



Leon County

Board of County Commissioners

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Purchasing Division
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(850) 606-1600

Commissioners

BILL PROCTOR

District 1

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District 2

JOHN DAILEY

District 3

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At-Large

VINCENT S. LONG

County Administrator

HERBERT W.A. THIELE

County Attorney

March 27, 2014

RE: Request for Proposals for Reverse Auction Services
RFP No: BC-04-03-14-27
Opening Date: April 3, 2014 at 2:00 p.m. Eastern Time

ADDENDUM #1

Dear Vendor:

This letter serves as Addendum #1 for the above referenced project.

1. Section IV. Required Submittals, is hereby revised to add the following paragraph after the heading "Format of Proposal" and before the heading "Technical."

Executive Summary:

The Executive Summary shall consist of a narrative synopsis of the vendor's method of delivering the required services in compliance with the requirements and scope of services outlined in this RFP. The synopsis shall contain sufficient detail addressing all elements of the required service delivery and shall be prepared in such a manner that will clearly indicate the Vendor's understanding of the Scope of Services, and intent to comply with, the requirements set forth in this RFP.

2. Section VIII., 1., Minimum Limits of Insurance, has been revised to delete subsections d through g.
3. Questions submitted by vendors are answered in the attachment to this addendum for your consideration.

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid. Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,

Don Tobin
Purchasing & Contract Administrator

Enc.

**Answers to Vendor Submitted Questions
RFP BC-04-03-14-27**

Question #1: Is there any historical information that will need to be populated in the application?

Answer: No.

Question #2: Approximately how many agencies and suppliers will be affected by this change? This will give us some insight into the size of the Change Management activity.

Answer: Initially the services are for Leon County Board of County Commissioners. It is the County's intent to implement this methodology in certain commodity purchases, however, depending upon the outcomes of the utilization of reverse auctions, the procurement of services may be added. Additionally, The County has included cooperative purchasing (piggy back) language and a successful program could be used by the City of Tallahassee and other Governmental agencies in the future.

Question #3: In section IV Required Submittal's Functional section, could you provide further information on what you are seeking in a response to the bullet point "Provide auction detail and summary data"?

Answer: That response to this section ties into how your system works. The County is interested in what data can be shown to show the Procurement office while vendors are bidding (IE: who, how many bids, etc.)

Question #4: Under what classification does this RFP qualify for a local preference under the language in Section 7, the Purchasing and Minority, Women and Small Business Enterprise Policy 96-1?

Answer: That part of the policy refers back to Article IX, Section 2-400, Chapter 2 of the Code of Laws of Leon County, Florida.

Please see the following sections of the RFP document for specifics.

II., U. Local Preference in Purchasing and Contracting

XIII. LOCAL PREFERENCE

Question #5: Was a waiver of the local preference sought?

Answer: No, but Local Preference isn't required as a part of the bid.

Question #6: Does the local preference apply equally against entities with home offices in other locales that do not discriminate against businesses in the named Florida counties?

Answer: Yes. Only those that meet the Local Preference requirements are awarded the points described in the RFP document.

Question #7: Can the local preference reduce the minimum requirements necessary for a responsive bid?

Answer: No.

Question #8: Should the phrase, "such as:" be removed from the end of this statement on page 9, "ability to structure an auction for various pricing scenarios such as: (sic)?"

Answer: There is not a procedural or content question here. No response.

Question #9:	Under VIII Insurance, is 1 (f) required?
Answer:	See the revision to Section VIII., Insurance. All remaining insurance listed is required.
Question #10:	How would you like proposers to respond to the scope of services as outlined in RFP section III? Do you want a response to each bullet point/ requirement? Or would Leon County like only responses to the Technical and Functional questions as listed in section IV Required Submittals?
Answer:	Please see the revision to the Required Submittals section. There is now an executive summary section that will allow you to respond to how you will perform the scope of services.
Question #11:	In section IV Required Submittal's Technical section, would you like a narrative response to the question?
Answer:	You may choose how you can best communicate the required information.
Question #12:	In section IV Evaluation, where in the proposal would you like the information requested in letters A-I?
Answer:	This information should be addressed in the basic body of your proposal. Make sure this information is included in the appropriate section of the required submittals.
Question #13:	Does Leon County have a preferred format for the Fees forms? This is not found in the RFP.
Answer:	No.
Question #14:	Can additional sections be included (i.e., Executive Summary, brochures, etc.)?
Answer:	The County prefers that you not submit excessive additional information, however, you may submit necessary information for your response. Please note that the County does not desire to receive marketing materials or items not requested within this document as a part of a Respondent's submission.
Question #15:	In section IV Required Submittal's Functional section, could you clarify the third requirement "Ability to structure an auction for various pricing scenarios such as:"?
Answer:	The County would like to know if your system has the capability of various pricing structures. For example, the ability to award by lot or line item. Also if there are any alternative pricing variations to any projects that you have in design that may be useful to the County.
Question #16:	In section IV Required Submittal's Functional section, what is meant by "Structure Example"?
Answer:	That is a section heading relating to the structure of your system. If you provide details relating to the subtopics and information listed directly below that heading, you will satisfy that requirement.
Question #17:	Is Leon County currently doing auctions?
Answer:	Yes, currently the County conducts forward auctions both online and on-site, however, no reverse auctions have been conducted at this time.
Question #18:	What is the County's Total Spend?
Answer:	The County's spend from contracts and purchase orders for FY13 was \$72 million, however, spend in relation to reverse auctions is unknown at this point.

