

Q & A

19IFB050 Books & Prepared A/V Materials

Q1: The HUB Form doesn't list any goals, is this correct? If no goals are listed, please advise how we are to proceed.

A1: Please contact the HUB dept. directly at HUBprogram@austinisd.org

Q2: The Software Vendor Certification form attached to the website looks like it's from 9-14-17. We completed a newer version from 2/14/18 from a previous bid. Is it ok to use the one from 2/14/18?

A2: In all cases, please use the forms posted in the Forms section of our website.

Q3: Which documents in this packet must also be included on the flash drive mentioned on page 5 REQUIRED FORMS?

A3: The flash drive should include completed copies of Attachment A and Attachment B, along with copies of the required forms listed in Section IV. 7. All required forms should be fully executed and included with the Original, hard copy proposal.

Q4: Exactly what documents are required with the bid submission: Attachments A and B and the Required documents are required of the original, printed copies and electronic copy? But for the duplicate hard copies only Attachments A and B are required?

**A4: one (1) original proposal containing all required forms listed in Section IV.7.
two (2) copies of proposal minus the required forms listed in Section IV.7.
(1) flash drive containing a copy of Attachment A and Attachment B, all required forms.**

Q5: Page 3: Bid submission, paragraph 2 – "...an electronic copy of your complete bid must be submitted on a flash drive, in Excel format." Please clarify how these word documents are to be presented as an excel document

A5: The documents can be presented in PDF or Word format; inadvertent typo listed as 'Excel'.

Q6: The CIQ is to be submitted online only, not included with the documents as a hardcopy?

A6: YES, that is correct.

Q7: General Conditions and Instructions to Bidders: Item #2: Bid Submission references the digital copy of the Bid Response and Cost Proposal forms that must be submitted with the proposal. The item references the electronic copy must be submitted in Excel format. Is there a template of these proposal forms available in Excel format? I'm not entirely sure how to format the PDF version found on the website as such.

A7: The documents can be presented in PDF or Word format; inadvertent typo listed as 'Excel'.

Q8: The Invitation for BID PDF will not allow me to add information. Is this form supposed to be handwritten?

A8: For any sections that require or allow for large text blocks, you may respond with separate attachment.

Q9: We are not a HUB/MBE/WBE company. How do we fill out the HUB Utilization Report.

A9: Please contact the HUB dept. directly at HUBprogram@austinisd.org

Q10: We are not a HUB certified company and we will not be subcontracting any of the award. We will just be providing materials. As such, do we just need to add our contact information and note that on the HUBATT 1 No Goals HUR Form and include it with the response?

A10: Please contact the HUB dept. directly at HUBprogram@austinisd.org

Q11: If we are providing prepared AV materials and eBooks, do we need to complete the Certification form?

A11: Without knowledge of the exact items you are proposing, it is suggested that you complete the certification form for any items that may fit the criteria. Please contact TECHcompliance@austinisd.org if you have additional questions regarding this form.

Q12:.

A12:

Q13:

A13: