



ADDENDUM No. 04

SUBJECT..... Revision to the Bid Evaluation (Page 16)

DATE ISSUED June 9, 2014

Important Note to Bidders:

Only the items referenced in this addendum shall be revised. All other provisions, requirements, and terms and conditions of the Invitation to Bid #ESD112-DE-14B shall remain the same.

Instructions to Bidders:

Bidders shall sign, date and submit the form on this page with the rest of your company's bid materials. Insert all signed addenda pages, in sequential order, behind Tab #4 in your three-ring binder. (Please insert *only page 1* from each addendum into the three-ring binder; do not include subsequent pages.)

Name of Company _____

Name of Authorized Representative (Please print) _____

Signature of Authorized Representative _____

Date Signed _____

In reference to Pages 16-19 of the Invitation to Bid #ESD112-DE-14B.

Section 2.0 shall read:

2.0 Definition of the Lowest Qualified Bidder.

The goal shall be to identify the **Lowest Qualified Bidder** for bids basic bundles and for bid on add-ons. For the purpose of this Invitation to Bid #ESD112-DE-14B, the **Lowest Qualified Bidder** shall be the Bidder that achieves the **lowest score** (to the hundredth) in each state for their bids.

For the bids on basic bundles, a “bid” shall be considered the **totality** of all offers made and submitted **on a single worksheet** and that produces a score at the top of that worksheet.

For the bids on add-ons, a “bid” shall be considered the **totality** of the offer made on **ALL** solutions on **ALL** worksheets, all of which shall produce a final bid score on Form A of the “Add-ons” bid form file. The bid shall be all-inclusive of all solutions in that MS Excel file.

2.1 No competing bids.

2.1.a For bids on Basic Bundles:

A responsive, responsible Bidder that submits a bid on basic bundles on a worksheet, **absent of any other competitive bids with the identical bundles on a worksheet**, shall be awarded without further evaluation, provided that all requirements of this Invitation to Bid are met.

Example for Basic Bundles:

If Northstar, Inc. completes a single worksheet with Chromebook model ABC combined with specific carts, and there are no other bidders that have submitted bids with the identical combinations for Chromebook model ABC and those same carts on a worksheet ...and...if the DigitalEdge office has determined that Northstar, Inc. is a responsive, responsible Bidder...then Northstar, Inc. shall receive the award for their offer on this Chromebook model combined with these specific carts.

2.1.b (See the exception in Paragraph 2.2.1.a.)

A responsive, responsible Bidder that submits a bid on requested add-ons, **absent of any other competitive bids with the identical set of add-ons throughout their entire bid**, shall be awarded without further evaluation, provided that all requirements of this Invitation to Bid are met.

Example for Add-Ons:

If the **entire bid** submitted by Northstar, Inc. on add-ons has no competing bids with the **identical solutions** in that entire bid, and the DigitalEdge office has determined that Northstar, Inc. is a responsive, responsible Bidder, then Northstar, Inc. shall receive the award for their entire offer on their specific add-ons. However, in order to receive an award for add-ons, a Bidder must have received an award for at least one Basic Bundle.

2.2 Competing Bids.

For Basic Bundles:

When two or more Bidders submit bids on basic bundles **on a worksheet** that include identical combinations of devices and carts, a thorough evaluation of the scores that are automatically

calculated at the top of the Bidders' worksheets shall take place, and the final bid scores for those worksheets shall be recorded and compared.

For Add-ons:

When two or more Bidders submit bids that include identical solutions for add-ons ***throughout the entire bid form, including all worksheets***, a thorough evaluation of the scores that are automatically calculated on Form A shall take place, and the final bid scores on Form A shall be recorded and compared.

2.2.1 **For Basic Bundles:** The Bidder whose bid results in the lowest total score at the top of the worksheet (to the hundredth) shall be awarded the Contract. (See the exception in Paragraph 2.2.1.a.).

For Add-ons: The Bidder whose bid results in the lowest score on Form A of the Add-ons file (to the hundredth) shall be awarded the Contract, if and only if they have been awarded at least one Basic Bundle. (See the exception in Paragraph 2.2.1.a.).

2.2.1.a DigitalEdge desires to offer Eligible Purchasers as many options as possible. Therefore, **a bid that offers more options by bidding more requested solutions** may be awarded the Contract, even if it has a higher score than a competing bid.

2.2.1.b The Awarded Bidder shall be the Lowest Bidder for as many states as it is offering to sell the product in, as indicated on Form A.

2.2.1.c The second lowest Bidder shall be given the option to be awarded to any remaining states that their offer includes.

2.2.1.d If there are still states that have not been covered by any Bidders, the award process shall continue in the same manner until all states are covered, if possible, or until the list of bidders for that manufacturer's product category is exhausted.

2.2.2 If scores are tied between two or more competing bids, all Bidders that are tied shall be awarded Contracts in the states for which the tie exists.

2.2.3 A recording sheet shall be used to record and compare the scores for competing bids.



Bunny Stevens, DigitalEdge Procurement Contract Specialist
E-Mail: digitaledge.specialist@esd112.org