



CHARLOTTE

Department of General Services – City Procurement

Addendum # 1	Technology Products and Related Services RFP # 269-2019-117
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To: All Prospective Companies

Date: September 6, 2019

Subject: **Addendum # 1 – RFP # 269-2019-117 – Technology Products and Related Services**

Please note the specification changes/modifications below for the RFP.

Item #	Page #	Section #	Specification	Modifications and Questions
1			Coversheet	<p>Modification: The first paragraph in the cover letter is modified to read as follows: “The City of Charlotte, on behalf of itself, South Carolina entities to include Beaufort County, Buffalo-Mt. Pisgah Fire Department, Burton Fire District, Cherokee Springs Fire Department, City of Charleston, City of Greenville, City of Greer, City of Marion, City of Mullins, City of Myrtle Beach, City of North Myrtle Beach, City of Spartanburg, City of West Columbia, County of Lexington, Darlington County, Duncan Fire Department, Florence County, Georgetown County, Horry County, Lancaster County, Oconee County, Richland County School District One, Rock Hill School District Three, Surfside Beach Fire Department, Town of Aynor, Town of Pamplico, and Ware Shoals Fire Department, and all local government agencies and non-federal government agencies within Arizona, California, Connecticut, District of Columbia, Florida, Georgia, Illinois, Maryland, Massachusetts, Michigan, Missouri, New York, North Carolina, Ohio, Tennessee, Texas, Virginia, Washington, and West Virginia is accepting Proposals for Technology Products and Related Services to satisfactorily support the City, and other public agencies supported under this contract. This Request for Proposals (the “RFP”) issued on behalf of the Charlotte Cooperative Purchasing Alliance (CCPA) through group purchasing clause, which provides that any county, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges, and universities, both public and private), state, other</p>

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				government agency or nonprofit organization may purchase Products and Services through this contract. Therefore, respondents to this RFP must give due consideration to the potential market. The requirements for submitting a Proposal are stated in the following RFP. Please review them carefully.”
2	38	Sample Contract	Recitals	<p>Modification: The first paragraph in the sample contract under Recitals is modified to read as follows: “Whereas, the City on behalf of itself, South Carolina entities to include Beaufort County, Buffalo-Mt. Pisgah Fire Department, Burton Fire District, Cherokee Springs Fire Department, City of Charleston, City of Greenville, City of Greer, City of Marion, City of Mullins, City of Myrtle Beach, City of North Myrtle Beach, City of Spartanburg, City of West Columbia, County of Lexington, Darlington County, Duncan Fire Department, Florence County, Georgetown County, Horry County, Lancaster County, Oconee County, Richland County School District One, Rock Hill School District Three, Surfside Beach Fire Department, Town of Aynor, Town of Pamplico, and Ware Shoals Fire Department, and all local government agencies and non-federal government agencies within Arizona, California, Connecticut, District of Columbia, Florida, Georgia, Illinois, Maryland, Massachusetts, Michigan, Missouri, New York, North Carolina, Ohio, Tennessee, Texas, Virginia, Washington, and West Virginia, any city, county, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges and universities, both private and public), other government agencies or nonprofit organizations that elect to access the Contract (herein “Participating Public Agency”) through the Charlotte Cooperative Purchasing Alliance (CCPA) sent out a “Request for Proposals for Technology Products and Related Services, RFP #269-2019-117 dated August 21, 2019, requesting proposals from qualified vendors to provide the City with Technology Products and Related Services per City requirements. This Request for Proposals, together with all attachments and amendments, is referred to herein as the “RFP”; and”</p>
3	22	6	Required Form 4 – Pricing Worksheet	<p>Modification: Section 1. Technology Products on the Pricing Worksheet is replaced in its entirety with the attached document.</p>

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4		General		<p>Service Provider Question: Are the contracts resulting from this solicitation replacing existing contracts?</p> <p>Answer: Yes, the contracts resulting from this solicitation will replace existing contracts for Technology Products and Related Services.</p>
5		General		<p>Service Provider Question: Is there a way to see the past volume utilization by total spend on the current contracts?</p> <p>Answer: The approximate spend is \$16.4M for technology products and related services on the current contracts from April 2017 – June 2019.</p>
6		General		<p>Service Provider Question: Is there anything binding the use of this contract over say a state contract for a particular municipality where we are offering the same services?</p> <p>Answer: It is not mandatory for them to use the contracts awarded as a result of this solicitation. However, we encourage City departments to use citywide contracts.</p>
7		General		<p>Service Provider Question: Regarding services, where would we break out different costs based on localities like Alaska, Hawaii, etc.?</p> <p>Answer: Please indicate differing rates for products and services on the Required Form 11 – CCPA Plan and on the Required Form 4 – Pricing Worksheet.</p>
8		General		<p>Service Provider Question: Regarding the administrative fees, is there a range you got on the existing contracts?</p> <p>Answer: The administrative fees range from 1% to 1.25% on the current contracts.</p>

