



Q&A 2108001

1. Page 29 of the RFP states that "One original signed response must be submitted, and three additional copies are requested." However page 14 states that "One (1) paper Bidder authorized, original signature RFP, response is required. One (1) additional electronic copy of the RFP response is also required." Can you please clarify the number of copies required? ? In addition, given the current remote work environment from COVID, would USETPA accept digital signatures in place of original wet ink signatures?

Answer (1): One (1) signed paper copy with one (1) electronic copy of the original signed paper copy are all that is required. Authorized and documented Digital signatures are acceptable (such as DocuSign).

2. Page 30 Section F. References - 'The Bidder should provide/demonstrate a record of past performance indicating its ability to fulfill this contract.' Can you please clarify if this indicates additional information to be provided about past experience, or will it suffice to provide the reference information as described on page 30? "Each Bidder will include company name, point of contact/individual's name, individual's title and phone number for each reference provided and year and type of service provided."

Answer (2): "Each Bidder will include company name, point of contact/individual's name, individual's title and phone number for each reference provided and year and type of service provided." is acceptable.

3. For page 30 Section 'G. PROPOSAL Provide your proposal in such a way that is clear, concise, and according to the business/technical specifications and pricing requirements.' Can you clarify which areas are to be covered in section G response or is this a general requirement across the proposal?

Answer (3): This is a general requirement for the entire proposal. Address the responses in the same order as the RFP, and label each section.

4. Would USETPA consider an electronic submission due to the large volume of pages of the response?

Answer (4): NC Law requires that we have a signed paper copy of the response. Potentially large documents may be in electronic form (ie. price sheets, list of all vendors, products, etc.) but must be labeled and identified in the written paper response, so they can be easily located within the electronic files submitted as a substitution for the paper copies. These electronic files must be stored separately from the electronic copy of the proposal. All appendices must be included in a paper form as well as in the electronic copy of the proposal.



5. For the requirement: 'Responder MUST obtain a Letter of Authorization from the manufacturer/distributor and MUST include the letter with their bid response'--is it acceptable to provide a signed distributor list of all OEMs rather than individual letters from each OEM?

Answer (5): Distributors signed Letters of Authorization (LoA) that the VAR is an authorized reseller of the products/manufacturers are acceptable rather than individual letters from each OEM. You may have a Channel agreement that meets these requirements, and that is acceptable whether from a distributor or manufacturer.

6. For category scope requirements marked: "Other-List and describe", are descriptions expected for each item in per category or only for any items listed as "other"?

Answer (6): 'Other' is there to allow a vendor to list products/services that may not quite fit the category or may be a combination of combined items that there is no category separately listed.

Example:

Category 12 (Twelve): Mobile Equipment/Services

A. Cell phones

B. Pagers

C. Walkie-Talkies

D. Other – Any item that is not one of the three listed above (A-C).

7. For sales tax: is it acceptable to provide a statement that vendor will comply with local tax rates rather than providing a separate line item, as this may vary by state?

Answer (7): Yes, a statement that the VAR will comply with local tax rates is acceptable.

8. Regarding 1.16 Delivery: "Delivery of products/services shall be completed within 30 days from the date of the original Purchase Order, unless agreed to by the USETPA Subscriber. Purchase Orders may be cancelled by the USETPA Subscriber, in writing, with no penalty or expenses to the USETPA Subscriber if the order is not delivered by the Vendor within 30 days from the original order, **or additional time limit as agreed to by the USETPA Subscriber.**" Given that we are a reseller of IT hardware and software and, as a result, are unable to control the timing of shipments from these parties, we are concerned about the timing requirements due to Covid and supply constraints. Can you please clarify the additional time limits?

Answer (8): This is due to statute and as long as both parties agree to an extended period of time, in advance, the limit may extend past 30 days but invoices must be dated after all products/services are received in full. This may be a concern when the extended time overlaps a fiscal budget year, unless approved by the client's authorized personnel, in writing.



9. In regard to the requirement: "Winning Vendor(s) must agree to provide a complete searchable electronic price list with discounts in Excel format to USETPA within five (5) business days, if not included with the original bid." Due to file size constraints can this be posted in our online portal and a link provided?

Answer (9): Please post this online and provide a link!

10. In regard to the requirement: "The successful Vendor (s) shall provide complete technical documentation of all products"--> what format is desired for complete technical documentation? Due to our myriad product offerings, can we provide this in electronic format? Due to the size of our portfolio and the changing landscape, electronic is preferred.

Answer (10): Please provide in electronic format, updating it as necessary.

11. For Appendix D and E requirements, can we provide a link to this documentation/pricing? Rather than excel or PDF.

Answer (11): Electronic format is preferable. Pricing must provide a discount according to statute, typically MSRP.

12. For cabling pricing can we price it by a discount percentage rather than individual items since there may be many OEMs per project and per item?

Answer (12): Discount percentage is always preferable for pricing. You must state a discount from what measure (MSRP, etc.).