

**IT Hardware PC Goods eRFP # DGS 5007  
Bidders' Conference – Questions and Answers  
March 9, 2005**

Question	Answers
1. Warranty is to start after State agency tests the product. What is this time frame as most warranties start at invoice date?	The General Terms and Conditions in the eRFP define the warranty and acceptance period.
2. What is the common spec percentage of purchase vs off-spec purchasing?	The State anticipates that the large majority of purchases will be made under the defined common configurations.
3. What are the State's guidelines of acceptance testing?	Please refer to Section 4 for the link to the Information Technology General Provisions for details on the State's guidelines.
4. Peripheral pricing worksheet – when a named model number is specified and the product is discontinued, can a current product with like specs be submitted on the bid?	No. If you find a product that has been discontinued, please let Steve Ong know as soon as possible.
5. Pricing – what if your company does not have a published price list? i.e. pricing is “market driven,” so commercial customer prices vary depending on the market?	A publicly verifiable index price is a requirement in the eRFP. Please see section 6.2.
6. Are bidders allowed to change their index price list over the term of the contract?	Yes. The list price on the index can change. However, the index must remain the same.
7. Manufacturers for PCs and Servers have very different “list” price guidelines. Some use actual “street” pricing, but others use “list” prices as much as 100% above expected sales prices. How will the different manufacturers be compared? (Discount structures can be highly misleading).	Offers will be compared based on final net prices that result from the discounts provided in the eRFP. Please see section 6.2.
8. Is the contract to be fixed priced or use escalated pricing?	Pricing is based on a discount-off index price methodology. Please refer to Section 6 for details on pricing.
9. When submitting the draft and final eRFP, do we also need to print it and turn it in with our mandatory exhibits?	No. You just need to turn in the mandatory exhibits.
10. Can we bid on selected items within a category. For example, can you bid on 4 out of the 5 printer categories? Example – can you bid on lasers and not inkjet printers?	No. The eRFP requires that suppliers bid on all items.
11. Will a bidder be awarded a whole category? (i.e. with printers, can you win two of the five configurations?)	The State will award to one bidder per subcategory, unless the score differential among the highest scored bidders is 20 points or less, in which case the State will multiaward
12. When is the letter of acceptance due?	With the eRFP response.

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<p>13. Will the State allow for an extension of the deadline to allow more time to respond to this large RFP?</p> <p>14. The due date poses significant issues since questions that are asked significantly impact a response – there is not enough time to react to answered questions and develop solutions to them. Can the due date be moved out two (2) weeks?</p> <p>15. It took several months to put this RFP together from the CSSI Team. With a quality response required and needed by the State of California, shouldn't the vendor community have more than 20 days to complete our responses from the date of the bidders' conference. That said, who should we submit an extension request to within DGS?</p> <p>16. Can we get an extension of time to submit bid?</p>	<p>Please refer to Addendum #1 for new dates</p>
<p>17. Why are the key action dates for such a strategic and complicated RFP on such a short timeline?</p>	<p>Please refer to Addendum #1 for new dates</p>
<p>18. When is the last day to protest the requirements of this RFP?</p>	<p>The last day to request a change in the RFP is March 28, 2005. There is no protest process for requirements. Please refer to Section 2.2.7 of the RFP for further information. This procurement is conducted under Public Contract Code 12215 et seq.</p>
<p>19. Are you not setting up this RFP process for a likely protest by suggesting that a mandatory requirement that fails can be arbitrarily ruled immaterial?</p>	<p>There is a defined process for deeming a response material deviation or immaterial deviation. This is detailed in the State Administrative Manual and Section 2 of the RFP.</p>
<p>20. If a bidder makes a material deviation in one sub-category, will that disqualify them in all sub-categories?</p>	<p>If the deviation is only in a sub-category, it may not disqualify you in other subcategories. If the deviation is under Administrative Requirements and/or Technical and Business Requirements, this may disqualify you.</p>
<p>21. What level of detail will you provide on our draft proposal?</p>	<p>We will provide written feedback on any factors that may disqualify your response. However, the State does not warrant that the review of the draft bid will guarantee compliance.</p>
<p>22. If prime, are you required to bid on all categories/sub-categories?</p>	<p>No.</p>
<p>23. Can you submit a proposal as a prime and a subcontractor?</p>	<p>Yes. As a prime, you will submit your proposal directly. As a subcontractor, the prime vendor will submit the proposal which would include you as a subcontractor.</p>
<p>24. As a prime, can I submit multiple proposals?</p> <p>25. Can we submit more than one bid? If so, how?</p>	<p>Yes. However, each bid is a separate submission that must be complete and stand on its own. Please contact Steve Ong to request a separate user ID and password.</p>

