

Note: The questions below are stated as they were submitted to the State.

eRFP Reference	Type of Question	Question	Answer
N/A	Administrative Requirements	1. Is there a limitation of liability clause?	The State is adding a limitation of liability clause via a forthcoming addendum.
eRFP Section 2.6.2	eRFP Process and Logistics	<p>2. Time frame for protest is 24 hours, extremely short.</p> <p>3. Please discuss and consider lengthening this requirement (24 hours is inadequate). Also extremely unusual is the fee required to protest.</p>	<p>Under the Alternative Protest Pilot (APP) Project, the 24-hour period is for bidders to submit a written <i>Notice of Intent to Protest</i>. Then, within seven (7) working days, a protesting bidder must submit a <i>Detailed Written Statement of Protest</i>, along with any required exhibits, filing fee, and arbitration deposit or small business certification, as applicable, to the APP Coordinator.</p> <p>The fee required to protest is not unusual – it is standard for the Alternative Protest Pilot Project and is found in regulations. Refer to Section 2.6.2 of the eRFP for the hyperlink to the regulations.</p>

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N/A	Other	<p>4. Will this contract be mandatory for all State departments?</p> <p>5. Will the contract be mandatory for the agencies?</p> <p>6. What agencies will participate in this and will they have other options to purchase?</p> <p>7. How will CMAS fit into this?</p> <p>8. After this is awarded, what will happen to CMAS copier contracts?</p> <p>9. Is CMAS going to die?</p> <p>10. There are many procurement departments within the State agencies. How does this process effect those departments as well as CMAS?</p>	<p>Yes, this will be a mandatory contract for State agencies. Local agencies may also use this contract. Exemptions will be made for State agencies who meet small business and DVBE participation goals.</p> <p>The State will take all practical measures to insure that State agencies and departments use the new strategically sourced contracts. Based on the outcome of this eRFP, the State will review current agreements (such as CMAS and WSCA) that offer conflicting/competing products and, based on the terms and conditions contained therein, may choose to modify or terminate some of those agreements.</p>
eRFP Section 4.3.1	DVBE	<p>11. If a prime vendor actually uses a valid DVBE (Option A), does that give the vendor a higher point awards versus just a best effort (Option B) or DVBE plan (Option C)?</p>	<p>The DVBE Participation Program is <i>not</i> a preference program. Therefore, points will not be awarded for meeting this mandatory requirement. For more information on the DVBE program, please refer to Section 4.3.1 in the eRFP.</p>

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eRFP Section 4.3.1	DVBE	<p>12. Will our presence at the General Services sponsored Small Business/DVBE Conference about a month ago and the attendance at the Bidders Conference on 4-7-05, with a table inviting SB/DVBE partners(with sign in sheets and discussions), constitute a good faith effort?</p> <p>13. If so, does this allow us a five percent preference even though we are a large business co. Per 4.4.2. ?</p>	<p>Your participation in the General Services sponsored Small Business/DVBE Conference about a month ago may be documented as part of a compliant DVBE good faith effort; however, it does not satisfy the complete requirement. For more information on the DVBE requirement, see Section 4.3.1 of the eRFP.</p> <p>The DVBE Participation Program is <i>not</i> a preference program. Therefore, points will not be awarded for meeting this mandatory requirement. For more information on the DVBE program, please refer to Section 4.3.1 in the eRFP.</p>
	eRFP Process and Logistics	<p>14. Section 3.2.2 states that the Draft Proposal is optional, however Section 1.4 shows the Draft Proposal as an event with an action date. Please clarify whether the Draft Proposal is optional /not optional.</p>	<p>The Draft Proposal is optional. A bidder will not be deemed non-responsive, non-responsible on the sole basis they do not submit a Draft Proposal.</p> <p>The main purpose of the Draft Proposal is to provide the State with a complete submission in order for the State to identify any faulty aspects that, if not corrected, could cause the Final Proposal to be deemed non-responsive.</p> <p>For more information on the Draft Proposal Evaluation, see Section 7.4.1 of the eRFP.</p>
	eRFP Process and Logistics	<p>15. How will DGS be addressing the purchase of copier technology not covered by this RFP, i.e. speeds over 60 cpm and color?</p> <p>16. Will CMAS still be in effect for purchases above 60 cpm?</p>	<p>These items can be purchased via the existing CMAS agreements or bid separately.</p>

