November 15, 2019

**ADDENDUM #1**

REQUEST FOR PROPOSALS (RFP) #19-208
Personal Computing

The purpose of this addendum is to provide responses to questions, provide a revised page, along with other information that may be pertinent to vendors in submitting a response to the aforementioned proposal.

This addendum contains the following:
- Responses to questions that have been received
- Page 7 of the RFP has been revised removing language that is not applicable to this RFP
- MITN user's only, please note that this addendum will be entitled Addendum #2 on the system. If you are reviewing this proposal thru MITN, please make sure that you note on your submission that you received both Addendum #1 and Addendum #2

The due date for this proposal remains on **Thursday, November 21, 2019 before 3:00 p.m. (EDT).**

Vendors must indicate receipt of this addendum by adding the following on the Signature Page (item #6) and on the exterior of the envelope containing your proposal:

**ADDENDUM #1 RECEIVED**

ALL PROPOSALS MUST BE RECEIVED AT:
GENESEE COUNTY PURCHASING DEPARTMENT
1101 BEACH STREET, ROOM 361
FLINT, MI 48502

Derrick Jones, Purchasing Administrator

G:/bid2/2019/19-208.add 1

RFP # 19-208
Add #1
Questions and Answers:

1. Section 5 – Small Form Factor PC – “Support for discrete video card”. Does the configuration require a dedicated graphics card configured in the machine or just the ability to add one later, if needed?
   a. A dedicated or integrated graphics card must be included with support for Display Port

2. Section 5 – Small Form Factor PC - Bid asks for pricing on an additional 8GB of Memory for a total of 16GB. Which is desired by the county, 2 x 8GB or 1 x 16GB?
   a. As defined, we are looking for the additional 8GB but if there is a price or performance advantage to use a single 16GB, this is also acceptable. Respondents may also provide both as an option

3. Section 5 – Laptop – Is there a preference on screen size, resolution, touch and non-touch?
   a. We are leaving the actual size and resolution up to each respondent with the understanding that the laptop should be a larger form factor than the ultraportable solution and certainly provide an acceptable level or resolution for normal business activity. This is a non-touchscreen option. Guidance would indicate ultraportable should be less than 12.5 inches and laptop more than 14.5 inches.

4. Section 5 – Option for three-year or four-year warranty service is required. Onsite or Depot?
   a. Onsite

5. Please advise screen size on your laptop requirement.
   a. We are leaving the actual size and resolution up to each respondent with the understanding that the laptop should be a larger form factor than the ultraportable solution and certainly provide an acceptable level or resolution for normal business activity. Guidance would indicate ultraportable should be less than 12.5 inches and laptop more than 14.5 inches.

6. Also is LTE capability a requirement or optional.
   a. Proposed device must be capable of TTLTE but is a selection option only.

7. The AT&T service you will provide- correct- so we should not include that with our quote
   a. We will provide the service

8. I want to know the screen sizes you want for both the laptop and ultra-portable
   a. We are leaving the actual size and resolution up to each respondent with the understanding that the laptop should be a larger form factor than the ultraportable solution and certainly provide an acceptable level or resolution for normal business activity. Guidance would indicate ultraportable should be less than 12.5 inches and laptop more than 14.5 inches.
9. Page 7 Section 7. What is meant by this statement in this RFP: “A prospective proposer may choose to represent either mothers or fathers but not both”? 
   a. Please ignore

10. Why is there an document attached in this RFP # 19-208 titled “ original solicitation “ but it is actually: “ proposal.it.microsoft_licensing.prop19-205.add1 “. Is that RFP #19-205 still an open RFP? If not then why is it posted in 19-208? 
   a. To be answered by Procurement

11. The addendum #1 attached in this RFP # 19-208 titled “ 19-208.add1_for/MITN “ appears to be the 11 page RFP. Is the RFP even though it is titled addendum #1? 
   a. To be answered by Procurement

12. Can we drop ship from the OEM ( examples in alphabetical order : Dell, HP, Lenovo, Microsoft ) distribution warehouses using Fedex and/or UPS carriers to avoid the insurance criteria in section 6? 
   a. Insurance is required for any services that will be delivered on our premises. Drop shipping will not eliminate this need. It mainly covers the warranty services that will be delivered moving forward.