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9	6	1.6.6	Charlotte Business INClusion Program	<p>Service Provider Question: As this contract is open not only to others within the State but also outside of the North Carolina, would Charlotte consider allowing for broader certification such as Statewide or National certification to allow all contract users to recognize their MWSBE spending?</p> <p>Answer: The City currently recognizes the Minority Business Enterprise and the Woman-Owned Business Enterprise with the North Carolina Historically Underutilized Business Office, located in Raleigh.</p> <p>At this time, this is the only state certification that is recognized by the City. A firm is allowed to include additional certified firms that are certified with other certifying agencies, but it would not be considered as part of a MWSBE utilization goal.</p>
10	10	2.1	Schedule and Process	<p>Service Provider Question: Would the City consider an extension?</p> <p>Answer: The City does not plan to extend the proposal opening time.</p>
11	12	2.8	Contract Award by Council	<p>Service Provider Question: Is it the City's intent to award this contract to multiple vendors?</p> <p>Answer: Yes, the City intends to award multiple contracts.</p>
12	13	3.2	Technology Products	<p>Service Provider Question: Do we have to provide all the items listed on the technology products list to bid? Can we be added to a category at a later time if we add that product to our line card?</p> <p>Answer: If you offer a product within a given category or plan to do so in the near future indicate a discount on the Form 4 – Pricing Worksheet. For those categories where you plan to start offering products, indicate as such on your proposal, and provide an anticipated date for availability. If you do not offer a product (or plan to) within a given category, indicate a “N/A” on the Form 4 – Pricing Worksheet.</p>
14	13	3.2	Technology Products	<p>Service Provider Question: Does the city have a list of specific services and descriptions they would like for us to respond to?</p> <p>Answer: Please see Section 3.3 Technology Services.</p>

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15	13	3.2	Technology Products	<p>Service Provider Question: The sixth item listed under Technology Products is: “Tablet computers (e.g., Microsoft SurfacePro®)”</p> <p>Under the Technology Products list is a paragraph that states: “This Project does not include the following items:” The last bullet states “Microsoft products and services.”</p> <p>Do you want bids for Microsoft tablets?</p> <p>Answer: The City is looking for pricing for Microsoft hardware products and services (e.g., Microsoft SurfacePro® and warranty); and is excluding Microsoft software products and services (e.g., Microsoft Office®).</p>
16	13	3.2	Technology Products	<p>Service Provider Question: Can you elaborate on mobile and wireless communication equipment category? And is this category just hardware or hardware without service?</p> <p>Answer: This category includes items such as the wireless modems found in public safety vehicles. The last bullet in Section 3.2 includes services for all technology products listed above that bullet (e.g., providing implementation services for COTS).</p>
17	13	3.2	Technology Products	<p>Service Provider Question: Can you provide examples for what type of need you have subscription and/or cloud-based software?</p> <p>Answer: The City does not have specific examples of subscription and/or cloud-based software. This is an example category of software that the City would like pricing for from this solicitation.</p>
18	13	3.2	Technology Products	<p>Service Provider Question: You indicate firewalls as a category; what about endpoints for tablets, laptops and phone devices?</p> <p>Answer: Section 3.2 indicates that “The Products required include, but are not limited to”, which means that the list is not exhaustive. Further, endpoint security or endpoint protection could include items from the firewall, COTS and cloud-based software categories depending on the needs of the purchaser.</p>

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19	22	6	Form 4 – Pricing Worksheet	<p>Service Provider Question: Where the Category does not specify a manufacturer preference, can we add lines to the existing Form where we can list multiple manufactures within a category to accommodate each manufacturer specific discounts?</p> <p>Answer: Yes, please add lines as necessary to show the specific discounts.</p>
20	36-37	6	Form 12 – Environmental Purchasing Responses	<p>Service Provider Question: Is the City asking for the policies of each proposed manufacturer listed in the pricing worksheet? For example: If eight different manufacturers are suppliers, do we fill out the form eight times reflective of the respective manufacturer’s policies?</p> <p>Answer: If you have multiple manufacturer’s policies, the City would be interested in seeing a high-level overview to include links to publicly available information. If additional clarification is needed, the City will request it at that time.</p>
21	22	6	Form 4 – Pricing Worksheet	<p>Service Provider Question: You indicate a percentage discount off list price, but these services are our company’s and they are not listed under a URL. We make the list price and the discount price related to the products and services based on our customer’s needs. So how do we deal with that here?</p> <p>Answer: If you cannot indicate a URL, please make a note of that in your proposal.</p>

In order to constitute a complete proposal response, you must acknowledge receipt of this addendum with the Addenda Receipt Confirmation Form in Section 6 of the ITB in your Proposal. **Any Company not acknowledging receipt of an issued addendum may not be considered.**

In the event additional changes or clarifications to this RFP are warranted, all Companies are responsible for monitoring the City’s [Contract Opportunities](#) site or www.ips.state.nc.us or for additional addenda.

We appreciate your interest in doing business with the City and look forward to receiving a Proposal from your company.

Sincerely,

Judson P. Cross
Procurement Officer

cc: RFP Team
RFP File

1. Technology Products.

Companies shall indicate below their offered discount off their then-current list cost on each Product category from Section 3.1 they provide and the URL where such current list costs can be found:

Category	Percentage off List Cost	URL
Desktop printers		
HP desktop printers		
Scanners		
Projectors		
Smartboards		
Plotters		
Tablet computers		
Microsoft Surface® tablets		
Ruggedized tablet and laptop computers		
Panasonic Toughbooks® and ToughPads®		
Security cameras and components		
Wireless cameras and components		
Servers		
HP servers		
Computer peripherals		
Power protection		
Audio/visual equipment		
Mobile and wireless communications equipment and related peripherals		
Network hardware		
COTS software		
Subscription and/or cloud-based software		
Firewalls		

Companies shall indicate whether they are providing lower pricing on Products than in their North Carolina state contract, if applicable.