

## Frequently Asked Questions

### Sourcewell procurement portal cooperative purchasing solicitations

The guide below is intended to address frequently asked questions on Sourcewell's solicitations for cooperative purchasing solutions. Questions and answers are arranged by topic.

This guide does not address Sourcewell's solicitations for indefinite quantity construction contracts (IQCC) or Sourcewell internal solicitations.

#### General

**Q:** Is there a list of documents or criteria that needs to accompany the RFP, above and beyond the contract template?

**A:** All proposals must be submitted through the Sourcewell Procurement Portal. Guidance on preparing a response in the Portal can be found in the "Submit Response Guide" located on the "Bids Homepage" in the Resource Materials section. Additional guidance specific to the RFP will be offered during the Pre-Proposal Conference.

**Q:** Is there a way to export or download the questions within the specification tables?

**A:** After selecting "Start Submission," a proposer may navigate to Step 4 – "Preview Bid" and select "Preview My Bid in PDF," if a downloadable PDF of the questionnaire tables is desired.

### Requested equipment, products or services

**Q:** Where do I find the complete list of products and services required for the RFP?

**A:** Sourcewell utilizes a competitive, solutions-based solicitation approach that is not based on detailed specifications or finite quantities. A proposer can propose its entire line of equipment, products, and services falling within the requested equipment, products, and services as described in the RFP.

**Q:** Am I required to list all products and services my company has to offer or only those related to this RFP?

**A:** The Sourcewell RFP is an open and competitive solicitation process. Each proposer, in its discretion, will propose the equipment, products, and services that it deems to fall within Sourcewell's requested equipment, products, and services as described in the RFP. Only those products within the scope of the RFP will be included in any contract awarded by Sourcewell as a result of the solicitation and each Proposal will be evaluated based on the criteria stated in the RFP.

**Q:** I can't provide everything listed in the requested equipment, products, and services; can I still submit a proposal?

**A:** A proposer is not required to offer all possible items or services within the scope of the solicitation to be considered for award. However, proposals are evaluated based on the criteria as stated in the RFP.

### Dealers, resellers, or subcontractors

**Q:** Are we required to provide a specific list of our dealer network with our response?

**A:** If a proposer requires the use of dealers, resellers, or subcontractors, the proposal should address how the equipment, products, or services will be provided to participating entities and describe the network of dealers, resellers, and/or subcontractors that will be available.

**Q:** Can our dealer network pay the administrative fees and provide quarterly sales directly to Sourcewell or is the payment and reporting required to come from the contract holder?

**A:** Refer to the Sourcewell contract template section addressing Administrative Fees and Reporting. A downloadable version of the contract template is found on the Bid Details page for the solicitation within the Sourcewell Procurement Portal. A single sales report and administrative fee remittance is contemplated for each calendar quarter during the term of an awarded contract. Vendors must supply a report to the Sourcewell Contract Administrator regardless of number or amount of sales during the quarter.

### Pricing

**Q:** I cannot supply my entire list of SKUs as it contains too many items, will this disqualify my submittal?

**A:** Each proposer, in its discretion, will determine and propose the pricing approach that aligns with its business methods and satisfies all the requirements of the RFP Article on Pricing.

**Q:** Is it acceptable to quote items such as onsite training, installation and other related services, but exclude delivery?

**A:** Each proposer, in its discretion, will determine and propose the pricing approach that aligns with its business methods and satisfies all the requirements of the RFP Article on Pricing. Proposers should clearly identify any costs that are not included in the proposed pricing of the equipment, products, or services.

**Q:** Do we need to include the administrative fee in our price for this solicitation?

**A:** Refer to the RFP and contract template sections on Administrative Fees, for additional details related to administrative fees. The administrative fee is paid by the awarded vendor to Sourcewell and is not to be separately assessed to a member.

**Q:** What is the process to update products or prices submitted in the response before the contract term has ended?

**A:** Refer to the Sourcewell contract template for additional details on the process for requesting a product or pricing change during the term of an awarded contract. A downloadable version of the contract template is found on the Bid Details page for this solicitation within the Sourcewell Procurement Portal.