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	eRFP Process and Logistics	17. Will the 1,200 copiers be purchased at one time or over one year, two years, or three years plus?	The annual <i>estimated</i> volume is 1,250 copiers. However, the State makes no guarantee of volume. Typically, this volume is purchased over the course of the year with the bulk of the purchase occurring from April through June.
	eRFP Process and Logistics	18. Has the State considered awarding each region to two or more vendors in order to give the agencies a choice?	During the development of the eRFP, the State considered all options and decided that the option outlined in the eRFP is in the best interest of the State.
	eRFP Process and Logistics	19. Will this be a pure Product Specification and Price Based RFP or will there be other criteria such as Environmental Sustainability, Best Value, Federal IT Security Compliance, or other issues?	This is a best value acquisition. Section 5 contains those requirements that will be scored. Section 7, Evaluation and Selection, of the eRFP identifies the process the State will use to determine award.
	eTool	20. When I try to print, the right-hand margin cuts off text.	The eRFP should be printed in landscape layout to ensure proper viewing.
	eTool	21. Suggestion: Move the "clear response" button away from the "submit" button.	Thank you for this suggestion. As this is a third-party software application, the State does not have the ability to make this modification. The State will pass this suggestion on to the software provider.

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	eTool	<p>22. Pages 24~25, 3.4, More than one person can log on using the same ID and Password. This is a genuine area of concern for all of us in that not a day goes by when someone's identity is not stolen and manipulated. Simply put, it's a constant and daily battle for all of us and no site is absolutely secure. Therefore, if it is currently possible for more than one person to log on at the same time under the same ID and Password at the (third-party) site, what assurance does any vendor have that a price could not be entered without our authorization? Please consider that you are asking us to participate in a real-time Auction and that any number we input triggers actions that are irrevocable. I assume that those invited to the Auction will have ID's set to specific workstations to insure vendor authentication but again, today nothing is secure and so what assurance do we have here that our participation will not be compromised?</p>	<p>The eTool uses the latest web-based security technology, including 128-bit SSL encryption.</p> <p>The password provided by the system is automatically generated and encrypted in the database, therefore no one has access to the password except for the bidder, who will receive it from the system.</p> <p>Once given access to the eAuction tool, the bidder has the opportunity at any point to log in to the system and change their password.</p> <p>In addition, there is extensive reporting for each bid placed in the auction tool. Auction reports can be run real time during and after the event. If any suspicious behavior is suspected, the bidder should call the auction room immediately.</p>
eRFP Section 7	Evaluation and Award	23. How many vendors will be awarded three-year participation?	One to three vendors will be awarded three year participation. For more information on evaluation and selection, see Section 7 of the eRFP.

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Exhibit 8.12	Request for Change	<p>24. Segment 2: Very few manufacturers offer multi-position stapling for this segment. It disadvantages many vendors or requires more expensive options for a low-end copier. Can this requirement be reduced to single position for Segment 2?</p> <p>25. Exhibit 8.13 specifies in the 25, 35, 45, and 60 cpm requirements on requirement # 13 "staple (minimum two positions) the finished copies". Typically, this is the most expensive option as opposed to one staple position. Can you change this requirement to one staple position?</p>	<p>The State will adjust the 25 cpm (Segment 2) requirement regarding stapling via a forthcoming addendum.</p> <p>For 35 cpm copiers and higher, the minimum two position stapling feature for finished copies is the required need for application for the State.</p>
Exhibit 8.12	Request for change	<p>26. Would you consider changing the volume band for the last category from 60 PPM to 55 PPM?</p> <p>27. Supplier requests that DGS change the 60 CPM specification to 55 CPM.</p> <p>28. The Office Copiers Acceptable Brands List, a California State Standard for many years, recognized that these machines were capable of making 60,000 to 100,000 copies per month. The Konica Model 7255 is rated for 300,000 impressions per month.</p>	<p>The State is adjusting the 60 cpm speed requirement to 55 cpm speed via a forthcoming addendum.</p>

