DATE: February 6, 2020

TO: All Offerors

FROM: Angela A. Young
Executive Director of Contracting

RE: RFP NO. 126-20, K-12 Reference Database

Please see Addendum No. 1 for the above-referenced solicitation.
A. The following changes have been made to the above-referenced solicitation:

Delete: Page 26
Add: REVISED 2/6/20 Page 26

B. The following are questions received and FCS’ responses for the above-referenced solicitation:

1. On pg. 26, the RFP states that the contract performance period is through June 30, 2020. Can you please confirm the initial contract term in months? Is this meant to read 2021?
   Please see revised page 26.

2. On pg. 30, the RFP states that proposals should be submitted in three sections: (1) price, (2) technical capability, and (3) business stability. We understand that you are looking for six (6) copies of the proposal. Can you please confirm?
   Yes, one (1) original, five (5) copies and one (1) flash drive.

3. We imagine each binder will have three tabs (1-price, 2-technical capability, 3-business stability). Can you please confirm this is acceptable/correct?
   Yes.

4. On pg. 44, which RFP Appendices (I, II, III, IV) are also required with our RFP submission, and where should these be placed in relation to sections 1, 2, 3?
   All appendices are required. Please create a tab for each appendix.

5. Where would you like us to put the forms on pgs. 41-43?
   Please create a tab for Required Forms.

6. On pg. 30, the RFP states that an Executive summary stating the offeror’s overview of the project shall precede the specific required section. Can you please confirm which sections require individual executive summaries? Or is only one executive summary necessary, for the overall submission?
   Only one is necessary.

7. On pg. 32, the RFP asks us to provide an on-line, real time demonstration of the search results for the following topics. Can you please confirm if you are looking for a recording of this functionality to be included with our submission, or just confirmation of our willingness to demonstrate this functionality at a live presentation (post-submission)?
   FCS shall have access during the evaluation process to the databases for demonstration purposes so that we can see in real time what information is available as well as the way it will be presented and provided to our students.
8. Can you please confirm whether you are looking for us to supply a license specific to doing business in the Fulton Industrial District? The Offeror shall provide a business license indicating that the Offeror can conduct business in Fulton County, Georgia or in the state of Georgia.

9. Can you please confirm whether any of FCS’ schools are located within the Fulton Industrial District and their address(es)? Please refer to FCS’ website www.fultonschools.org for a listing of schools and addresses.

10. Can you please confirm what type of license(s) would satisfy this requirement? Please see response eight (8).

11. On pg. 39, the RFP asks us to provide audited financial for the past two (2) accounting years. As a private, family owned company, we do not provide this information without execution of a Non-Disclosure Agreement (NDA), attached. If necessary, please complete and return. As an alternative, we would be happy to submit our financial stability package, which includes a recent Dun & Bradstreet report, accompanied by letters from our VP of Enclosures and independent auditors for the previous two years. Please let us know if this would be an acceptable substitute. Please refer to page 30 of the solicitation, paragraph Section E, Preparing the Proposal. Your sheets that are marked “proprietary” will not be shared.

12. Regarding Appendix II and III, pgs. 53-56, the RFP states for us to clarify the difference between these two appendices in greater detail? Appendix II is for any exceptions that the Offeror wants to exclude from the contract. Appendix III is a modification of changes that the Offeror wants to see made to the contract.

13. Section II, B. Capabilities, Item #8 (page 32), asks us to provide an on-line, real time demonstration. How would you like the demonstration presented? Are we expected to prepare a pre-recorded webinar covering this information and simply include the URL? Or, is this information included for our preparation of an in-person demonstration to be given at a future date? Please see response to question seven (7).

14. The RFP is unclear if we are to submit pricing for individual schools to consider or if pricing is being requested for a district-wide adoption? The price is for a district-wide adoption.

15. On Pg. 38, #34, can vendors provide a URL to the title lists online, or are complete (and lengthy) lists required to be printed out? URLs are preferred.
16. On pg. 49-50, Sub-Contractor Affidavit, if we do not subcontract for business, are we required to sign and date this affidavit or simply reply with “N/A”? 
   No, N/A marked on the forms is acceptable.

17. On pg. 51-52, Affidavit of Exception, our trainers and sales individuals will be the only individuals to step foot onsite. Are we required to submit copies of licenses for each of those individuals, or can we submit the appropriate copy of license within an advanced period before the scheduled date of visitation? 
   **If these are your employees, the Affidavit of Exception is not required.**

18. On pg. 59-81 FCS Technical Requirements (Appendix IV) and page 31-83 – both lay out technical requirements for this RFP. We are submitting multiple databases and there are questions that are duplicates. Are we required to reply to both sections or only to APP IV? 
   Yes, please reply to both sections.
1. **CONTRACT TYPE**

   The contract type contemplated for this solicitation is a Requirements Contract.

2. **CONTRACT PERIOD**

   The contract performance period for this contract is through June 30, 2020. The base contract performance period shall be as stated in the contract award letter.

   The contract may be subject to options as stated below in paragraph 3.

3. **OPTIONS**

   In addition to the base period, there are four (4) one-year options to be exercised at the sole discretion of FCS at the same terms, conditions and pricing of the base period starting July 1st of each year.

4. **CATEGORY OF AWARD**

   Award will be made on an “All or None” basis. However, FCS reserves the right to award to multiple Contractors if it is deemed to be in the best interest of FCS.

5. **REQUIREMENTS CONTRACT CLAUSE**

   This is a Requirements Contract for K-12 Reference Database. There are no guarantees as to quantity of services FCS will require over the contract period stated, and therefore, no liability for non-purchase. More or less of the estimated quantity may be required.

6. **RECEIPT OF ADDENDUM**

   Addenda issued to solicitations will be available at the FCS Contracting Department or on the department web site located at www.fcspurchasingdept.org. FCS’ Contracting Department shall not bear responsibility for receipt of addenda by mail. If Contractors do not acknowledge receipt of all addenda the bid or proposal may be determined to be non-responsive by the FCS Contracting Department Director.

7. **OWNER’S REPRESENTATIVE**

   Supervision of and monitoring performance of the contract will be performed by FCS’ Representative, Kevin Robinson, Program Specialist, Instructional Technology/Media Services or his designee(s).
8. **SUBMITTALS**

Offerors are responsible for submitting offers so as to reach the FCS Contracting Department office by the time and date specified in the solicitation regardless of the method of delivery (i.e. commercial carrier or U.S. Postal Service). If using a commercial delivery service, the offeror is responsible for informing the commercial delivery service of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. Telephone or faxed proposals will not be accepted. FCS shall not be responsible for the premature opening of a proposal not properly addressed and identified, and/or delivered to the incorrect destination.