

## Q&A Copiers & Printers RFP # 19-11

Document /Section	Question	
RFP # 19-11 Copiers and Printers	Page 1 of the RFP indicates two different deadline times for proposals please clarify the discrepancy. SUBMITTAL DEADLINE: Tuesday, November 19, 2019, 10:00 AM CT, and Submissions must be received by the Region 4 ESC office at: 7145 West Tidwell Road, Houston, TX 77092 no later than 2:00 p.m. central time. Please clarify which time is correct.	This is a typo. Submissions are due @ 10 AM CST  Please refer to Addendum No. 1
RFP #19-11, pg. 3, Scope of Work / Exhibit A, pg. 4, Estimated Volume	There are two separate references to estimated volume included in this RFP, one listing \$300 Million annually and the other listing \$500 Million. Can you confirm which estimated volume is correct?	Please refer to Addendum No. 1
Appendix A, pg. 2, Adding Authorized Distributors/Dealers	What is the process to obtain approval for adding authorized dealers to a resulting contract? Should a list of prospective Dealers be provided as part of the RFP response?	Yes. Any dealer not specifically mentioned in your response may be added upon request and Region 4 approval.
Exhibit B, pg.15, Administrative Fee, Reporting & Payment	At what time is the administrative fee payment due, on the same month as the report is due or the following month? For example, if a report is submitted for sales in January 2019 on February 10th, is the check for those sales due on February 10th or on March 10th?	Please refer to OMNIA Partners Exhibit B, page 15, #12-14
Exhibit F	The Master Agreement indicates that when a participating agency elects to use federal funds that Exhibit F should be completed and returned. Please confirm that the completion of this form is not a required bid submission component and is only utilized post award if an agency elects to use federal funds.	This document should be submitted with your proposal response.
RFP #19-11 pg. 13, b. performance Capability xiv	The performance capability section of the RFP requests that vendors provide details on safety records. Please specify which safety records are required? (I.e.-production standards, materials used, facility safety measures, etc.)	Not applicable to this RFP
Appendix A , Cancellation for non-performance	Please clarify Region 4's determination process for establishing low volume?	Reporting no sales under agreement
RFP #19-11	Would Region 4 consider offering an extension to this RFP deadline?	No
RFP #19-11	Will the Region 4 consider providing a second Q&A period to address any questions resulting from answers provided in the initial Q&A?	No
Appendix A Standard Cancellation	Please clarify that if a customer invokes termination or cancellation in whole or any part of the contract it would not release the customer's responsibility to pay in full the previously established payments for the already installed equipment.	Customer and Supplier shall determine payment terms
RFP 19-11, Exhibit A 1.2, and Exhibit B Section 12.	The Master Agreement references the administrative fee required from Vendors in two different locations. One	Three percent (3%)

	<p>section states, that Suppliers are required to pay an administrative fee of three percent (3%) of the greater of the Contract Sales under the Master Agreement and Guaranteed Contract Sales under this Request for Proposal. The other section in Exhibit B indicates, 12. An "Administrative Fee" shall be defined and due to OMNIA Partners, Public Sector from Supplier in the amount of ___ percent ( %) ("Administrative Fee Percentage") multiplied by the total purchase amount paid to Supplier... From time to time the parties may mutually agree in writing to a lower Administrative Fee Percentage for a specifically identified Participating Public Agency's Contract Sales. Please clarify which percentage will be applied when calculating administrative fees.</p>	
RFP #19-11, pg. 4, Scope of Product and Services, 2. Leases	Are coterminous leases allowed should a customer need to add equipment or accessories to their fleet during the contract term?	Yes
RFP #19-11, pg. 4, Scope of Product and Services, 2. Leases	Are Municipal Tax Exempt Leases allowed under this contract? If so, what is required in our bid response package to offer these leases?	It is recommended that Offerors respond with total lease packages
RFP # 19-11 Copiers and Printers	How does this Omnia "Copiers and Printers" RFP differ from the National IPA contract for "Multi-Function Copiers Devices and Services Solutions" and the US Communities Contract for "Multifunction Devices and Related Services."?	This RFP is led by Region 4 ESC
RFP # 19-11 Copiers and Printers	Is the intent for the contract resulting from this RFP to be the sole Omnia contract for office equipment, or will there be 3 contracts in place simultaneously?	This is a resolicitation for Region 4 only and will replace the existing contracts expiring May 2020
RFP # 19-11 Copiers and Printers	The Master Agreement states that, any proposal that prohibits sales from being made to public school districts may not be considered. Are all charter schools encompassed into this statement?	Yes
Item #7 of Appendix A/ Draft Contract (page 2 of Contract or page 16 of 82 in RFP)	Assignment of Contract. No assignment of Contract may be made without the prior written approval of Region 4 ESC. Contractor is required to notify Region 4 ESC when any material change in operations is made (i.e. bankruptcy, change of ownership, merger, etc.). Will Region 4 ESC confirm or clarify that this assignment language does not apply to executed leases by participating agencies/entities, provided that none of the vendor's obligations under the Agreement are assumed by the assignee?	Correct
	Will Region 4 ESC allow awarded vendors with multiple contract awards to submit consolidated sales report/payment? Example: ABC company has one award for Blue widgets (contract #2468) and one award for Orange widgets (contract #1234). ABC company submits sales report and payment for both contracts under one consolidated report	This is an OMNIA Partners role; if awarded this may be discussed during contract implementation

	Can you please specify where in the supplier response do we include Docs #5, #6, and #7. Should they appear in Binder Tab 6 – Additional Required Documents (Appendix C)?	Correct
	You have just provided the Bid Doc. But there is no product detail, specification, part number or quantity mentioned into it. Kindly provide product details and required quantity document so that we can provide you accurate quote as per your requirement. Awaiting for detailed product details.	Please refer to Scope of Products and Services, RFP pg. 3-4
	Is this is any different than the current MPS contract that Region 4 currently has?	Yes, this is a resolicitation for Copier and Printer equipment and associated supplies. The current MPS contract is totally separate.
	Document #5 provided within Amendment 2 states that the Special Conditions listed in this document are required by the Federal Emergency Management Agency (FEMA). Can Region 4 provide a link to FEMA's website or an official statute that includes these Special Conditions?	There are multiple codes that are to be followed in a disaster recovery situation so there is not a single document or one specific link where the information is listed together. See links below.

For more information on FEMA requirements, Offerors can visit the Federal Emergency Management Agency's website at <https://www.fema.gov>

To view the various documents and requirements from FEMA, Offerors can visit the Federal Emergency Management Agency's media library located here: <https://www.fema.gov/media-library/assets/documents/96773V2>

Many of the Special Conditions come from the C.F.R 200.326 required contract clauses which can be found here: <https://www.fema.gov/media-library-data/1483976790556-96bfcf3bf2c64e94d6f63dd4169a7d2c/RequiredContractClauses2C.F.R.200.326and2C.F.R.Part200AppendixI10917.pdf>

	<p>Amendment 3 clarifies that the due date of the solicitation #19-11 has not been altered. The current due date of the solicitation requires that our response be printed and shipped by the end of the day tomorrow in order to ensure a timely response. Due to the added terms and conditions provided within Amendment 2, additional time is needed to review and confirm that the requirements align with the planned offering of our response. Because of this, we requests that the due date of the solicitation be extended by one week.</p>	<p>Please refer to Addendum No. 4</p>
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