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	Request for Change	<p>29. The geographic areas in the bid are so large that a company can not completely cover any one of them. The few large companies that could cover the entire geographic area are direct competitors of mine. The structure of this bid gives the large companies an unfair advantage and effectively blocks my company from being a responsive bidder. Is there any way this issue can be addressed?</p>	<p>As previously mentioned, the State conducted extensive research during the development of the eRFP and determined that these three regions allow for volume concentration and economies of scale for this category. A review of the marketplace also indicated that multiple suppliers can service the geographical regions identified in the eRFP.</p> <p>The Partnering Workshop is designed to assist small businesses and DVBEs in forming partnerships with potential prime vendors.</p> <p>In addition, bidders may use the sign-in sheet and contact the OSDS (Office of Small Business and DVBE Services) to continue partnering efforts.</p>

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	Request for Change	<p>30. It is also not possible to partner with a "prime" bidder who does cover all the areas because any company that fits that description is also a direct competitor in the areas we do cover. These companies would not consider partnering any way. The structure of this bid in essence will completely block small companies that have been reliable copier dealers in good standing with the State from competing in any way on this opportunity. I am writing to ask you to reconsider the structure of the bid to make it fair to the many small, good copier suppliers that have been doing business with the State for years. Otherwise, this bid will be unfairly slanted to just the largest companies that are not even headquartered in the State of California.</p>	<p>Please refer to the previous response.</p> <p>As a small business bidder, if your company is able to sell to and service a region, you can bid and receive the small business preference.</p>
N/A	Small Business	<p>31. Can a business that is awarded the bid not use a small business partner and use only a good faith effort?</p>	Yes.

eRFP Reference	Type of Question	Question	Answer
N/A	Small Business	<p>32. What is the procedure for a small business who would like to participate but has no confirmation from a prime vendor?</p> <p>33. Are they to sign up as a potential bidder?</p>	<p>The Partnering Workshop is designed to assist small businesses in forming partnerships with potential prime vendors.</p> <p>In addition, bidders may use the sign-in sheet and contact the OSDS (Office of Small Business and DVBE Services) to continue their partnering efforts.</p> <p>As a small business bidder, if your company is able to sell and service a region, you can bid and receive the small business preference.</p>
eRFP Section 7.8	Small Business	<p>34. How is the five percent preference treated/applied if small business is the subcontractor and not the prime?</p> <p>35. Are these percentages counted as points?</p>	<p>If the small business(es) perform 25 percent of the contract or more, the five percent preference will be applied in accordance with regulation. Please see Section 4.4, Optional Requirements, of the eRFP for detailed information.</p> <p>Yes, the percentage is based on points. Please refer to Section 7.8, Total Score, of the eRFP.</p>
N/A	Small Business	<p>36. If a Fortune 500 company can't partner with a small business or DVBE, are they eliminated from the bid?</p>	<p>No, as long as the company meets the mandatory DVBE Participation Program requirements.</p>
	Small Business	<p>37. Is there going to be any way for a small business to sell directly to the State?</p>	<p>As a small business bidder, if your company is able to sell and service a region, you can bid and receive the small business preference. In addition, refer to the responses to previous questions.</p>