Question #19:	How many auctions does the County foresee doing annually?
Answer:	Unknown. Will be based on success of the program.
Question #20:	How does the consulting team interface with the project team?
Answer:	Not sure the question is understood. After award of the resultant contract, the vendor's consulting team will work with the County's Project/Contract manager to set up the system for use and provide consulting/training services as necessary. There will be a single point of contact from both sides for ease of communication. As part of your response, please provide your vision as to how the vendor and the County will interface after award.
Question #21:	Is there a pre-approved list of vendors for each auction (average % of the time)?
Answer:	No. However, the County would be willing to investigate the use of this methodology on a case-by-case basis.
Question #22:	Will there always be an award? If not, how often do you not award an auction? In this case, how do we get paid for our work?
Answer:	No amount of work is guaranteed, nor is an award always guaranteed. However, Leon County is entering this venture with the intent to advertise and award projects based on research data from other entities that have had successful programs. Without a program in place, we do not have any historical documentation to provide. In general, awards are typically not made when there is not enough competition or when the bid amounts exceed the budget. The County does not intend to expend direct funds for this project.
Question #23:	We see that Leon conducts forward auctions. In the future, will a vendor have an opportunity to do those?
Answer:	Leon County is not opposed to investigating anything that is within current case law and statute.
Question #24:	In Scope of Services, can you further define/elaborate on the last bullet p Under heading REQUIRED SUBMITTALS, FORMAT OF PROPOSAL, you provide an outline of Technical, Function, etc. headings requesting descriptions. Should this information be placed within Letter H under EVALUATION or separated.
Answer:	Including this information within Letter H is acceptable.
Question #25:	Under EVALUATION, "Each Applicant... using the same numbering/lettering scheme as the format below." Should this information be placed before or after the outline of Technical, Functional descriptions? Do you have a preference?
Answer:	No preference.
Question #26:	In the Scope of Services, under "Functional", the third bullet, the bid docs states: "Ability to structure an auction for various pricing scenarios such as:" Could you further elaborate on this.
Answer:	The County would like to know if your system has the capability of various pricing structures. For example, the ability to award by lot or line item. Also if there are any alternative pricing variations to any projects that you have in design that may be useful to the County.
Question #27:	Approximately how much does the county anticipate running through a reverse auction procurement process throughout the term of this contract?

Answer:	Unknown at this time. Will depend upon the success of the program.
Question #28:	How many Reverse Auctions does the County anticipate executing throughout the term of the contract?
Answer:	Unknown at this time. Will depend upon the success of the program.
Question #29:	How does the county plan on rolling out Reverse Auction Services to the Vendors? To Its Employees?
Answer:	The County does not have a definitive plan for this yet. At this time, it is our intention for the Purchasing Office employees to be the only employees with access to this system. Training for vendors will be provided during mandatory pre-bid conferences. Please provide information in your response to address this issue.
Question #30:	Successful implantation of Reverse Auctions requires a change to current policies and procedures, how does the county plan on executing change management?
Answer:	As an experimental program, this information is being formatted through research from other entities that have had success with reverse auctions. The County's purchasing policy will be revised as necessary prior to the implementation of a reverse auction methodology, however, this will be done after the completion of the RFP.
Question #31:	How does the county feel about utilizing Reverse Auctions in the RFP process? This requires the ability for price and non-price factors to be represented in the reverse auction platform. Is this a requirement? Will it be considered in the evaluation of proposals?
Answer:	This is not a current requirement, however, Leon County is not opposed to investigating anything that is within current case law and statute.
Question #32:	Can the electronic copy of the RFP response be delivered via e-mail?
Answer:	No. Please provide the electronic copy on either a CD or thumbdrive.
Question #33:	Based on the RFP Leon County seems to be environmentally conscious - Can the RFP be delivered electronically via email only?
Answer:	While the County is environmentally conscious, at this time we are requiring hard copies of the vendor's response as indicated in the RFP document. As a part of this Addendum the numbers of copies is being reduced from one Original and five copies to the Original and three copies.
Question #34:	Why is there no preference for bidders (primary or Partners) who are domiciled in the State of Florida in addition to local preference?
Answer:	Leon County is bound by Article IX, Section 2-400, Chapter 2 of the Code of Laws of Leon County, Florida, which does not provide for a State of Florida preference.