Bid Clarifications
For
RFQ 2012-001, General Office Supplies

The Agency has provided below clarification statements to questions provided to us in writing regarding this RFQ.

1. **Question:** We would like to ask approval to substitute all manufacturer #s starting with STP. Also may we have your approval to change manufacturer for vinyl gloves.
   
   **Clarification:** The Agency’s intent is to proceed with general office supplies based on the manufacturer’s code cited in the solicitation.

2. **Question:** What is the value of the NHA General Office Supplies RFQ? Or what is your anticipated annual spending?
   
   **Clarification:** The Agency is unsure of future volume for general office supplies. We expect to gain this data from future awardees. We anticipate that bidders will provide cost based on the items requested.

3. **Question:** Who is involved in the NHA decision making process for the RFQ?
   
   **Clarification:** The Agency does not share names of individuals involved in bid evaluations.

4. **Question:** How will you base your decision? Is it line by line or a weighted analysis with usage?
   
   **Clarification:** Per Federal Law (45 CFR 74.44), consideration may be given to such matters as ability to perform successfully under the terms and conditions of the proposed procurement, contractor integrity, record of past performance, financial and technical resources, debarment and suspension, as well as cost.

5. **Question:** Do you plan to do a BAFO (Best and final offer) between the final 2 vendors under consideration? Or will your final decision be based off the original RFQ submission?
   
   **Clarification:** The Agency does not share negotiation strategies with prospective bidders.

6. **Question:** Will there be an opportunity to present to yourself, Jerry Hurst and any other decision makers?
   
   **Clarification:** Bidders may be requested for interview at the discretion of the Agency.

7. **Question:** May we convert Appendix A into an excel spreadsheet and submit a printed copy with valid signature?
   
   **Clarification:** For ease of calculating, Appendix A maybe in an excel spreadsheet. However, if the excel document is any way a variation of Appendix A, the bid might not be considered.