eRFP Reference	Type of Question	Question	Answer
Exhibit 8.12	Technical and Business Requirements	38. Technical Specification 4.2: Is equipment to be new with all new pieces or re-manufactured new?	The State does not consider re-manufactured equipment to be new equipment. All equipment must be new. For more information, please refer to Section 4.2 in the Product Technical Specifications, Exhibit 8.12, in the eRFP.
Section 3.1.2 of the Product Technical Specifications, Exhibit 8.12	Technical and Business Requirements	39. Exhibit 8.13 specifies "upgrade cost for fully networked unit." Please define this term, i.e. network print only or also including scan to network, and network fax capable?	As per Section 3.1.2 of the Product Technical Specifications, Exhibit 8.12, in the eRFP, "The digital copier shall be Multifunction Capable (MFC) and must be upgradeable with an option feature to expand its capabilities to become a network printer."
Section 3.2 of the Product Technical Specifications, Exhibit 8.12	Technical and Business Requirements	40. Under the minimum requirements for the 25, 35, 45, and 60 cpm machines (Item #3), would you allow instead of the one large drawer or tray of 1,000 sheets, two additional drawers/trays that each would hold 500+ sheets for a total of 1,000 + sheets?	As a necessity of the State, the paper capacity shall be at least two (2) ≥500 sheets drawer, tray or cassette; one (1) bypass; in addition, one (1) ≥1,000 sheets large capacity drawer or tray for Segments 3 and 4. The State requirement does not allow a substitution.
eRFP Section 5.11	Technical and Business Requirements	41. Quarterly service histories on every machine with the detail required is excessive.	Please refer to Section 5.11.2, Monthly Service Report, of the eRFP. To confirm, this is a mandatory requirement. If there is a specific question or request as a follow-up, please include it in a set of formally written and submitted questions. If the bidder has an alternative solution to meets the State's needs, please submit it for consideration.

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eRFP Section 5.2	Technical and Business Requirements	42. Will the winning vendor be required to service all equipment within the winning region? If so, what is the standard response time required? How will this be monitored?	Yes, the awarded vendor(s) will be required to provide the service for the equipment purchased under this contract. The bidder may also choose to subcontract part or all of the service. Please refer to Section 5.20 of the eRFP for detailed information, such as the standard response time required.
Exhibit 8.12	Technical and Business Requirements	43. What about environmental issues and considerations, i.e. equipment emissions such as toner dust and ozone waste products and disposal of same?	Please refer to the Product Technical Specifications in Exhibit 8.12, Section 3.2 of the eRFP, for detailed information. These sections specifically address the environmental issues.
	Technical and Business Requirements	44. Can a bidder bid one price but offer all brands? If you are a multi-manufacturer dealer, can you bid different manufacturers together?	Yes, as long as the brands meet the technical specifications.
eRFP Section 5.2	Technical and Business Requirements	45. Can a bidder submit a bid for one of these geographic areas if any portion of that area is one they can not service?	No, the awarded vendor will be required to provide all of the service for the equipment purchased under this contract in the region(s) in which it is awarded. The bidder may choose to subcontract part or all of the service. Please refer to Section 5.20 of the eRFP for detailed information, such as the standard response time required.

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Exhibit 8.12 and 8.13	Technical and Business Requirements	<p>46. The Specification Sheet in Exhibit 8.12 does not match the categories listed in Exhibit 8.13.</p> <p>(In reference to the Product Technical Specification #3610-51A-01, Exhibit 8.12 of the eRFP matching the requirements of the State in Exhibit 8.13, Copier and Service Pricing and Technical Worksheet)</p>	<p>The State has established statewide standard specifications for copiers. Exhibit 8.12 of the eRFP includes all the State standard specifications for black/white digital copiers.</p> <p>Bidders are only responsible for meeting the requirements for those copiers specifically identified in Exhibit 8.13 of the eRFP.</p>
	Key Action Dates	<p>47. Can we request a timeframe extension of ten days?</p> <p>48. Slow down the process, why so fast?</p> <p>49. Timeframe for draft proposal is extremely short for the detail involved as well as the learning curve; can this date be pushed back?</p> <p>50. Can you extend the deadline for draft and final proposal?</p> <p>51. The RFP timeframe for response is extremely short for a proposal of this magnitude.</p> <p>52. Will the State consider extending the draft and final proposal deadlines by seven days?</p> <p>53. Why so short a time to respond (only three working days)?</p>	<p>Addendum #1 provides additional time.</p>