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26. If we are only answering 1 category, do we put N/A on the other categories?	No.
27. Can a bidder submit different manufacturers for different products within a category?	Yes. You can only do this for printers, monitors, and peripherals.
28. Within one category, do we have to offer the same manufacturer? 29. Must a bidder remain with a single OEM brand within the sub-category?	Yes, except for printers, monitors and peripherals
30. Will we be able to get you to change the configuration?	There are two ways to change the common configuration: (a) submit a proposal that will exceed the minimum requirements and (b) submit your request for a recommended change in writing by March 28, 2005. However, we're asking that you submit those change requests as soon as possible. Refer to Section 2.2.7 for further information.
31. Some of the configurations are an odd mix of aging technologies or dated interfaces, and very high-end capacities, speeds, etc. These were created without inadequate input from the vendor community. Will the vendor community's input be integrated into the configurations? Will we be able to help change the configurations to make them more relevant with the current state of the market, as well as make them more open and competitive?	There are two ways to change the common configuration: (a) submit a proposal that will exceed the minimum requirements and (b) submit your request for a recommended change in writing by March 28, 2005. However, we're asking that you submit those change requests as soon as possible. Refer to Section 2.2.7 for further information.
32. If we submit more than one category, do we need to provide the Administrative and Technical pieces more than once?	No, as long as it is all part of a single proposal.
33. Customer References, 10m annual revenues. Can this be any 12 consecutive months?	As long as the 12 consecutive months fall within the last three years, this is fine.
34. Customer References, Is there a way to receive more than 100 points for providing both public and private references?	No.
35. Can you provide a sample letter of acceptance document?	No. However, the letter of acceptance shall be on your letterhead and include the details as specified in Section 9.
36. Can you make a PDF editable?	No.
37. Can you list exact documents that are due in hard-copy for final proposal?	Please refer to Section 3.3.1 of the RFP for a comprehensive list of mandatory documents.
38. Define self warranty certification.	Please refer to Worksheet 8 for the definition of value-added services.
39. How will purchasing decisions take place, if multiple awards are granted?	In the case of a multiple award situation, the State agency or department will make the decision.

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40. Are there going to be fees charged to departments (or vendors) for purchases, as with CMAS today? Will be there small business waivers?	There is a fee to departments. There is no fee for vendors. In regard to small business waivers, to whoever asked this question...please clarify it and submit it in writing by tomorrow, at 3p.m.
41. Tom mentioned that draft proposal was optional, could you confirm this? Are mandatory items that are submitted with draft still required for formal (final) proposal?	There is only one submission that is evaluated, and that is the final proposal. The draft proposal is optional.
42. How long are you frozen out of the eRFP tool after draft submission?	Technically, you are not frozen out of the eRFP tool. Once submitted, you can access your response in view-only mode. Once feedback is provided by the State, you will be able to update your response for final submission.
43. Can you please provide an example on scoring evaluation based on the price section? Example, vendor A is \$855/unit price and vendor B \$875/unit-how many points does each vendor receive?	An example is provided in the eRFP. Please see Section 8.4.
44. In a sub-category (desktops), how do you evaluate cost if company A is low on one configuration but high on another?	Each configuration has points assigned based on estimated spend breakdown.
45. Is there a breakdown of how points are awarded by sub-category?	Yes. Please refer to Section 8 of the RFP, which specifies the point breakdown. Each individual business and technical requirement shows the score for each sub-category.
46. How are points scored for Cost Section (600 points)?	Please refer to Section 8.4, which describes the allocation of the points.
47. Can you clarify how the State plans to score the pricing of multiple "standard" systems for each category?	Each configuration has a number of points associated with it, based on the estimated spend breakdown, provided in Worksheet 0.
48. How will the upgrade/downgrade costs be scored?	It will be scored based on the estimated usage within that configuration.
49. Please clarify statement regarding award to a minimum of 2 bidders and a max of 5...and then you stated intent to award a category to a single bidder unless bids are within 2%.	The first phrase refers to negotiations, and the second phrase refers to award. The State may negotiate with a minimum of 2 bidders and a maximum of 5. The State will multi award per sub-category if the score differential is 20 points or less, which may or may not be 2% of the total score.
50. Multiple award – Should there be several bidders within a sub-category that fall within the 2% criteria, is there a maximum number of bidders awarded in a sub-category?	No. The State will multi award per sub-category if the score differential is 20 points or less, which may or may not be 2% of the total score.
51. What is the policy on shipping charges for expedited order request?	The ordering agency will work with the supplier to reach mutual agreement on shipping charges for expedited order requests.

