



Accelerate Progress for Students

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Executive Director

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Superintendent

DATE: 6/09/2021

BID NUMBER: 21-064 KL

BID TITLE: Books from Distributors/Re-Sellers/Publishers

ADDENDUM NUMBER: 1

The following are clarifications, changes, and/or questions and responses to Bid 21-064KL

- **Mandatory and Disclosure Forms – See attached**
- **Questions and Responses**

Questions #1 - Is this bid intended for Software as a Service/Subscription programs that contain E-Books and instructional materials?

Response: No

Questions #2 - Is a discount of list pricing required?

Response: Yes, please see page 20

Questions #3 - Are we able to use secured electronic signatures on our bid documents?

Response: Yes, you may use secured electronic signatures

Question #4 - Is a single percentage required or is a range of percentage acceptable pricing for this bid?

Response: A range is acceptable with explanation of how the range will be applied

Question #5 - Insurance (if applicable) Are we responsible for or could you explain a bit more about the insurance?

Response: This is the insurance that is required when providing services to APS or delivering product(s) to APS

Question #6 - Are teachers being encouraged to to get books shipped/delivered to schools?

Response: No

Questions #7 - We are working on the RFP BID # 21-064KL. Based on the subjects that are listed, are you wanting us to complete the proposal with the NM Adopted ELA/World Languages/Spanish titles? Are you wanting us to list each title, digital, print, bundles and pricing? Or are you wanting one single price for all textbooks with the discount listed, something more generic?

Description % off Discount

Paperback Books – English

Paperback Books – Spanish

Paperback Books – Other Languages

Hardcover Books – English

Hardcover Books – English – Trade Books

Hardcover Books – English – Publishers Reinforced Library Binding

Hardcover Books – English – Pre-Bound

Hardcover Books – Spanish

Hardcover Books – Spanish – Publishers Reinforced Library Binding

Hardcover Books – Other Languages*

Hardcover Books – Other Languages* – Publishers Reinforced Library Binding

Textbooks

E-Books

Other: Binding Service % discount

Response:

Based on the subjects that are listed, are you wanting us to complete the proposal with the NM Adopted ELA/World Languages/Spanish titles? No

Are you wanting us to list each title, digital, print, bundles and pricing? No

Or are you wanting one single price for all textbooks with the discount listed, something more generic? See page 20

Question # 8 - Are bidders able to submit core reading programs?

Response: No

Question #9 - For pricing, is the bid pricing list form the only thing pricing related required for this submission or are bidders expected to submit a pricing document detailing prices of individual items?

Response: No

Question #10 - Do we need to submit for this RFP on any items that have already been approved through the NMPED Instructional Material list?

Response: No

ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:

Addenda not signed and returned may consider the RFP non-responsive and may be rejected.

COMPANY/FIRM NAME

SIGNATURE

DATE

MANDATORY QUALIFICATIONS (PASS/FAIL)

Submit with your Bid (along with requested documentation)

(Initial) _____ Experience: Pass/Fail -

Have you provided books as described in Bid to APS in the past?

_____ **Yes** – please provide APS Contract/Price Agreement # or APS Purchase Order# _____

_____ **No** – if no, see below for mandatory requirement

Submit a list of three (3) separate references where Bidder has provided books to three (3) separate K-12 School Districts. Submit entity name, contact name, phone number, and email. Do not submit a link to these, must be a written list.

Any Bidder who fails to meet this mandatory requirement will be considered non-responsive and will not be considered further by the District in this Procurement Process.

(Initial)_____ IRS W-9 and Duns and Bradbury Number: Pass/Fail

- Submit IRS W-9
- If Offeror has DUNS number, the DUNS number should be submitted. If an Offeror does not have a DUNS number, than no number will be submitted.

APS reserves the right to request a full Dun & Bradstreet report. (If applicable)

Any Bidder who fails to meet this mandatory requirement will be considered non-responsive and will not be considered further by the District in this Procurement Process.

(Initial)_____ Financial Responsible: Pass/Fail

- Submit Disclosure Form found in this Invitation to Bid.

APS reserves the right to request up to two (2) years most recent audited financial statements or any other financial statements acceptable to the District prepared in accordance with generally accepted auditing standards.

Any Bidder who fails to meet this mandatory requirement will be considered non-responsive and will not be considered further by the District in this Procurement Process.

(Initial)_____ Electronic Merchandise Catalog

- Submit link to the most current catalog or price list that Bidder is proposing discount off pricing.

Any Bidder who fails to meet this mandatory requirement will be considered non-responsive and will not be considered further by the District in this Procurement Process

7. If the organization is a corporation indicate the following:

A. Date of incorporation: _____

B. State of incorporation: _____

C. President's name: _____

D. Vice-president's name: _____

E. Secretary's name: _____

8. If the organization is an individual or a partnership, answer the following:

A. Date of organization: _____

B. Name and address of all partners (state whether general or limited partnership). Please attach additional pages as needed.

9. If the organization is other than a corporation or partnership, describe the organization and name its principals. Please attach additional pages as needed:

10. List the states in which your organization is legally qualified to do business. Indicate category or trade and indicate registration or license numbers, if applicable. List states in which partnership or trade name is filed. Please attach additional pages as needed:

14. Has your organization failed to complete any work awarded to you? If so, note when, where and attach a separate sheet of explanation to this form.

15. Within the last five years, has any officer or partner of your organization been an officer or partner of another organization where it failed to complete a contract? If so, note whom, when and where and attach a separate sheet of explanation to this form.

16. List all legal or administrative proceedings currently pending or concluded adversely within the last five years which relate to digital curriculum services. Please attach additional pages as needed:



Signature

Title

Offeror Business Name

Date
