



Purchasing Department  
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April 02, 2021

## RFP ADDENDUM #1

Reference – Request for Proposal:  
Title:  
Dated:  
For Delivery To:

GMU-1735-21  
Security Products & Services  
March 17, 2021  
George Mason University

**The following changes are hereby incorporated into the aforementioned RFP:**

**Please make sure to sign and include this addendum and all other addendums issued under this RFP with your offer/proposal.**

- **Answers to Questions received by March 29, 2021 at 4:00PM.**

**Answers to these questions will be considered part of the RFP and the vendor should include any changes that result from this addendum into their offer. Failure to consider the information provided below may result in your offer being scored lower:**

1. **Question:** Statement of Needs, Item F - We are aware of the eVA transaction fee but what is the processing fee that is pointed out here?  
**Answer:** Processing fees are fees that vendors charge Mason for “processing” our orders/requests and is an example of one type of fee we see included on quotes/proposals. Per Section F. We are requiring that all quotes provided for Mason’s requests be inclusive of all fees that they plan to bill Mason as part of the engagement/project. Also, to clarify regarding the eVA fee, any vendor that is awarded this contract with GMU is required to self-register in eVA and will be required to pay the eVA fee to eVA. This fee MAY NOT be passed on to Mason or broken out in the quote as a fee. Mason is also required to pay eVA fees in order to do business and this should be considered part of doing business with the Commonwealth. Please do not include a fee called “eVA fee” on your quote/proposal as it will be requested to be removed.
2. **Question:** Statement of Needs, Item K – Are we required to submit product catalogs for all the manufacturers listed on Appendix 1 with the bid response or will this only be a requirement for the awarded contractor?  
**Answer:** Yes, we would like the vendor to provide product catalogs for all manufacturers that they are going to be offering on under this RFP. If you would like to provide links to those catalogs (embedded in your proposal) versus attaching them as full appendices, you may do so.
3. **Question:** Will additional manufacturers be able to be added to the Appendix 1 list after the RFP is awarded? For example, in year 2 of the contract GMU might want to utilize a manufacturer that wasn’t included on the original list so it would be nice to add to the list after award of the contract.

**Answer:** Yes. These contracts are flexible and can be amended, either at time of renewal, or as necessary, with additional manufacturers and discounts. Each year Mason will send out a renewal asking the vendor to renew the contract and if the vendor is able to offer additional manufacturers at that time they can provide an updated schedule listing the new manufacturers with the discounts off of MSRP.

4. **Question:** The pricing and costs of service equate to 25% of the evaluation of a contactor's response. The challenge is the pricing based on a discount of MSRP as indicated in Appendix 1 for the 27 companies is very broad. Example is Assa Abloy is the parent company of 13 other Brands each with there own pricing and distribution structure. For a vendor to provide a single discount off of MSRP for all 13 Assa Abloy brands for "all parts and accessories, software and updates" would not provide GMU an accurate evaluation of the Pricing and Costs of the vendor as we as vendors do not know how much and which brands under Assa Abloy you may purchase thus defaulting to our lowest discount in turn showing our highest cost. Additionally, in appendix 1 we are to include Software along with hardware and accessories and one discount. The challenge being many of these manufactures provide the vendor 3 pricing levels that differ based on category the 3 below examples.

- I. Level 1 Hardware made by the Manufacturer.
- II. Level 2 Hardware made by partner of the manufacturer.
- III. Level 3 Software and Software Support

Once again this would not provide GMU an accurate evaluation of the Pricing and Costs of the vendor as we as vendors do not know how much and from which category you may purchase thus defaulting to our lowest discount in turn showing our highest cost to protect ourselves yet not a true evaluation of pricing.

**Question1** - My question is instead of vendor providing a % discount off MSRP for manufacturers / items found in Appendix 1 - would GMU provide a list of the most commonly utilized items from these 27 manufactures? This would aid in two ways one is we would be able to see category and most purchased items. Second consideration is to have us simply provide the exact cost for the manufacturer and specific item or sample list of manufacturer and item, My belief is this would give GMU a much better evaluation criteria for pricing and the overall evaluation of the vendor as it relates to awarding the 25% "EVALUATION CRITERIA" "Pricing and Costs"

**Answer:** Please see Section XII. Pricing and Costs of Services. Vendors are welcome to provide additional pricing schedules (separate from Appendix I) breaking out all available discounts off of MSRP. If the manufacturer offers different discounts for different products you may include those breakdowns in your additional Pricing Schedule as you see fit. An example of how you can handle this situation, regarding our Appendix I, is as follows:

EXAMPLE ONLY:

| Manufacturer | Item(s)                   | % Discounts   |
|--------------|---------------------------|---|
| Adams Write  | All Parts and Accessories | Discounts Vary 5-25%. See attached pricing schedule |

Mason is not open to changing our pricing scenario or evaluation criteria at this time. The Appendix I already contains information regarding our most commonly used manufacturers and we are also open to additional manufacturers/brands.

5. **Question:** RFP is asking for %Discount off of List Price. Some manufacturers have multiple discounts on products, is it possible to submit bid with multiple discounts listed? Other wise will have to base on lowest discount provided by that manufacturer....

**Answer:** See answer to Question 4. Above. Vendors are welcome to attach a separate pricing schedule (to the one that we have included as Appendix I) with additional discounts/brands/manufactures etc. If one manufacturer offers different discounts for different products you can break that out on your attached pricing schedule/offer.

**Please sign and include this addendum as part of your offer.**

In Compliance With this RFP And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services required by this RFP at the prices indicated in the pricing schedule, and the undersigned hereby certifies that all information provided below and in any schedule hereto is true, correct, and complete.

Name and Address of Firm:

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Fed ID No: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Sincerely,  
Katherine Sirotin  
Assistant Director, Purchasing (VCO, CUPO)  
Purchasing Department  
George Mason University