

1. **What negotiation will take place after submitting the sealed bid? How can it be assured that this negotiation is transparent and objective to all bidders**

Following the initial evaluation of the submitted proposals, CRCOG may ask for demonstrations and interviews from respondents, after which we expect to identify one or more finalists who may be asked to come in for a second interview, at which point CRCOG may seek to negotiate details of the submitted responses. Negotiations with finalists are objective, but not transparent, as negotiations, should they occur, are specific to responses submitted.

2. **2. Where do the request for the bids that CRPC issues and solicits come from? Do the agencies that CRPC source for request the issuance of the bids? If so, how is this process done? Would CRPC be interested in streamlining this process as well?**

We have a standing bid schedule of services and commodities that are used by our member communities, and we also take requests for additional services and commodities that our member communities have requested or expressed interest in. These all come from the expressed needs of our member communities. We have added bids as a response to emergent needs, but our typical process is to ask for our members to vote at our Annual Meeting for the addition of new services and commodities to the bid schedule. We would be interested in hearing if there are ways to automate this, but it is not a primary need.

3. **What is the fee in % and in dollars e.g. for 2018? Is this fee fixed?**

The current fee is 2%, and it is split evenly between CRCOG and the current vendor. The most recent payment was \$17,000. The fee is not set in stone, and it does not apply to some of our commodity bids.

4. **Do vendors see each of the individual quantities separately (per participating entity)? Or do they just see the aggregate quantity?**

For some bids, we aggregate quantities (e.g., Grass Seed & Fertilizer); for some, we bid specific quantities town by town, (e.g. Fuel Oil, Gasoline), and for some bids, we aggregate regionally, (e.g. Treated Road Salt). It is always possible in our current to access which towns are participating in any given bid, regardless of how the bid is organized.

5. **How are potentially different delivery charges calculated and taken into account?**

The design of each bid is selected to address some of these delivery charges. For example, Fuel Oil and Gasoline bids require suppliers to know specific quantities, locations and tank sizes and details to determine the cost to deliver the product. Other commodities have local suppliers and are less sensitive to delivery costs. There is no specific calculation provided by CRCOG, and vendors are asked to include delivery costs in their pricing.

6. **During a bid for multiple members, are suppliers bidding the same price for each participating member? Can you please give examples of how vendors submit their pricing, what the pricing by line item/by member looks like, and how awarding is done?**

When we aggregate quantities, vendors bid the same price for each participating member. With our current e-procurement system, when the vendors log-in to submit their bid response, they go by line item to enter their pricing, and those prices apply to anyone who submitted quantities or any other CRPC member who issues a purchase order to a vendor who responded and is included in the bid tabulation. An example of an Invitation to Bid and Tabulation will be posted below the Addendum to show you what it looks like.

Regarding awards, our members currently make their own awards, based on which vendor is the lowest responsive, responsible vendor for their specific needs. This is a unique quality for a cooperative purchasing council, and we are interested in solutions that will allow us to maintain this, although we will accept responses that submit alternative ideas.

7. **Do agencies piggyback off of another member's contract or off of the lowest responsive bid received by CRPC?**

Members will award the lowest responsive, responsible vendor off of the CRPC bid. This vendor may vary from town to town, depending on their specific requirements, so typically multiple vendors will win business off of our bids. Most of our members include language in their own bids allowing other towns to piggyback off of their contracts, but we are not involved in that when it happens.

8. **How do you refer to each member organization? We see the term "member" as well as "entity" used. Are these synonymous?**

All of our members are "members" – we use the term "entity" because not all of our members are municipalities – some members are quasi-government agencies, Boards of Education or educational non-profits.

9. **What is the main difference between bids where quantities must be submitted to participate versus bids where members may piggyback?**

The main difference is that some commodities require the supplier to purchase the commodities in advance – fuel oil and gasoline, for example; others, like Treated Road Salt, require the vendor to have an accurate count of how much of the commodity will be required over the course of the year, as their production will have to accommodate those needs.

10. **What is manually entered by the e-procurement vendor and why?**

To the best of my knowledge, nothing is currently manually entered by the e-procurement vendor.

11. **Can you provide an example of an ITB completed?**

Following this addendum will be posted an Invitation to Bid and a Bid Tabulation.

12. Where can we find examples of completed RFPs?

We currently only use our E-procurement system to announce RFPs to vendor communities – the process of RFP evaluation is still handled manually.

13. Can you give an example of an awarded RFP tabulation? Preferably one that was difficult to capture, and how/why it was difficult for CRPC?

The CRPC does not currently use an RFP process for any procurements, although we are interested in solutions that offer the possibility of automating some RFP functions.

14. How are questions and answers completed for all solicitations? Does CRPC respond to all questions, or are member agencies responsible for answering more specific questions as well?

CRPC staff responds to all questions, and will reach out to specific members to find the answers to more specific questions.

15. “It is envisioned that some future bids may need to be restructured on the awarding/contracting front in order to properly take advantage of supporting e-procurement solutions.” Can you elaborate on this?

In our current model, we selected a vendor who provided a “no-cost” response, which is the 2% fee split between CRPC and the current e-procurement vendor. However, we have discovered the difficulty of tracking that revenue when each town makes its own award, and the CRPC has not automated way to receive that information so we can track how much our members are using our bids, and what the correct amount of the fee should be. Although we do want to maintain the ability to allow our members to determine which vendor is the lowest responsible, responsive vendor, we are willing to consider that we may have to change our bid process so the spend by town can be better tracked, if we are going to continue using the same model. Creative solutions to this problem are welcome.

16. Could you give more details on how the evaluation points will be calculated?

Our evaluators will award points based on their interpretation of how responsive the submitted proposals are. We will meet and discuss our individual responses and reach a consensus on final scores.

17. What is the calculation behind distributing these points?

The weightings reflect the importance of each element of the proposal

18. Would the CRPC be interested in seeing a model that offers the option to include structured weighting of criteria, allowing multiple evaluators to score offer against the criteria, sum the scores for consensus meetings, rank and tabulate the results?

Yes

19. Who currently provides the e-Procurement software utilized by the CRPC?

Our current provider is BidSync

20. What was the total dollar amount of purchases made through your existing e-Procurement solution in 2018?

We do not currently have a way to collect this information

21. May international companies submit a response, or is this limited to USA registered companies only?

We do not have a restriction in place for international companies to submit a response, so you may submit a response.

Vendors are asked to sign, date, and return this sheet, along *with their responses*, in order to verify their receipt of this addendum prior to the specified submission deadline. Please fill out all sections below in order to ensure that your response is considered complete.

Name _____

Title _____

Company _____

Address _____

(City) (State) (Zip)

Telephone _____

Signature _____

Date _____