

Subject:

RFP-ACT-SACT-24-107 PROVISION OF OFFICE SUPPLY ORDERING SYSTEM

Reference:

Q&A #1

Date of Issue:

21 NOV 2024

The following questions were raised with respect to subject **RFP-ACT-SACT-24-107 Provision of Office Supply Ordering System**. Responses are to provide clarification.

Questions	Responses
1. Regarding deliverables table on Enclosure 4 in the block where is written WP#1.3 Delivery of expected items listed in Annex A, Section 4(m): Are you asking us here to provide the total purchase price of all items listed on page 16-24 including their delivery to ACT?	1. Provide a total cost of the items listed in 4(m) as an estimated cost of the products (inclusive of delivery to ACT).
2. Paragraphs 4k. By catalog, you mean the e-commerce website, correct, or is a physical hardcopy catalog expected?	2. E-commerce website.
3. Is there a page limit for the Technical portion?	3. No page limit.
4. What is the payment type for individual orders? Credit card, GPC, Invoice only?	4. Payment will be provided via EFT
5. Annex A, Paragraph 4(e) – “Site Admin shall have access to daily account balance and payment information” – can you explain in more detail what is expected?	5. Allow for a designated person within HQ SACT administrative rights to access the current account balance – in order to ensure account payment and pull invoices if required.
6. Annex A, Paragraph 4 (l) – “Contractor shall provide a functioning website” – are there any specific requirements other than as specified in other Tasking and Deliverables?	6. No additional specific requirements, if there is already a COTS product which fits the requirement specified in Tasking and Deliverables, that is acceptable.
7. How many awardees will there be?	7. Single award. Partial awards shall not be considered.
8. What is the expected implementation date?	8. 1 January 2025
9. What are the provisions for price adjustments based on cost increases from product manufacturers?	9. Notification of price increase is required in order to ensure appropriate funding is in place to cover the cost.

10. Please provide further details of inside delivery beyond 1-2 days per week with ability to expand (i.e., number of delivery points, number of buildings, site map)	10. Delivery points will be identified post award, at a minimum there will be five (5), one (1) delivery point per floor. The delivery points will be for a single building, HQ SACT with a surge clause for possible additional work at Joint Force Command – Norfolk.
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