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52. What is the current status of CAL-Buy? Information on the website is very dated and has broken links. The State of California is not listed on the Ariba website for the small business fee waiver.	CAL-Buy is currently in the process of being upgraded.
53. Section 5.3.29 entitled Totals for each order, total for each cost center (if multiples are used on the same order), and total charges for ordering organization. The bottom of each invoice shall have a total for all orders, a total for all credits, and amount due. (page 44) Please explain.	Do not understand what needs to be explained
54. Does this bid replace or coexist with the State stores, CMAS, WSCA, etc? 55. Will DGS eliminate CMAS purchases for PCs?	Based on the outcome of this eRFP, the State will review current contracts that offer conflicting/competing products and, based on the terms and conditions in these contracts, may choose to terminate some of them.
56. Will agencies be required to buy from this contract? Or is this an option as was the State Store? 57. Is it DGS' expectation that once a PC desktop strategic sourcing contract is awarded that the State department and agencies will be mandated to buy off this contract vs CMAS or WSCA?	The State will take all practical measures to insure that State Agencies and Departments use the new strategically sourced contracts.
58. Why is DGS not utilizing WSCA contracts for this procurement?	The State anticipates more competitive pricing with this contract.
59. Will departments using this new purchasing method still be required to solicit multiple bids to fulfill "best value" requirements?	No. It is a competitively bid contract.
60. What exactly is the purpose of negotiations? Better pricing? Terms and conditions? Best and final?	If conditions exist to allow for negotiations and the State elects to negotiate, it is the State's intent to negotiate pricing, best and final offer, and service levels. It is not the State's intent to negotiate the terms and conditions.
61. If the Prime is a Small Business, what is the % preference?	5%
62. Does the % preference differ from a non-small business prime who partners with a Small Business?	If a non-small business has 25% small business participation, they will receive a 5% preference. In no instance can non-business preference be applied to deny an award to a SB. Please see section 4.7.
63. Is there a preferred method of the above? (% preference)	In no instance can non-business preference be applied to deny an award to a SB. Please see section 4.7.
64. We are a small company with fewer than 50 employees but are not considered a small business because we have annual sales in excess of \$10 million. We sell products from one manufacturer. Should we respond as a prime for this RFP?	That is up to the supplier.

Question	Answers
65. Does an open ad on a company's website qualify as an "ad" for this and other state DVBE requirements?	No.
66. As a prime bidder, how do we acquire a list of DVBEs and Small Businesses to partner with?	There are several ways to acquire a list of DVBEs and Small Businesses: (a) we will provide access to the list of today's attendees (b) you can contact the Office Of Small Business and Disable Veterans Services, (c) you can advertise through the California State Cotnrcts Register for subcontracting opportunities. In addition, you must advertise in a trade and/or focus publication for your DVBE participation to meet the advertisement requirements when doing the DVBE good faith effort.
67. As a prime bidder, how do we acquire a list of DVBE and Small Business to partner with?	There are several ways to acquire a list of DVBEs and Small Businesses: (a) we will provide access to the list of today's attendees (b) you can contact the Office Of Small Business and Disable Veterans Services, (c) you can advertise through the California State Cotnrcts Register for subcontracting opportunities. In addition, you must advertise in a trade and/or focus publication for your DVBE participation to meet the advertisement requirements when doing the DVBE good faith effort.
68. How the small businesses collaborate with prime bidders isn't clear. Could you describe how the process will work?	The State does not establish the process for collaborating with prime bidders. The State only sets up a venue for partnering opportunities.
69. If SBEs are to partner with primes, the SBEs do not get the same discounts as primes. How will primes and SBEs reconcile differences?	The State of California does not direct how business partnerships are arranged.
70. What is the minimum requirement for minority and for DVBE participation? What is the percentage preference? What is the discount to primary vendor's cost for DVBE participation?	The State has no minority preference. The DVBE participation is a mandatory requirement which can be met in various ways, in actual participation or in good faith effort. Please refer to Section 4 for further information on DVBE participation.
71. Can a prime vendor get 5% preference for minority participation and 3% for DVBE?	No.