

ADOC Responses to Questions for RFP # 2015-03
Alabama Department of Corrections – Inmate Incentive Package and Footwear Vendor

1. Page 16 Section 3.2.a **Promotional Material**

“Vendor is asked to include the earliest date the promotional materials can be made available to the ADOC.”

Question – Will ADOC consider a change for calendar year 2015 only - so that a Food program could occur during the Summer period of 2015 since the timing of this RFP will not allow all the programs as outlined on page 17 to occur during the remainder of 2015?

Response: No.

2. Page 18 Section 3.8.2.b **Packaging and Handling**

“Orders will be packed in an offsite secure environment operated by Selected Vendor and delivered directly to each ADOC facility”.

Question – Would ADOC give consideration to pack these orders onsite at an ADOC facility using inmate labor in partnership with ADOC Correctional Industries?

Response: No.

3. Page 31 Section 5.9 **Evaluation Criteria**

Question – Will a Vendor’s submittal for the Incentive Program be evaluated and scored separately and independently from its submittal to the Footwear Program?

Response: Yes.

4. Page 31 Section 5.9 **Evaluation Criteria**

Question – Will the decision to award each program (Incentive and Footwear) be made separately and independently regardless if they are ultimately awarded to the same vendor?

Response: Yes.

5. Page 31 Section 5.9 **Evaluation Criteria**

Question – Will any additional evaluation points be awarded to a vendor who submits a response for both programs versus a vendor who only submits a response to one of the programs?

Response: No.

6. Page 31 Section 5.9 **Evaluation Criteria**

The numeric point value of “Cost” is listed as 50 points and 70% of the total. There are no numeric point values assigned to the other 3 evaluation topics only a percentage of total. If “Cost” is 50 numeric points and represents 70% of the total points available this would suggest that the total points available is 71.43 points (50 points divided by 70% would indicate that 50 points is 70% of 71.43 total possible points)

Question – Please provide the numeric point value of each of the 4 evaluation topics and their respective percentage of the total possible points achievable.

Response: The designation of 50 is a typographical error. It should be 70 points.

7. Page 35 Section 4.a **Cost of Incentive Packages**

States “Vendors submitting proposals for providing Incentive Packages to the ADOC facilities listed in Attachment C **must provide pricing for all items listed in Attachment D by utilizing the spreadsheet provided on ADOC’s website at www.doc.alabama.gov** ”

While the instructions contained on Attachment D (special attention to # 2) state the following:

ATTACHMENT D - INCENTIVE PACKAGE PRODUCT INFORMATION AND BID SHEET									
1. ENTER THE WHOLESALE UNIT PRICE IN THE "UNIT BID PRICE" COLUMN J. (DISCONTINUED ITEMS OR PRIVATE LABEL ITEMS REQUIRE NO BID AND ARE FOR INFORMATIONAL PURPOSES ONLY.)									
2. IF VENDOR CANNOT PROVIDE THE ITEM OR MATCH A PARTICULAR SIZE, VENDOR SHOULD LEAVE COLUMN J BLANK AS TO THAT ITEM. VENDOR, HOWEVER, MAY PROPOSE AN ALTERNATE PRODUCT IN COLUMN M AND ENTER THE WHOLESALE UNIT PRICE FOR THE ALTERNATE IN COLUMN J.									
3. PRINT OUT SPREADSHEET.									
4. HAVE AUTHORIZED REPRESENTATIVE SIGN AND DATE EACH PAGE OF THE BID SHEET AND SUBMIT WITH PROPOSAL.									
5. SAVE SPREADSHEET TO A DISC AND SUBMIT WITH PROPOSAL.									

Obviously Page 35 Section 4.a - conflicts with instructions listed on Attachment D.

Page 35 Section 4.a states “Vendors must provide pricing on all items” while Attachment D allows Vendor to “No Bid” a particular item if they are unable to provide or match a particular item or Vendor may propose an alternate item but is not required to do so.

