



REQUEST FOR PROPOSAL
RFP 2007-006

ADDENDUM NO. 2

To: Prospective Bidders

From: Llew F. Perry *Llew Perry*
Cooperative Educational Services

Date: January 26, 2007

CES has received the following questions on January 19th by mail. Please accept the following as responses to the questions submitted.

Submitted by: Steve Taylor
American Appraisal Associates
12750 Merit Drive
Suite 510
Dallas, TX 75251

Question 1:

In Category 4 of the request for proposal, referring to supply assets, do the assets need to be inventoried individually or can they be grouped? Is this up to each member to decide?

Background:

RFP 2007-006, Section II Scope of Work and Specifications, Categorical Definitions, Page 57.

Capital/Fixed Assets – Capital assets is defined as a building, land, land improvement or fixed and moveable equipment, furniture or fixture with an original unit cost greater than One Thousand Dollars (\$1,000) and has a useful life of more than three (3) years. Certain assets, which include school library collections, athletic/band uniforms, computer software, tools within a toolbox and other such items, will be included in the property record based on a collaborative effort between the Offeror and the CES member.

Supply Assets – Defined as technology, audio visual, office, classroom, library, vocational, science, electronic equipment, media, musical instruments, machinery, equipment, furniture,

fixtures and high-theft items as defined by the individual CES member. The items under this category must have a useful life of more than three (3) years and a value of One Hundred Dollars (\$100) to Nine Hundred and Ninety-Nine Dollars (\$999).

NMSA 1978 – New Mexico Statutes Annotated 1978

GASB Statement #34 – Governmental Accounting Standards Board Statement No. 34

Assets for the purpose of this solicitation have been broken down into two categories. Fixed/Capital assets and supply assets is equal to, less than or greater than the amounts established by the governing board policies of each individual agency. For example the state of New Mexico has established \$5,000 or greater as fixed/capital assets. However, an individual agency board policy may be \$1,000 or for example the state of New Mexico has established items less than \$5,000 as supply assets. However, if an agency has set \$1,000 or greater as supply assets, then supply assets may be any item \$250 and less than \$1,000.

CES Response:

In response to the question as noted above each individual agency has or will establish the values for classifying their assets. Likewise, they will have established if assets will be grouped and if so how the cost is to be determined. In response to the second part of your question most educational institutions inventory or track their supply assets for protection against lost misallocation. These items are not generally part of an appraisal program.

Question 2:

Should all categories of the request for proposal have the same cost breakdown, since we will only be offering professional services for Category 4 and not an actual product?

Background:

RFP 2007-006, Section II Scope of Work and Specifications, Category Required Categorical Responses, item 4, Page 62.

The Offeror must provide written documentation describing the various capital asset services and products to be offered under this RFP and deemed essential to address the following areas:

- a. Project planning and preparation
- b. Field inventory procedures
- c. Appraisals, valuation and costing techniques
- d. Software databases and other related items
- e. Barcode tagging (with sample tag)
- f. Optional products, services and the benefits associated with each, that is, re-inventory services
- g. Other financial and consulting services offered in this area

RFP 2007-006, Section II Scope of Work and Specifications, Category Price and Cost Submittal, item 1, Page 62.

The Offeror shall provide complete price lists that clearly identify each of the services, software components and related products offered and their associated costs. Options, add-ons and support agreements, if available, shall be described individually with each of their costs.

CES Response:

As indicated within the solicitation document each category stands independent of each others and requires the respondents to provide the appropriate pricing structure and methodology that will allow CES and its members to determine the cost of those products and/or services offered.

Question 3:

Will CES provide a property list for each member in order for American Appraisal to provide a more accurate estimate?

Background:

RFP 2007-006, Section II Scope of Work and Specifications, Category Scope of Work, Page 46.
(See complete Scope of Work)

To assist its members in acquiring and developing resources in a variety of disciplines to cover the various aspects of its individual students' physical, mental, health and educational needs, CES is seeking an Offeror(s) who possess the qualification, certifications, professional background, experience and resources to respond to, consult with and provide specialized and unique products and services required for CES members to develop, implement, manage and maintain a comprehensive array of programs to successfully assess and address all aspects of its students well being whether it be during and/or outside of the educational environment. Such programs may involve and/or be funded by one or more of the above noted public agencies. It is understood that prospective Offerors may specialize in one, two or several of the products, services and programs requested herein and need by CES members. Therefore, it should be noted that depending on the respondent's qualifications, background, experience and capacity, CES may determine that it is in its members best interest to award multiple respondents.

