



Questions and Answers

Request for Proposal RFP# ELCMDM2017-01 Office Furniture ITN

Please be advised all questions are keyed as submitted

1. Is the 20% in-kind donation a mandatory requirement? If optional, what weight in the evaluation will be given to whether or not a donation is offered?

Answer: Some of the order requests will be for the Early Head Start program which requires 20% In-Kind donation.

2. Exhibit 13 references a Sample Contract and Purchasing Agreement. We did not see the sample contract attached to the bid document. Will this be made available prior to the bid deadline?

Answer: Contract Sample was omitted by mistake, ITN has been amended to include Attachment 13. Please refer to the Vendor Bid System and Early Learning Coalition website for most current version.

3. Paragraph 3.4 – Statement of Work requires us to provide pricing for product along with various services. What products do you want us to quote? Are we able to break out product and service costs, which may vary from project to project?

Answer: the Early Learning Coalition is requesting a complete detail catalog for Office Furniture products and services.

4. Section 3.5, Paragraph A notes “the Early learning Coalition must conduct a cost and price analysis for any purchase.” Does this mean the ELC will require additional bids on all furniture purchases during this contract period?

Answer: the Early Learning Coalition will conduct for each order request a price analysis on the quote receive to ensure fair price.

5. Can you please send me the spec list of furniture required?

Answer: Please refer to response to question #3.

6. Do you have drawings you could forward for our use as we quote this project to you?

Answer: No, the Contract(s) resulting from this solicitation will be used for many projects throughout the Early Learning Coalition. Specific project requirements will be provided by the agency, per project.