



**REQUEST FOR PROPOSAL
RFP 2009-013**

ADDENDUM NO. 3

To: Prospective Bidders

From: John N. Tortelli
Cooperative Educational Services

Date: February 23, 2009

CES has received the following questions regarding RFP 2009-013 by e-mail. Please accept the following as responses to the questions submitted.

Submitted by: Paul Gigliotti
Proposal Specialist
Computer Automation Systems, Inc.

Question 1:

Under section E. Proposal Submission, item #2a – “One (1) original of the proposal will be submitted on...” – Does CES require any further copies of the proposal other than the original and CD? If so, how many copies should be submitted?

Response 1:

CES only required one original proposal and one copy of the proposal in an electronic format on a CD. The electronic copy of the proposal can be submitted in either or a combination of the following file formats: Adobe PDF (pdf), Rich Text Format (rft), and Microsoft Word (doc) or Microsoft Excel (xls). The original and the CD are to be laid out in the Tab format as outlined on pages 9 and 10 of the RFP.

Question 2:

Item # 2.A of the “required categorical responses” asks “Provide a complete listing of educational institutions you have provided the type of system requested herein during the past three years.” – is CES looking for an answer to include ALL institutions who have received our services over the past three years, or only those which may be classified as new sales.

Response 2:

The proposer can include both new and existing educational institutions that you have provide the type of service requested by this RFP during the past three (3) years.

Submitted by: Mary Persaud
RFP Coordinator / Inside Sales
Rediker Software, Inc.

Question 3:

Please explain if this 1% fee applies to one-time software licensing, annual update, support & hosting services, and implementation & training services. Or, is net indicating one-time software licensing.

Background:

I. INSTRUCTIONS TO OFFEROR, F. Listing of General Terms and Conditions, Administrative Fee, page 13, 17, 26.

Administration Fee: CES' one percent (1%) administration fee shall be included in Offeror's net price. Contractor will not add the administration fee to approved contract prices. CES' minimum administration fee on any individual purchase is Ten Dollars (\$10)

Contractor Invoice: Contractor will invoice CES after delivery of goods and/or services. Goods and services will be invoiced at applicable contract prices, less the CES one percent (1%) administration fee and not to exceed the amount of the CES purchase order. CES will invoice Member after receiving and reviewing contractor's invoice.

Contractor Payment: CES will issue payment to contractor after receipt of Member's payment. Contractor will be paid its invoice amount for goods and services, less CES' one percent (1%) administration fee. Contractor will credit CES an amount equal to the deducted administration fee, if required to provide a zero balance on CES' account.

Contractor's Price List: The contractor will furnish CES with copies of the approved price list to facilitate eligible procurement agencies in placing orders. When contractor offers a discount off a retail price, the manufacturer's Suggested Retail Price (SRP), such discounts will include the CES one percent (1%) administration fee and must be submitted as printed by the manufacturer.

Pricing: Offeror will describe discounts and special pricing offered. Offeror must agree that prices offered through this contract will include the CES one percent (1%) administration fee and while this contract is in effect, prices offered will be at least two percent (2%) below the lowest price offered by the Offeror to New Mexico schools and local/state procurement units for a similar volume. Should a lesser cost be provided to any other client, the preceding and existing work through this contract will be reduced in price to meet that rate. A copy of the current retail manufacturer's price list will be included in the proposal. If the Offeror has a leasing department or a leasing company, the cost of leasing can be included in the proposal.

However, CES Members reserve the right to choose a different leasing company. Leases with options to purchase must be described. Rental plans should not contain end-of-rental term buy out information. CES Members pay an administration fee equal to one percent (1%) of the purchase price of goods and services purchased from CES contracts. Offerors will include the administration fee in all prices in the Discount and Price Schedule. CES will deduct the one percent (1%) administration fee prior to issuing its' purchase order to the contractor.

Response 3:

Upon review of the General Terms and Conditions, ‘Administration Fee’, a one percent (1%) fee is to be included in the net price after all discounts have been taken into consideration. This point is further reiterated in ‘Contractor’s Price List’ that all discounts off a retail price or manufactures suggested retail price will include the one percent (1%) administrative fee and also listed in “Pricing” that the offeror must agree that pricing offer through this contract will include the CES one percent (1%) fee. The one percent (1%) administrative fee applies to all good, services and taxes procured by a member using a CES contract.

Question 4:

Is the 1% administration fee a fee on top of the member's annual contract with Rediker Software?

Background:

See Question 3.

Response 4:

As stated in the answer to question 3, all goods and services procured by a member under a contract entered into by the proposer as a result of this RFP will contain the CES one percent (1%) administrative fee. The Offeror must agree that prices offered through this contract will include the CES one percent (1%) administration fee during the duration of the contract and any renewals or extensions.

Question 5:

If a member school received pricing included in the RFI from LDD Consulting - do we now add the 1% administration fee?

Response 5:

The RFI that was issued by LDD Consulting was for informational purposed only. The cost proposal that you submit for CES’s RFP is not dependent on the cost information you submitted to the LDD Consulting RFI.

If you have any questions regarding this Addendum, please contact my office.

By dating, signing, and returning this page, the Offeror acknowledges receipt of Addendum No.3 (Please place behind Tab 1 of your response).

Date: _____ Company Name (Print):_____

Printed Name: _____ Signature: _____