



Washoe County School District

Purchasing Department • 14101 Old Virginia Road • Reno, NV 89521
Phone (775) 850-8025 • Fax (775) 857-3175

ADDENDUM #1 – QUESTIONS & ANSWERS

**Opening Day Library Book Collections & Related Set-Up Services for
New Elementary, Middle and High Schools within Washoe County School District
RFP #19-003**

February 19, 2019

The following information, clarifications, changes and modifications are by reference incorporated into the Request for Proposal (RFP) document for the above referenced project. Any work item or contract provision not changed or modified will remain in full force and effect. It is the prospective Proposer’s responsibility to read the entire RFP and all appendices and to respond to all requirements completely.

All prospective Proposers should acknowledge receipt of this Addendum by signing this document and returning it with the RFP submission. Failure to acknowledge receipt of this Addendum may result in a rejection of RFP submission.

CLARIFICATION:

To clarify, a discrepancy was found in the legal notice posted in the Reno-Gazette Journal on Friday, February 8, 2019. The legal notice stated that proposal submissions were due on “2/26/19”. This is incorrect. **The correct due date and time for RFP 19-003 is February 27, 2019 at 2:00 pm (local time).**

QUESTIONS & ANSWERS:

- 1. **QUESTION:** Are the titles list in Exhibit A the only titles that you are looking for?

ANSWER: “Exhibit A” includes sample titles by category for MARC records (Machine Readable Cataloging Record), which will be used in evaluating RFP submissions. Refer to all Special Terms and Conditions (pages 16-23) for all submission requirements. Section 49.0 (A and B) outlines specifications for *LIMITED LIST* comprised 1,800 titles (middle school level specific). Proposers are highly encouraged to review and respond accordingly to all submission/specification requirements outlined in the RFP document.

- 2. **QUESTION:** Would the District consider for award a vendor for print materials and related services only?

ANSWER: Per Section 51.1, WCS D has reserved the right to award this RFP to multiple Proposers if deemed to be in its best interest. Proposers are highly encouraged to submit based on requested submission specifications, so that the evaluation and scoring of proposals may be done so fairly and competently.



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3. **QUESTION:** [We] have eBook collections relevant for Middle & High School students, but not for the Elementary level. In order to submit for this RFP, are vendors required to submit collections for each grade level.

ANSWER: Collection submission specifications identified throughout the RFP have been directed and specified to the middle school level (used as a median for overall evaluation purpose) and will be evaluated as such.

4. **QUESTION:** After looking through the bids we [note] that each bid is to have an original and 10 copies. Do the 10 copies have to be in binders or can we shrink wrap those copies?

ANSWER: Per Section 1.1 of RFP #19-003, "In response to this RFP, Proposers shall submit in clearly labeled and indexed portfolios/binders with appropriate section and sub-section numbers as referred to herein." Proposers are to submit one (1) response to the RFP, which is to include one (1) original "Master" proposal and ten (10) identical bound copies. "Portfolios/binders" may also be defined as folders, notebooks, and spiral bound documents. Members of the evaluation committee must be able to easily read, handle and maneuver through a proposal in order to effectively review and score accordingly.

5. **QUESTION:** Page 19, iv, states on of the requirements is to list the "date of publication". Our question is are you referring to the date of publication or copyright date or both?

ANSWER: Provide, at minimum, the date of publication; however, if both the date of publication and copyright date(s) are available, provide all dates.

6. **QUESTION:** 45.0 Proposal Technical Requirements, Item D(v) – To clarify, is this section stating that WCSD will not accept any backorders?

ANSWER: To clarify Section **49.0** (not 45.0) Proposal Technical Requirements, Item D(v); has been revised to read: "Duplicate shipments ~~or backorders~~ received by WCSD shall be deemed incorrect and be returned to the awarded Proposer at the Proposer's expense.

7. **QUESTION:** 45.0 Proposal Technical Requirements, Item D(vi) – Could the District clarify "incomplete sets or collections?" Is this referring to the actual opening day collections, or is this referring to publisher sets?

ANSWER: To clarify Section **49.0** (not 45.0) Proposal Technical Requirements, Item D(vi) is for publisher sets.

8. **QUESTION:** 45.0 Proposal Technical Requirements, Item L(viii) – Could the District please clarify what is meant by "digital availability" in the cataloging and processing requirements?

ANSWER: To clarify Section **48.0** (not 45.0) Proposal Technical Requirements, Item L(viii), *digital availability*, as it is identified under what the Proposer will offer as part of a full range of cataloging and processing services, means that the awarded Proposer is to ensure availability of materials are available in eBook and/or audiobook format.



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9. **QUESTION:** 50.0 Evaluation Criteria, Item B – Could the District please clarify “primary award consideration” and “secondary award consideration?” Does this mean there will be primary and secondary awarded vendors, or does this mean the cost/fee schedules related to middle will be the main factor in the Cost/Fee evaluation with cost/fee schedules for elementary and high schools as a lesser factor in this evaluation?

ANSWER: The cost/fee schedules related specifically to middle schools are required with all RFP submissions and will be used as the primary (main factor) award consideration when scoring for this specific Criterion. Proposers are requested to also submit cost/fee schedules for the elementary and high school levels, which may be considered as a secondary (in addition to) award for the submitting Proposer(s).

ACKNOWLEDGEMENT OF RECEIPT – Please return signed copy of Addendum #1 with RFP submission packet.

AUTHORIZED SIGNATURE

DATE

PRINT NAME

TITLE

PROPOSING FIRM NAME