

Request for Information No. II
RFP No.Associated Student Body Solution
January 15, 2025

Response to Proposers' Questions

2.1 **Question:** Where can I locate sections 1-6 in the RFP in relation to this prompt: ****1.6**** Vendor acknowledges and agrees to all specifications listed in Sections 1 - 6 of this RFP. ****?**

Answer: Sections 1 - 6 referenced in prompt 1.6 are pages 3 - 22 of the Request for Proposals, as posted on the website (sections: Background and Overview, Purchase Agreements, Payments & Order Fulfillment, Instructions to Vendors, Evaluation and Award, Rules, and Proposal Format).

2.2 **Question:** If I share large documents of prior and current contracts with other organizations, do you prefer the full document attached in an appendix, or would a Google Doc link suffice?

Answer: It is preferable for large attachments to be included in an appendix. Please be sure to reference page numbers and section numbers when referencing documents in responses.

Ed Tech JPA does not require access to agreements between vendors and other organizations. Criteria No. 1.13 requests for reference information, but does not require agreements.

2.3 **Question:** Can you please identify where Section 2 is outlining the Purchase Agreement and Implementation?

Answer: Section 2: Purchase Agreements, Payments & Order Fulfillment is located on pages 9 - 11 of the Request for Proposals, as posted on the website. The Table of Contents is included on page number 2 and may be beneficial when determining where sections are located within the Request for Proposals.

A sample Master Agreement and Purchase Agreement can be found in Appendix A of the RFP and are also included in the response template. Completed agreements are not required for award, and award is made contingent upon successful contract negotiations.

2.4 **Question:** If the product is owned by a parent and sister company (the parent being located in another county, and the sister being located in the USA (California)) do two responses to the RFP need to be prepared? Note: The product and processes are the same between the two companies.

Answer: Two separate proposals are typically not required for a vendor with multiple entities proposing one product. Vendors must be clear regarding which entity is responding to the RFP, and include the relevant W-9 in Appendix B (Required Forms). The responding company must match the company name that enters into agreements and receives payment. Organization of the firm and relationships between parent and sister companies may be described in Criteria no. 1.1. Often awards

represent a company a corresponding “doing business as” entity (ie: company name 1, inc. dba company name 2).

Please see section 4.1 (pages 15 - 16) of the RFP for additional information related to Vendors who are not located within the United States. Vendors should note that some Members may have board policies and procedures that limit their ability to contract with agencies outside the United States.