13. 4B) If not then what are the on premise value added services that your IT department expect that are not mentioned in this RFP # 19-208? 
   a. There are no expectations beyond what is in the RFP. There is an option for respondents to propose value added services but not a requirement.

14. Page 7 Section 7. What is meant by this statement in this RFP: “ A prospective proposer may choose to represent either mothers or fathers but not both”? 
   a. Please disregard that verbiage, a review the attached revised page.

15. Why is there an document attached in this RFP # 19-208 titled “ original solicitation “ but it is actually: “ proposal.it.microsoft_licensing.prop19-205.add1 “. Is that RFP #19-205 still an open RFP? If not then why is it posted in 19-208? 
   a. This was a mistake on the MITN site only. MITN viewers should refer to addendum #1 for the RFP.

16. The addendum #1 attached in this RFP # 19-208 titled “ 19-208.add1_for/MITN “ appears to be the 11 page RFP. Is it the RFP even though it is titled addendum #1? 
   a. Yes

17. Can we drop ship from the OEM ( examples in alphabetical order : Dell, HP, Lenovo, Microsoft ) distribution warehouses using Fedex and/or UPS carriers to avoid the insurance criteria in section 6? 4B) If not then what are the on premise value added services that your IT department expect that are not mentioned in this RFP # 19-208? 
   a. Please note that this section is referring to professional liability insurance that may be required based on the information that is submitted by each vendor.
(Revised on 11/15/19 – Addendum)

Insurance requirements vary from one RFP to another, due to distinct and different Scopes of Services. Each checklist is labeled with a corresponding RFP Number and Title and, therefore, must be executed separately for each RFP.

SECTION 7 – INFORMATION REQUIRED FROM PROPOSERS
(PROPOSAL FORMAT)

The proposer is responsible for a full understanding of the services required as part of this RFP and assuring the proposal is in conformance with the information requested above. To allow for the effective comparison of proposals, the proposals must be organized and submitted in the format that is outlined in this section.

Qualified individuals or firms interested in providing the services described herein are required to submit a complete (responsive) proposal for consideration. See SECTION 9 - EVALUATION CRITERIA for information on how the proposal(s) will be evaluated.

1. NON-RESPONSIVE PROPOSALS
   Proposals may be judged non-responsive and removed from further consideration if any of the following occur:
   A. The proposal is not received in a timely manner in accordance with the terms of this RFP
   B. The proposal does not follow the specified format as presented in this Section (7)
   C. The proposal is not adequate to allow a judgment by the reviewers

2. RESPONSIVE PROPOSALS MUST INCLUDE AND/OR COMPLY WITH THE FOLLOWING, AND MUST BE ORGANIZED AND SUBMITTE IN THE FORMAT OUTLINED BELOW:
   • An Executive Summary outlining the vendor’s qualification and experience including 3 Public Sector references, preferably Michigan based.
   • A narrative directly addressing the questions above.
   • A narrative describing the following processes:
     o Equipment Order
     o Equipment Service
     o Equipment Return
     o Dispute Resolution
   • A narrative outlining any promotional or special pricing utilized to achieve the proposed solution.
   • A narrative outlining and value added products, services or support provided by the vendor at no additional charge.
   • Worksheets in Microsoft Excel format with all Hardware options to allow the County to manipulate data as we evaluate options and finalize solutions. 1 Worksheet per equipment type. Quantities must be modifiable. Genesee County reserves the right to adjust final quantities.

SECTION 8 - EVALUATION & SELECTION PROCEDURE

The Evaluation Committee will first examine proposals to eliminate those that are clearly