### Participating entities or members

**Q:** How many Sourcewell participating entities or members are there?

**A:** The number of participating Sourcewell participating entities or members is not static. Sourcewell maintains a link to a member list on the “Sourcewell for Vendors” page of the Sourcewell website, with a separate worksheet for both the US and Canada ([sourcewell-mn.gov/sourcewell-forvendors](https://sourcewell-mn.gov/sourcewell-forvendors)). The list is updated weekly.

**Q:** Is it mandatory for Sourcewell participating entities or members to use the awarded contract for future purchases?

**A:** Use of Sourcewell contracts is voluntary and participating entities retain the right to obtain similar equipment, products, or services from other sources.

### Canada

**Q:** How should the proposal address Canadian vs. U.S. Customers – is it preferable to submit separate responses for each country?

**A:** Each proposer is expected to complete the table in Step 1, entitled “Ability to Sell and Deliver Service,” describing its ability to serve Sourcewell members in the United States and Canada. Proposals are evaluated based on the criteria stated in the RFP.

**Q:** Can we bid for Canada only but not the USA?

**A:** A proposer is not required to cover every geographic region to be considered for award. Each proposal is evaluated based on the criteria stated in the RFP.

**Q:** Is this solicitation for all of Canada or just for specific regions?

**A:** Sourcewell is seeking solutions to serve the largest possible cross-section of current and potential Sourcewell participating entities or members. Refer to the RFP Article on Participating Entities and Use of the Resulting Contracts for details.

## Miscellaneous

**Q:** Can we submit product samples to demonstrate the capabilities of our products?

**A:** Each proposer, in its discretion, will determine the method it deems best suited to convey the relevant information through the Sourcewell Procurement Portal. The complete proposal must be submitted through the Sourcewell Procurement Portal, no later than the date and time specified in the Solicitation Schedule, and all relevant information should be included in the proposal.

**Q:** If awarded a Sourcewell contract, will we then need to secure a separate agreement to use the contract in each State?

**A:** Sourcewell does not require a separate agreement with each State or Province. For additional detail, refer to the Sourcewell contract template sections on Participation, Contract Access, and Participating Entity Requirements and Participating Entity Use and Purchasing. A Participating Entity and Vendor may negotiate additional terms and conditions, as necessary, on a case-by-case basis as described in the Sourcewell contract template.

**Q:** If I am awarded a contract, will I need to purchase the insurance stated in the Sourcewell contract template?

**A:** Refer to the RFP Section addressing the Contract. An awarded vendor will be expected to carry the insurance coverages as stated in the contract upon execution. A request for modification to the Sourcewell contract template may only be submitted with a proposal. To request a modification to the contract template terms, conditions, or specifications, a proposer must complete and submit the Exceptions to Terms, Conditions, or Specifications table, which is found as the final Table of Step 1 in the proposal submission process within the Sourcewell Procurement Portal.

**Q:** Does the post-award process include the ability to file a protest?

**A:** Refer to the RFP Section titled "Protest of Awards" for the process applicable to any protest.

**Q:** We are a privately held company and cannot share financials. Can you give examples of acceptable ways to demonstrate financial stability?

**A:** The Sourcewell RFP is an open and competitive solicitation process. Each proposer, in its discretion, will determine the information necessary to best demonstrate its financial viability/success to Sourcewell. Examples of potential supporting material are identified in the text of the question on financial strength and stability in Table 2, "Company Information and Financial Strength," in Step 1 of the proposal preparation process.

**Q:** When extenuating circumstances arise, how do I request an extension to the RFP deadline?

**A:** With the availability of the Sourcewell Procurement Portal allowing for 24/7 remote access, extensions are not typically deemed necessary.

**Note:** If you did not find the answer you need in this document, please submit your question through the Sourcewell Procurement Portal and a member of the Sourcewell Procurement team will respond.