

DATE: JULY 27, 2011

TO: ALL OFFERORS

FROM: Bruce Krug
State Contract Procurement Supervisor

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. GSS11631-MUSIC_INST
MUSIC INSTRUMENT, EQUIPMENT, SUPPLIES, APPAREL AND RELATED
SERVICES

ADDENDUM #1 – QUESTIONS AND ANSWERS

Question	Answer
We sell and install all types of audio systems. Can you give specifics of what type of sound systems are being solicited in this bid?	Currently the need is for a Bose 3-2-1 Sound Systems. As indicated in section III, A, 8 of the RFP, Specifications of products by name are intended to be descriptive of quality or workmanship, finish and performance. Desirable characteristics are not intended to be restrictive. Substitutions of products for those named will be considered provided the vendor certifies that the function, characteristics, performance and endurance qualities of the material offered is equal or superior to that specified.
We hold a GSA contract but can offer hundreds of instruments beyond those on that contract. How should we communicate the prices for all of those instruments?	One approach would be to include specific pricing for the most commonly purchased instruments and to offer a percentage off of list price for the remainder of your catalog. This is just one possibility. Bidders are free to develop other methods of communicating prices.
I see the bid is listed five times on your website. Are they all different? Do I need to respond to each listing?	The State's bid solicitation directory is UNSPSC specific and can accommodate only one UNSPSC per listing. Because this solicitation encompasses multiple UNSPS codes, it was necessary to list the bid solicitation multiple times to maximize vendor outreach. The content of all the listings is identical. You need only submit a single proposal.

<p>Will this contract be awarded to only one supplier?</p>	<p>The State anticipates multiple vendor awards for this contract.</p>
<p>We are a Delaware business. If we don't submit a proposal or if we are not awarded a contract will we still have an opportunity to respond to school district bids for instruments?</p>	<p>The State of Delaware does not have a preference requirement. This solicitation will lead to a central contract for the State of Delaware that will also be available to all School Districts. The intention is to establish a first stop for procurement considerations. If the needs of a School District cannot be met through this contract, future district specific solicitations may be possible. There is a possibility that in the future this may become a central mandatory use contract for School Districts if the Department of Education should determine it is appropriate.</p>
<p>Is this something new for the schools?</p>	<p>This is the first time the State of Delaware is seeking to put a State Central Contract in place for music instruments, equipment, supplies, apparel, and related services. This does not change the methods by which School Districts determine how students acquire musical instruments or equipment for their programs – that decision remains with each district. This solicitation is intended to obtain competitive pricing and meet public procurement laws for instances where the State funds the purchases.</p>
<p>To be considered for a contract all I have to do is submit my pricing?</p>	<p>No. While a product and price list is a key part of the submission, the RFP does require bidders to submit additional information. Bidders should carefully review the entire RFP and familiarize themselves with all of the submission requirements.</p>
<p>What if we don't have a catalog? How do we submit pricing?</p>	<p>There are multiple approaches a bidder could take to submitting product and price listings. It is up to the bidder to decide how to best present their offerings.</p>
<p>We are a Delaware business and I am a Delaware taxpayer. I have not seen Delaware take this approach to school procurements before. Why is it being done this way?</p>	<p>The State of Delaware does not have a preference requirement and is seeking to put in place a State Central Contract for music instruments, equipment, supplies, apparel, and related services. This does not change the methods by which School Districts determine how students acquire musical instruments or equipment for their programs – that decision remains with each district. This solicitation is</p>

	intended to obtain competitive pricing and meet public procurement laws for instances where the State funds the purchases. It is anticipated that multiple savings opportunities will be realized through reduced duplication of effort and the ability to establish more favorable pricing for volume procurements.
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All other terms and conditions remain the same.

If you have any questions, please contact me at bruce.krug@state.de.us