

Request for Information No. II

RFP No. 18/19-01 Nutrition Management Solution Platform

February 25, 2019

Response to Proposers' Questions

2.1 **Question:** Can you clarify if you are expecting vendors to remit a copy of All Purchase Agreements for every customer, every state, or just purchase agreements for JPA Members and sales made under the JPA Agreement

Answer: Vendors are required to remit a written summary of all Purchase Agreements for JPA Members made after the RFP award. As part of the audit requirement included in the RFP, Vendors may also be required upon request to remit a summary of *new* Purchase Agreements (excluding renewals for existing customers) dated after the award of the Ed Tech JPA RFP for eligible entities. In this context, eligible entities includes California public local education agencies.

2.2 **Question:** Can you clarify how often and when 'Quarterly Reporting' is required

Answer: The Ed Tech JPA will require reports of purchase agreements (as described in response to RFI 2.1) every three months from participating Vendors. The Ed Tech JPA will work with Vendors to determine due dates for the reports that best align with Vendors financial and other work cycles.

2.3 **Question:** 1.12 Ed Tech JPA Administrative Fee: Can you confirm that we can add the 4% administrative fee to our standard retail price on the price list

Answer: The 4% fee must be embedded in the cost provided on the Pricing Form. The administrative fee cannot be a separate line item on the Pricing Form and may not appear as a separate line item on quotes provided to Ed Tech JPA Members. The pricing on the form must be identical to what is provided to Associate Member agencies when they purchase products included in the RFP response.

2.4 **Question:** Page 24, Question 9 Expenses: We have travel expenses for on-site services. Are we able to include a line item on the price list for estimated travel expenses or does the on-site daily rate need to include travel expenses?

Answer: You may include a separate line for estimated travel expenses and note that those expenses may vary based on actual costs incurred by the Vendor.