

**TO: Vendors**

**FROM: Maggie Wilson**

**DATE: July 17, 2015**

**SUBJECT: Questions and Answers from the Pre-Response Conference for  
SWC 310 – Employee Service Awards (Event #32110-8848-8998)**

- 1) **Vendor Question: Are the Awards being shipped to each department or are they being sent to individual residents?**
  - **State's Response:** The State's expectation is that all awards will be shipped to the agency location provided on each individual purchase order. To further clarify, please reference page 8 of the Terms and Conditions under item #9 entitled 'Freight F.O.B. (Destination).' Per this term, "the expectation is that deliveries shall be made to the location specified on the individual purchase order with all charges for transportation and unloading prepaid by the vendor/contractor."
  
- 2) **Vendor Question: Can the same items be used for different milestones?**
  - **State's Response:** No. Respondents are expected to provide a minimum of fifteen (15) different and unique items for each longevity milestone. This equates to a total of Two Hundred Twenty-Five (225) items. Each item must include a picture and a fully detailed specification sheet.
  
- 3) **Vendor Question: Regarding the discount, is it possible just to give you our best price and not a discount price?**
  - **State's Response:** Discount percentages no longer apply. See new Employee Service Awards Workbook. Please provide your best price.
  
- 4) **Vendor Question: Why are discounts required on non-core items?**
  - **State's Response:** Discount percentages no longer apply. See new Employee Service Awards Workbook. Please provide your best price.
  
- 5) **Vendor Question: If having to bid a discount, are we bidding the discounted price or the hard/true price?**
  - **State's Response:** Discount percentages no longer apply. See new Employee Service Awards Workbook. Please provide your best price.
  
- 6) **Vendor Question: Why can't the bids be entered as best price?**
  - **State's Response:** Discount percentages no longer apply. See new Employee Service Awards Workbook. Please provide your best price.
  
- 7) **Vendor Question: What is the benefit of the discount, to the vendor?**
  - **State's Response:** Discount percentages no longer apply. See new Employee Service Awards Workbook. Please provide your best price.

- 8) **Vendor Question: What is the benefit of the discount, to the state?**
- **State's Response:** Discount percentages no longer apply. See new Employee Service Awards Workbook. Please provide your best price.
- 9) **Vendor Question: Regarding non-core catalog items how will the responses be evaluated when there are not specified requested items?**
- **State's Response: Evaluation process for Non-Core Items** An evaluation team made up of 3 State employees from Department of Human Resource (DoHR) will evaluate the Non-Core using the following criteria: Depending upon how many respondents propose, will determine the spread of rankings. For instance if 5 proposer, then DoHR evaluators will review each item by price range of each of the proposers and rank the items accordingly with the #1 ranked item in each line winning line. SWC310 Employee Service Awards Workbook (**Tab 3 - Non-Core Items Pricing Sheet**). Please completely fill in all highlighted **Green Cells** in the pricing sheet for non-core items (1-15) available, organize your offering from your **1st most popular item purchased** through your **15th most popular item purchased** within the price ranges listed. For each Item (1-15), bidders must supply at least fifteen (15) UNIQUE items for each price range. Each item must include a picture and fully detailed product specification sheet.
- 10) **Vendor Question: After the bid, will there be a hard bid on the selected non-core items?**
- **State's Response:** We can only speak to and answer questions relating to the solicitation at hand. Questions about future procurements will be addressed at the time of the procurement.
- 11) **Vendor Question: With only a picture and description of the items, how can you truly evaluate?**
- **State's Response:** Besides a picture the bidder must provide a fully detailed product specification sheet must be provided with each item in the both the core and non-core list. The State can request clarification for each line item if required. For further instruction on the evaluation process, refer to the "Employee Service Awards Workbook."
- 12) **Vendor Question: Having to bid, and come up with over 195 different items can we have more time? Could the bid due date be moved to July 17<sup>th</sup>?**
- **State's Response:** At the request of the Department of Human Resources, the solicitation will move forward as specified on the new "Estimated Schedule of Events (Revised)" timeline. According to the schedule, respondents will have seven (7) days to prepare and submit the responses. Respondents will be notified if any changes are made to the "Estimated Schedule of Events."
- 13) **Vendor Question: On non-core items does every price point have to be bid?**
- **State's Response:** Yes. Responses that do not meet the minimum requirements may be rejected or disqualified.
- 14) **Vendor Question: How do the price points work? Can all 15 year items cost one amount or does there need to be different price ranges?**
- **State's Response:** Pricing within each threshold does not have to be uniform. Pricing for the items within each threshold may vary as long as the pricing falls within the specified parameters.

**15) Vendor Question: Regarding discounts, is the discount a volume discount or a rebate?**

- **State's Response:** The State has not asked for a volume discount or rebate as a part of the solicitation.

**16) Vendor Question: Can the State provide a sample of the Award Certificate issued to employees?**

- **State's Response:** The certificates feature the State seal and measure 8-1/2" x 11". Please see the attached example for further detail.

**17) Vendor Question: Can the State provide an example of the electronic catalog described in item #36 of the Terms and Conditions?**

- **State's Response:** Please reference The University of Tennessee's catalog for service awards:

[http://www.eawardcenter.com/rb/0000125940/11en\\_US/presidentsmsg.htm](http://www.eawardcenter.com/rb/0000125940/11en_US/presidentsmsg.htm)

Although not to be replicated, please let this serve as an example as you formulate your response to the solicitation.