end of the ITB document.
Exhibit 1, Form D	What content goes in this section?	Form D is not required. As per Section II(9)(d): "Form D - Terms, Conditions, and Specification Exceptions. Respondents may request alternate language using this form. OETC reserves the right to disqualify any Respondent if the proposed language infringes upon the intent of this contract."
Exhibit 1, Form E	ROBOTIC INC will be fulfilling orders, can we put in our information in this section.	Yes. As per Section II (9)(e)(iii): "Respondents who are Manufacturers and will take orders directly should complete Form E with their own information."
Exhibit 1, Bidders Choice tabs 1-5	What do we put in this section?	Completion of the 'Bidder's Choice' tabs is not required. Please see Section II(9)(g)(ii) for additional information.

Section V, Question 4. Administrative Fee Section A.	How do we know that an order is a result of your contract? Does the customer communicate this to us?	If our members purchase product(s) through our webstore (https://store.oetc.org/) the order will come from OETC and OETC will pay you minus the agreed upon administrative fee). If a member goes directly to you to purchase, they will reference the contract with OETC.
Section V(E)	Our shipping costs will be higher because of the need to ship from MA to a majority of your contacts in the Great Northwest. We will have to reflect that cost nationally which could potentially allow some of your clients that are geographically closer to us a better overall price by purchasing directly through us. This will not be marketed to your community as we would prefer they purchase through you. Will this be an issue for you?	No.
Section 5(B)(1)(c)	We offer higher discounts to our Fulfillment Agents. Please clarify that your "best case" discount is based upon end user pricing.	Please submit the lowest price possible for the product(s) you are bidding. This price should take in to account shipping charges and it is the price OETC member can expect to pay for the product(s). This figure should not include the administrative fee.
Section I(A)	Please clarify what the administrative fee covers.	The administrative fee agreed upon during the negotiation phase of the ITB covers OETC's internal sales and marketing efforts on behalf of manufacturers and resellers, management of the single master price agreement over 3,000 schools are able to utilize to purchase goods and/or services, and customer service (ordering, returns, shipping, etc.).
N/A	Will your team offer technical support for our client base?	No.
N/A	Will you stock inventory of our products?	No. All products purchased by OETC members are drop shipped.

Section I(C)	The ITB seems to be seeking a wide list of STEAM-related products and services, but does not reference professional development products/services. If we are a vendor that offer online professional development programs for teachers focused on improving STEAM instruction (offered via a SaaS model), would this fit within the purview of the ITB?	Yes. Any vendor offering a product or service that will have a direct impact on enhancing student understanding of STEAM subjects is welcome to respond to this ITB.
N/A	If an OEM has multiple unit discounts how would you like us to reflect or describe this in your spreadsheet ex. Quantity of 4 = \$80/unit , Quantity of 8 = \$75/unit, Quantity of 12 = \$70/unit, Quantity of 100 or more please call for pricing.	For the purpose of this ITB, the bid price should be the lowest cost per unit price available to OETC's members. In the event of an awarded contract, quantity discounts will be discussed and agreed upon during the negotiation phase of the process.
N/A	If an OEM has ranges for product pricing that results in discounts, how would you like us to reflect that in spreadsheets ex. For 30-99 \$100, for 100-199 \$90	For the purpose of this ITB, the bid price should be the lowest cost per unit price available to OETC's members. In the event of an awarded contract, quantity discounts will be discussed and agreed upon during the negotiation phase of the process.
N/A	When will products and pricing awarded in this [ITB] be available to OETC members?	Notification of Award(s) will be sent on October 22, 2018. Following the notification, contracts must be signed and vendors must participate in Vendor On-boarding led by OETC to get a page set up in the OETC Store. While this timeline can be fluid, we expect to have products available for purchase by our members before the end of November.
N/A	Is the discounted pricing provided by vendors to OETC members only available if you log in as a member?	The mutually agreed upon discount price is available to OETC members who log on and purchase items through the OETC Store as well as those who purchase directly through the manufacturer and reference the contract.

N/A	As STEAM/STEM Products and Curricula evolve what will be the process to add new products to the OETC store for authorized manufacturers?	Submission of an excel sheet containing new/updated products and pricing.
N/A	Will changes be allowed to add lines to approved products/manufacturers?	Yes.
N/A	Will additional manufacturers within an approved category be allowed to be added after the contract is awarded?	No.
N/A	Do product lines need professional development or curriculum to be available?	No.
N/A	Will manufacturer training/demos be allowed to be offered?	Yes.
N/A	Are demos required to be available for each product line?	No.
I(A)	May we learn more about how the 5% Administrative Fee was derived? Industry standard on Administrative/Transaction Fees are most often in the 1.5-2% range.	The 5% administrative fee was used as a baseline for the purposes of this ITB. OETC's administrative fee varies from contract to contract based on the amount of support required by our internal team to manage the contract. The administrative fee supports inside and outside sales efforts, marketing campaigns, customer service as it pertains to ordering, shipping, and returns on behalf of our 3000+ schools, etc. Pending the award of a contract, the administrative fee will be discussed and agreed upon during the negotiation phase of the process.

Exhibit 1