REQUEST FOR PROPOSAL
ADDENDUM

ADDENDUM #1

REFERENCE: Request for Proposal #: R-LB-13042
Issue Date: May 17, 2013
Title: Educational Resources, Classroom, Art Supplies and Related Products and Services
Sealed Proposal Due Date: June 13, 2013 @ 2:00 p.m.

DATE: June 5, 2013

ALL POTENTIAL OFFERORS SHALL BE ADVISED OF THE FOLLOWING CHANGES/ADDITIONS IN THE REFERENCED SOLICITATION:


2. Page 1 Change “See Proposal Submission Requirements, Section 6.16,” to read “See Proposal Submission Requirements, Section 6.15.”

3. Page 11, Section 4.2.7 Change Attachment B-1 and B-2 to read Attachment A-1 and A-2.

4. Page 13, Section 3.15 Change “See Section 6.17,” to read “See Section 6.16,”

5. Page 15, Section 6.15.2.10 Change to read 6.16.2.10.

6. Page 15, Section 6.15.2.11 Change to read 6.16.2.11.


ALL POTENTIAL OFFERORS ARE ADVISED OF THE FOLLOWING RESPONSES TO QUESTIONS RECEIVED TO THE REFERENCED SOLICITATION:

<table>
<thead>
<tr>
<th>No.</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Criteria for Proposal Evaluation: 7.1, 7.2, 7.3, 7.4, if the offering vendor sells only a partial number (less than the majority) of the Core List but offers a discount on its entire catalog for the Non Core List, will the offer still be considered for an award of the Non Core List?</td>
<td>Yes</td>
</tr>
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<td>2.</td>
<td>On page 15, 6.15.2.12 Pricing Attachments, we are asked to provide an Excel sheet of our pricing for non-core items. We have over 35,000 books and digital products. Do you want that Excel sheet printed and on the electronic form? Or can we provide a catalog and website of our products?</td>
<td>Your company’s catalog of Non-Core Items must be included in Excel format as a part of your response. You do not need to provide a printed version in the paper response. Providing a catalog and website is not acceptable.</td>
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<td>3.</td>
<td>Page 9, it states that your company may not have the ability to provide all categories but on attachment A-2 it states that Offerors must price a majority of the products listed in each category. Please clarify if we can choose only certain categories of attachment A-2 to offer, or must we offer all?</td>
<td>Yes, you can choose certain categories</td>
</tr>
<tr>
<td>No.</td>
<td>Question</td>
<td>Response</td>
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<td>4.</td>
<td>Page 10, is there any more clarity around the offering of bulk discounts or volume discounts? Do they have to be offered on all items? Any? Should they follow a suggested format?</td>
<td>No&lt;br&gt;Yes&lt;br&gt;Must be a % off discount</td>
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<td>5.</td>
<td>Page 12, can we use our website as our catalog? We would use our website price as our list price and provide a percentage discount off. Our website prices are competitive with the market so they are already deeply discounted</td>
<td>No, must provide pricing in an Excel file.</td>
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<td>6.</td>
<td>P. 40 In the Pricing Commitment section:&lt;br&gt;1) (ii) Contracts Offering Lower Prices &amp; (iii) Deviating Buying Patterns - If the Public Agency chooses not to become a Participating Public Agency or decides to use their current contract instead of the Master Agreement are we still required to pay the 2% fee?&lt;br&gt;2) (iv) Supplier's Options in Responding to a Third Party Procurement Solicitation - Does this only apply to Participating Public Agencies? Are we required to pay the 2% fee for Public Agencies who are currently not participating in the Master Agreement and do not wish too?</td>
<td>If an eligible Public Agency chooses not to use the Master Agreement and Supplier is in full compliance with all Provisions set forth in 3.3 (b)(ii) and 3.3 (b)(iii) of the Administration Agreement, then Supplier would not be subject to the 2% administrative fee.&lt;br&gt;This applies to local governments, school districts, higher education institutions, states, other governmental agencies and nonprofit agencies. Supplier would not be subject to the 2% administrative fee so long as Supplier is in full compliance with all Provisions set forth in 3.3 (b)(iv) of the Administration Agreement.</td>
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ALL OTHER SPECIFICATIONS, TERMS AND CONDITIONS REMAIN UNCHANGED.

A signed acknowledgment of this addendum must be received by the Purchasing Office either prior to the proposal due date and hour specified, or attached to the proposal. Signature on this addendum does not constitute the offeror’s signature on the original proposal document. The original proposal document shall also be signed.

Laurie Baber, CPPB  
Senior Buyer

ACKNOWLEDGMENT:

Name of Firm  
Signature

Date  
Print Name and Title

Telephone Number  
Fax Number

PURCHASING OFFICE

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