

Purchasing Department

Bobbie Wilkerson, CPPO, CPPB, Supervisor of Purchasing
Ph. 410-638-4083

Bobbie.TolstonWilkerson@hcps.org

ADDENDUM # 2

RFI 19-BTW-005 Outsourcing Elementary School Science Kits Program Services

TO: ALL BIDDERS
FROM: Bobbie Wilkerson, CPPO, CPPB, Supervisor of Purchasing
DATE: May 21, 2019

The purpose of this addendum is to provide clarification to all prospective bidders.

***NOTE: This is a Request for Information (RFI) solicitation for the purpose of obtaining the “best solution” for the services that your firm can provide based upon the services listed in the scope of services.**

1. If a vendor does not respond to the current RFI, is that vendor disqualified from participating in a future RFP for this project?

Answer: No.

2. Are vendors obligated to provide estimates for all services or only services they can provide?

Answer: The estimated prices are for those services included in each proposal response.

3. The Web Ordering System has very specific, functional features outlined in the RFI. Does the District require the vendor to provide 100% of the stated web functions or is the District looking for each vendor’s ability to meet as many features as possible?

Answer: These requirements represent our current functionality and based upon our current business practices. We are looking for each proposer to detail their system capabilities and describe how their system will meet our current requirements.

4. Is the “Existing Staffing” section on page 5 what the District currently has in place and is looking for interested vendors who can provide part or all of those services through outsourcing OR will the District pick and choose which services will be outsourced and which ones will be retained by the District?

Answer: The information provided in the RFI reflects our current state and we are seeking information to make a determination about moving forward with an RFP for outsourcing this function, for cost savings.

5. The RFI describes, in detail, the refurbishment process of existing kits and the need to purchase supplies to be used in said refurbishment. Is the table labeled 2018-2019 on page 2 of the RFI document the quantity of kits to be refurbished, OR is the District considering purchasing full kits in those quantities?

Answer: This information represents the current refurbishment quantities and the current plan is to continue with this business practice.

6. To clarify on page 4 of the RFI, do we email our responses to the stated email - bobbie.tolstonwilkerson@hcps.org no later than June 7, 2019 at 2:30pm - OR do we send (3) three electronic flash drives and (1) one hardcopy to: Attn: Bobbie Wilkerson, CPPO, CPPB at A.A. Roberty Building, 102 S. Hickory Ave., Purchasing Department, 3rd Floor Bel Air, MD 21014 before the RFI due date and time?

Answer: Send (3) three electronic flash drives and (1) one hardcopy to: Attn: Bobbie Wilkerson, CPPO, CPPB at A.A. Roberty Building, 102 S. Hickory Ave., Purchasing Department, 3rd Floor Bel Air, MD 21014 before the RFI due date and time?

7. For the color-specific container that was specified for packaging at each grade level, is there a specific brand or style of container that is mandatory, or is the District open to a variety of brands and styles?

Answer: This is our current state; we are open to a variety of brands and styles.

8. For Grade K, is there a non-consumable kit? Only a consumable kit has been specified.

Answer: There are non-consumable materials for Kindergarten.

9. On Addendum number 1, page 2, Kindergarten Science Trunk Component Inventory List, there are 6 column headers that list science topics (e.g. Fall Harvest and Wonders of Winter) with asterisks for components that are used for those topics. For the purpose of packaging, do all the components in all of the topics get packaged into one storage container, OR does each topic get packaged separately in its own container?

Answer: Materials are packaged all in one container.

10. There are containers noted under the non-consumable portion of Grades 1 through 5. Is the intent for only non-consumable items to be packaged in a container and the consumable packaged in a separate corrugated box?

Answer: No.

11. There are several grade level kits that specify proprietary content/print matter, such as, Museum of Science teacher guides and posters. These items are copyrighted and not available from multiple vendors. Is it the District's plan to purchase proprietary content directly from the publishers who own the copyright and distribution rights and the science supplies from other awarded vendors?

Answer: As necessary, HCPS will directly purchase copyrighted content.

I hereby acknowledge receipt of Addendum #2 dated May 21, 2019, **Outsourcing Elementary School Science Kit Program Services.**

Company

Name (Print or Type)

Authorized Signature

Date

Note: Proposers shall sign and submit Addendum with proposal submission. The same person signing Addendum shall sign the Bid Form. Failure to submit the Addendum may deem your proposal as non-responsive.