ADDENDUM ONE TO ALL FIRMS:

Reference: Request for Proposal (RFP) #KF042916

Commodity: Research and Development Goods and Services

Dated: May 13, 2016

Proposal Due: June 10, 2016

Please reference the following for clarifications and responses to vendor questions with regard to the RFP #KF042916 issued on April 29, 2016 for Research and Development Goods and Services:

Add to Section V. Scope of Goods and Services;

The University hopes to accomplish the following goals with this RFP:

- Reduce administrative cycle time.
- Increase the number of e-commerce catalogs in the SciQuest Marketplace.
- Increase the number of electronic invoices over manual or paper invoices.
- Standardize shipping and handling terms.
- Negotiate initial discount terms with vendors.
- In an effort to anticipate future requirements and remain agile in our resources, the University is requesting a full portfolio of the Goods and Services offered by responding firms. The University does not wish to limit the boundaries of Research and Development.
- The resulting Agreements may be used by other Higher Education Institutions if mutually agreeable to the firm. The establishment of these Agreements will satisfy competitive and sole source requirements. The University views these resulting Agreements as a revolutionary practice in the Higher Education
procurement methodology since they will include a broad scope of goods and services accommodating a range of needs and requirements and establish accessible cooperative contracts. If your firm meets the requirements established in this RFP, it is in your best interest to provide a proposal as this will create efficiencies for purchasing goods and services from your firm for most Higher Education Institutions including those within VHEPC and across the nation.

- If your firm provides goods or services in the following categories you are encouraged to provide a proposal:
  - Laboratory Equipment
  - Microscope Equipment and Services
  - Laboratory Animals
  - Laboratory Chemicals
  - Equipment Maintenance and Testing Services
  - Life Science Materials and Testing Services
  - Medical, Dental and Orthopedic Goods and Services
  - R&D Goods and Services/ Specialty Goods and Services

Vendor Questions:

1) What are the eVa Fees for registered vendors?
   a. The link to eVa fees may be found here:

2) Will our pricing need to remain for the full 10 year term?
   a. Pricing will be eligible for negotiation at the Open Enrollment renewal period between January and March of each year. Pricing should remain for a full year between these periods.

3) I’m not certain what Category my commodity would be classified as can you make a recommendation?
   a. Please submit your proposal indicating a category that you anticipate as the best choice for your commodity. These commodity categories will later be used by the University community to search for and locate your goods and services. In the event that the University identifies your commodity as more appropriately defined in another category that is different from the one submitted with your proposal, we will notify you for discussion.

4) What specific goods and services is this RFP asking for?
   a. This RFP is requesting your firm’s full portfolio of goods and services. As a contract vendor, this RFP makes your full line of goods and services available to the University community. If you anticipate that only certain goods or services offered by your firm would be relevant to this RFP you may submit a proposal
with a limited offering. More information regarding Contract Vendor status may be found in Section V. Scope of Goods and Services, E. Benefits of Contract Vendor Status and Additional Benefits of Strategic Designation on page 8 of the RFP.

5) Since we are a registered vendor with the University and w/ eVa, how does it help to be part of the RFP?
   a. Details are found in Section V. Scope of Goods and Services, E. Benefits of Contract Vendor Status and Additional Benefits of Strategic Designation on page 8 of the RFP. The University community is advised to pursue Contract and Strategic Vendor(s) prior to placing purchase orders and when making purchasing decisions. This designation makes it easier for the University Community to do business with Vendor(s).

6) We are both a manufacturer and distributor, with our distribution division being fully owned by our manufacturing division. Additionally, we have a SWaM partner for distribution. Our U.S. based manufacturing division manufactures solely for our distribution group and does not have any additional distribution partnerships. Under what name would UVA prefer that we submit the RFQ – through the manufacturing name or through the distribution name?
   a. We prefer that you submit through the manufacturing name and only the items that you manufacture. However, exclusive distributors for manufacturers or manufacturer representatives will be accepted. Please provide documentation confirming exclusivity for product line and territory information.

7) We have partnerships with large scale manufacturers with contracts that generate the same pricing through our distribution division as if it were coming direct from the manufacturer. These contracts exist due to our regional stocking capabilities that allow us to move products more efficiently than some of these global manufacturers. Under these circumstances, should we include these products in the bidding proposal?
   a. See response to Question #6.

8) When we submit our bid we are going to consider changing the pricing that is currently in place on Sciquest by offer % discount on specific product groups which may increase some of the discounts already on Sciquest and decrease some of the product groups on Sciquest- still offering over all more savings. So if we do that the prices for Sciquest wouldn’t be updated until Sept 1 - (normally). You mentioned the pricing is available to be advertised in August sometime and uploaded so that everyone can see it on eVA? I am just wondering how quickly would you require for that pricing to be uploaded and advertised through Sciquest? In the past- with the Sciquest pricing- the pricing was updated Sept 1 annually as this is when our price change occurs- but with this contract you are requiring new pricing be updated in Q1 of the year correct?
   a. If requested and noted in the proposal, the University is happy to review pricing at different times of the year – other than the January –March Open Enrollment
Period. As long as pricing remains for the full year period and the price change occurs during the same time each year.

9) What is the difference between Contract Vendor and Strategic Vendor? How can you become a strategic vendor?
   a. The benefits are described in the RFP. We are hoping to identify a Strategic Vendor for each category of Goods and Services in the RFP. Strategic Vendors are held to the highest standard at the University and offer the most favorable terms.

10) What is my eVA registration number?
   a. eVA registration numbers can be obtained by going to the search feature on eVA and typing in the vendor name. This will be the same number as “VendorID.” The link to the eVA search page: https://logi.epro.cgi.pdc.com/External/rdPage.aspx?rdReport=Public.Reports.Report9001_Data

11) What is my UVa Registration number?
   a. This is a number assigned to your firm upon completing vendor registration. If you are unsure you may contact the vendor file/1099 specialists at the University to confirm. You may also find the following webpage helpful: http://www.procurement.virginia.edu/pagevendors

12) We offer standard shipping & handling to UVA. If you do not like our term, will you force us to use VPL (the third party shipping company)? In the instances where we use VPL, we waive shipping charges but charge the University with a handling fee. Is this something we can negotiate later?
   a. The University’s preference is to have no shipping or handling fees from our Contract Vendors. However, we are willing to negotiate the best terms for the University which may include use of VPL or the vendor’s shipping and handling fees.

If you have any questions concerning this Addendum or the RFP, please contact me at (434) 982-2636. Thank you for your participation in this RFP Process. I look forward to receiving your proposal.

Sincerely,

Kristin Floyd
Senior Buyer