RFP 2007-006, Section II Scope of Work and Specifications, Category Categorical Terms and Conditions, item 9, Page 59.

The Offeror must evaluate the CES members situation, develop and present a general overview/report/quote clearly indicating and stipulating all of the products and services with their estimated associated cost that would be required to complete the project requested by the member. This document shall include any concerns, suggestions, recommendations and comments that the Offeror feels necessary to provide a clear and understandable overview of the members needs in this area.

CES Response:

As indicated within the solicitation document this RFP is for a respondent's complete and comprehensive array of products and services required to meet individual CES members needs covered by category's scope of work and identified within the category's specifications. Therefore, when the awarded vendor engages the individual CES member, in conjunction with the member, the vendor will develop a scope of work and receive all of the necessary documents and information it has to develop a cost proposal passed on in their contract with CES.

Question 4:

Does CES have a preference in the cost breakdown of a cost per asset, cost per square foot, or cost per hour of labor?

Background:

RFP 2007-006, Section II Scope of Work and Specifications, Category Price and Cost Submittal, item 1, Page 62.

The Offeror shall provide complete price lists that clearly identify each of the services, software components and related products offered and their associated costs. Options, add-ons and support agreements, if available, shall be described individually with each of their costs.

CES Response:

The respondent's price submittal must contain all of the necessary cost information whether the cost breakdown is to be by cost per asset, cost per square foot, cost per hour of labor or all of the above depending on the type of project, size of project and/or scope of project. The pricing methodology and process for determining the cost of an individual covered by the RFP must be clearly identified and stated with the Offeror's response. CES has no preference.

Question 5:

Do all delivery requirements of the request for proposal apply to Category 4 as well?

Background:

None Needed

CES Response:

The Offeror must review the Listing of General Terms and Conditions found of pages 11-30 and only those items that can be appropriately applied and used for Category 4 will be required. Likewise, the Offeror must review all of the items listed under Categorical Scope of Work, Terms and Conditions found on pages 57-61 and clearly identify and note any exceptions to any of the items they may have.

Question 6:

Where can we place our exceptions to the request for proposal?

Background:

RFP 2007-006, Section IV Proposal Forms, Form E, Page 124.

Rather than duplicate each term and condition and indicate acceptance, Offeror may sign the statement below. Any exceptions must be listed on this page (additional pages may be attached, if necessary).

CES Response:

Form E has two parts, the top part refers to the General Terms and Conditions and the bottom part refers to the Categorical Terms and Conditions. Therefore, Form E is placed behind two different tabs. The part of Form E that refers to the General Terms and Conditions (along with any deviations/exceptions) is placed behind Tab 3. The part of Form E that refers to the Categorical Terms and Conditions (along with any deviations/exceptions) is placed behind Tab 5.

Question 7:

Should we separate the 1% administrative fee in our cost breakdown?

Background:

RFP 2007-006, Section I: Instructions to Offerors, Part E Listing of General Terms and Conditions, Page 12.

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).

RFP 2007-006, Section I: Instructions to Offerors, Part E Listing of General Terms and Conditions, Page 25.

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 procurements 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 Response:

Yes, Offeror's prices must include the CES 1% Administrative Fee.

Question 8:

Will there be an expected timeline of completion for all your members or is it up to each member individually?

Background:

Refer to background and CES responses to questions two and three.

CES Response:

As part of the awarded vendor's engagement process of developing the individual project's scope of work, a project timetable will be developed and agreed to by all parties prior to a CES purchase order being issued. The 1% administrative fee should not be separate in the cost breakdown. All costs in the cost breakdown should include the 1% administrative fee.

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. 2 (Please place behind Tab 1 of your response).

Date: _____ Company Name (Print): _____

Printed Name: _____ Signature: _____