

April 5, 2017

RFP 683303 – Microscopes, Cameras, Software, Accessories, Supplies and Service  
Due Date: 1:00 PM ET, Thursday, April 20, 2017

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### Pre-Proposal Conference call

A non-mandatory pre-proposal call was held on March 20, 2017. The following companies have received a copy of the RFP (companies with an asterisk had representation on the call):

|                                     |                            |                               |
|-------------------------------------|----------------------------|-------------------------------|
| Carl Zeiss Microscopy               | Aiken Instruments, LLC     | Morrell Instruments Co., Inc. |
| Leica Microsystems*                 | Mager Scientific, Inc.     | SEO Enterprises, Inc.         |
| Nikon Instruments*                  | McBain Instruments         | Tescan                        |
| Olympus Corporation of the Americas | Microscope Solutions       | Thermo Fisher Scientific      |
| A&C Microscopes, LLC                | Microscope Solutions, Inc. | VWR International*            |
| Accu-Scope*                         | Micro Video Instruments    |                               |

**As a result of the Pre-Proposal Conference call held on March 20, 2017, certain questions were raised and answered below. These items are described in this addendum.**

1. If there are future addenda, will you e-mail them or do we have to check the website?  
**Answer:** Please check the website periodically for addenda. Addenda requires a signature acknowledgement and must be included with the proposal.
2. If we are the manufacturer and authorize particular dealers, do we need a sole source letter to be included or just their names be designated?  
**Answer:** It is not a requirement; however, their names and locations are recommended. It must be clear and understood that the manufacturer is responsible for reporting sales and the contract administrative fee to E&I if the contract is with the manufacturer. If the contract is with a manufacturer authorized dealer/distributor, response must include a letter of authorization from the manufacturer to be considered.
3. Do we have to list the dealers in the submission?  
**Answer:** It is not required, but it is recommended.
4. Can the suppliers redline?  
**Answer:** Do not change the language that is there. Suggested wording should be placed beneath each section for E&I's evaluation. If you require a Word format of the document, please e-mail [cbelzer@eandi.org](mailto:cbelzer@eandi.org).
5. Tab 8 would be any additional documentation the supplier wants to provide to E&I?  
**Answer:** Yes, it would include anything additional, except the pricing. Pricing is on Tab 5.
6. Is the 2% Contract Administrative Fee locked in for the term including any extensions?  
**Answer:** The Contract Administrative Fee is 2%. Any exceptions must be clearly noted beneath each section.
7. Any questions submitted previously to you will be responded to in the addendum?  
**Answer:** Yes.

**Below is the list of questions submitted to E&I by the potential suppliers prior to the deadline for written questions:**

1. Is solicitation for RFP# 683303 for the University of CT or is it for inclusion with all E&I Members?  
**Answer:** The solicitation is on behalf of the entire E&I Membership.
2. On Attachment B, can the cells be formatted and/or enlarged to fit large responses or should we state “see attached” and attach a separate document?  
**Answer:** The cells can be enlarged, but do not add any columns or cells.
3. Where is the fee in the RFP document for a seller to participate in the E&I program?  
**Answer:** See Section 6.4.2 for the Contract Administrative fee.
4. For Section 2 Scope of Services, should the responses be placed on the Word format of the RFP (under the requirement) or on a separate document citing the sections that we are responding to?  
**Answer:** Place response/comments under each subsection.
5. We’ve seen the E&I RFP posted 5+ times by different universities. We only need to respond directly, correct?  
**Answer:** Yes, responses should be sent direct to E&I. It is not mandatory that E&I Members utilize E&I contracts.
6. Does E&I know what dollar threshold usually constitutes Members going out for competitive solicitation? Do we know what percentage of business goes out to bid versus utilizing the contract?  
**Answer:** E&I has over 4,000 Members. It is not mandatory that E&I Members utilize E&I contracts.
7. Does E&I know the percentage of Universities that actually utilize the E&I contract?  
**Answer:** E&I has over 100 contracts. Utilization varies depending upon the contract.
8. Which sector of the Education market do you see the most sales under? (e.g. K-12, Community Colleges, Universities, University Med Centers)  
**Answer:** The majority of the opportunity is outside of K-12.
9. How many new entities sign up with E&I annually? How many members opted in 2016?  
**Answer:** We have approximately 4,100 Members and of that number approximately 300 opted in for 2016.
10. What percentage of your overall Members have been part of E&I in excess of 5 years?  
**Answer:** 65%
11. In Section 6.4.2 Contract Administrative and Marketing Fee, the CAF, is listed as 2%. Is this negotiable?  
**Answer:** The Contract Administrative Fee is 2%. Any exceptions must be clearly noted beneath each section for E&I’s consideration.
12. The Attachment B Questionnaire for the Microscope RFP is due at the time of response (4/20/2017), correct?  
**Answer:** Yes, the proposal, including Attachment B, is due 1:00pm ET on April 20, 2017.
13. Please clarify your preference on whether a Member should work directly with a manufacturer to purchase these products or via a distributor? Do you prefer whether a manufacturer or distributor manage the contract with E&I.  
**Answer:** It is E&I’s preference to have a national agreement(s) direct with the microscope manufacturer; however, manufacturer authorized dealers/distributors may submit proposals for E&I’s consideration.

14. If a distributor manages the contract, do you require letters from all manufacturers that fall under the contract stating ability for distributor to sell to Members?

**Answer:** If the respondent is a manufacturer authorized dealer/distributor, response must include a letter of authorization from the manufacturer to be considered. E&I prefers that the manufacturer list prices remain firm for the calendar year and that any authorized dealer or distributor honors the same list price.

15. Section 2.2.10 refers to current manufacturer price at time of order, but section 7.1 calls for a fixed list price date. Please confirm if pricing is to be determined by price at time of order, or a fixed price.

**Answer:** Pricing must be discount percent off manufacturer's list price.

These changes constitute an addendum to the above referenced RFP and are made a part thereof.

Please sign below and return the addendum with your RFP response to acknowledge receipt of the addendum. Should you have any questions or concerns, please do not hesitate to contact me Laura Perin at 913.706.3100 or [lperin@eandi.org](mailto:lperin@eandi.org).

Thank you.

Sincerely,



Laura Perin

Vice President, Scientific Category

cc: Christine Belzer, Contract Manager, Sciences

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(Supplier)

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(Authorized Signature)

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(Printed Name)

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(Title)

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(Date)