Question – Is the RFP language on Page 35 Section 4.a, the controlling language for the evaluation of this RFP or is the language contained on Attachment D the controlling language for the evaluation of this RFP?

Response: Follow the instructions in Attachment D.

8. If the response to Question 7 above states that the language contained on Page 35 Section 4.a, is the controlling language, then it is necessary to inform ADOC that approximately 14% of the items contained in Attachment D are private brands or brands exclusively available to only one vendor - Union Supply Group / Union Direct and not available to any other vendor via any means of acquisition.

Question – May a Vendor offer an alternative item or No Bid an item as necessary to remain a responsive and responsible bidder regarding all items on Attachment D?

Response: See Response # 7.

9. Page 35 Section 5.a **Cost of Footwear Program**

States “Vendors submitting proposals for providing Incentive Packages to the ADOC facilities listed in Attachment C **must provide pricing for all items listed in Attachment E by utilizing the spreadsheet provided on ADOC’s website at www.doc.alabama.gov**

While the instructions contained on Attachment E (special attention to # 2) state the following:

ATTACHMENT E - FOOTWEAR PROGRAM PRODUCT INFORMATION AND BID SHEET
1. ENTER THE WHOLESALE UNIT PRICE IN THE "UNIT BID PRICE" COLUMN J. (DISCONTINUED ITEMS OR PRIVATE LABEL ITEMS REQUIRE NO BID AND ARE FOR INFORMATIONAL PURPOSES ONLY)
2. IF VENDOR CANNOT PROVIDE THE ITEM OR MATCH A PARTICULAR SIZE, VENDOR SHOULD LEAVE COLUMN J BLANK AS TO THAT ITEM. VENDOR, HOWEVER, MAY PROPOSE AN ALTERNATE PRODUCT IN COLUMN M AND ENTER THE WHOLESALE UNIT PRICE FOR THE ALTERNATE IN COLUMN J.
3. PRINT OUT SPREADSHEET
4. HAVE AUTHORIZED REPRESENTATIVE SIGN AND DATE EACH PAGE OF THE BID SHEET; SUBMIT WITH PROPOSAL
5. SAVE SPREADSHEET TO A DISC AND SUBMIT WITH PROPOSAL

Obviously Page 35 Section 5.a - conflicts with instructions listed on Attachment E.

Page 35 Section 5.a states “Vendors must provide pricing on all items” while Attachment E allows Vendor to “No Bid” a particular item if they are unable to provide or match a particular item or Vendor may propose an alternate item but is not required to do so.

Question – Is the RFP language on Page 35 Section 5.a, the controlling language for the evaluation of this RFP or is the language contained on Attachment E the controlling language for the evaluation of this RFP?

Response: Follow the instructions in Attachment E.

10. If the response to Question 9 above states that the language contained on Page 35 Section 5.a, is the controlling language, then it is necessary to inform ADOC that approximately 20% of the items contained in Attachment E are private brands or brands exclusively available to only one vendor - Union Supply Group / Union Direct and not available to any other vendor via any means of acquisition.

Question – May a Vendor offer an alternative item or No Bid an item as necessary to remain a responsive and responsible bidder regarding all items on Attachment E?

Response: See Response # 9.

11. Page 35 Section 5.d **Cost of Footwear Program**

“Percentage of proposed commission for the footwear program should be provided in Attachment E.”

Question – On page 17 Section 3.6 ADOC states that all Vendors will be required to pay a 25% commission to ADOC, is the inclusive of (d) an error that needs to be ignored by Vendor in their RFP response?

Response: Yes.

12. **Question** – Would the ADOC consider omitting web-based ordering for the September packages, if a website could not be up and running in 2 months? Families would still be able to order via fax, phone, and email....just not via website.

Response: Yes, for the September 2015 package.

13. **Question** – Just to clarify, all bids are to be based on a 25% commission rate?

Response: Yes.