

RFP - YES Prep 2020-01

January, 21 2020

Addendum 1 has been issued in response to vendor questions as follows:

Q1) Page 16 of the RFP states, "ORIGINAL RFP - All submittals must be included in the RFP package returned on January 28th, 2020 @3pm CST" - Does the district require vendors submit the entire RFP packet in the submission (including T&Cs, etc.)? Or does the district only require the completed forms (proposal form, category selection form, current price list, workers' compensation certificate, insurance coverage requirements, scoring rubric, proposer's certifications and signature page, reference form and required exhibits A - L)?

All submittals must be included in the RFP package returned on January 28th, 2020 @3pm CST

Required forms are (As its listed on Page 16)

- 2. REQUIRED SUBMISSIONS
 - Original SEALED RFP Package – "CATEGORY SELECTION FORM, PROPOSAL FORM, CURRENT PRICE LIST"
 - Proposal on Flash Drive/USB
- 3. WORKERS' COMPENSATION CERTIFICATE (Attachment A)
- 4. INSURANCE COVERAGE REQUIREMENTS (Attachment B)
- 5. SCORING RUBRIC (Attachment C)
- 6. PROPOSER'S CERTIFICATIONS AND SIGNATURE PAGE
- 7. REFERENCE FORM
- 8. REQUIRED EXHIBITS (A,B,C,D,E,F,G,H,I,J,K,L)

Q2) Attachment C (the Scoring Rubric) states that vendors will be evaluated based on the quality of their goods and services, the extent to which these goods and services meet the district's needs, the proposer's size and structure, and the proposer's past relationship with the district (item #2-5 of the Scoring Rubric). However, I don't see anywhere in the RFP that instructs vendors to write a response to these items. Would you like vendors to include a short document describing these items to better help the district score the vendor?

Potential vendors may provide supportive documents such as a cover letter highlighting company's services, products or experience or attach the current catalog for products and/or services company offers. Reference check may be conducted by the evaluation committee during the evaluation process. (based on the references provided in the reference form). Please do not submit any proposal forms for products and/or services your company does not offer.

Q3) Is Exhibit F: Child Support Certification only applicable to residents of the state of Texas or Texas corporations that employ Texas residents? Or is this form application for all corporations that will receive payments under this agreement (even those outside of Texas)?

All proposers should complete the Child Support Certification (Exhibit F) as required under Tex. Family Code §231.006. Please sign and acknowledge that the contract can be terminated if certification of not being ineligible is inaccurate. Additional information not required at this time.

Q4) Vendor licenses access to its commercial off the shelf software solution to subscribing school districts. Please confirm that District is interested in licensed solutions and how vendor should incorporate its standard license in the response to District.

For the entire duration of this Contract, Vendor and all subcontractors shall maintain all required licenses, certifications, permits, and any other documentation necessary to perform this Contract.

Q5) Beyond FERPA, please identify the other regulations District believes are applicable to the performance of the contract resulting from this RFP.

No Response

Q6) If Vendor takes exceptions to the terms in the bid, then how should vendor include them in its response?

All exceptions included with the vendor's Proposal shall be submitted in writing in a clearly identified attachment section to the Proposal in which the Offeror clearly identifies the specific paragraphs of the RFP where the exceptions occur.

Q7) If a vendor believes that a bid contains information that shall be withheld from disclosure, a statement advising the purchasing department must be attached and noted on page one of the document." Please confirm what the statement must say for vendor to claim non-disclosure of bid contents.

Trade secrets and confidential information contained in response shall not generally be open for public inspection, but YES Prep's records are a matter of public record.

If you consider any portion of your proposal to be confidential information and not subject to public disclosure pursuant to Chapter 552 Tex Gov't Code or other law(s), you must make a copy of all claimed confidential materials within your proposal and mark them as "CONFIDENTIAL". . The Office of Texas Attorney General shall make the final determination whether the information held by YES Prep is confidential and exempt from public disclosure.

Q8) Is a certificate of insurance required with the proposal for the Catalog bid or is it due upon award?

Please complete the INSURANCE COVERAGE REQUIREMENTS form to confirm that vendor meets and accept the minimum YES will be named as Additional Insured on the Certificate of Insurance if the Vendor is awarded a contract.

Q9 We are a company that provides goods not services. Are we still required to fill out attachment A and B?

Yes

Q10) Does this RFP include toner consumables? If so, which category would that be under?

Such items may be submitted under "Other Educational Supplies" category

Q11) Page 15 "proposal form" requests information on any cooperative contracts that we may also hold. If we do hold one or more of these contracts, do we still need to submit a response to the bid? For example, we hold a National IPA, TIPS, and Texbuy/Region 16 contract. Just want to make sure we aren't being redundant.

Yes, Please submit a response if you hold any or more of these contracts. The District reserves the right to utilize other District contracts, State of Texas contracts, contracts awarded by other governmental agencies, other school boards, or cooperative agreements in lieu of any offer received or award made as a result of this proposal, if it is in its best interest to do so.

Q12) ...We are providing a package of services including: planning, implementation support, and technology tools to augment the work of YES Prep's Student Support Departments. and would like to know which category we most appropriately fall under.

"Other Educational Supplies, Software's and Technologies: (Please describe your service or product"

Q12) In regards to this particular bid, which category would we select for office supplies and furniture?

Instructional Materials, Supplies & Technology or "Other Educational Supplies, Software's and Technologies: (Please describe your service or product"