



REVISED ADDENDUM

Date: **October 31, 2018**
Subject: **Questions & Answers for Product Image Procurement for Fine Wine & Good Spirits Website**
RFP Number: **20180504**
Due Date/Time: **November 13, 2018 1:00 PM**
Addendum Number: **1 - Revised**

To All Offerors:

A solicitation "Addendum" is defined by the Commonwealth of Pennsylvania as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Request for Proposals or Request for Quotations).

List any and all changes:

- Attached are timely received questions, along with the PLCB's responses.
- Appendix P - `PLCB Product Catalog is being provided in an alternate, searchable format (i.e., Excel). The substance of that Appendix P has not changed.

Sealed proposals consisting of three separately sealed submittals (technical, small diverse business, and cost) must be received by 1:00 PM ET on November 13, 2018. The submittals must be addressed to Joshua Greene, PLCB, Purchasing and Contract Administration Division, Room 312 Northwest Office Building, 910 Capital Street, Harrisburg, PA 17124 and be properly signed.

If you have already submitted a response to the original solicitation, you may either submit a new response, or return this Addendum with a statement that your original response remains firm, by the due date to the above address.

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

Name: Joshua Greene
Title: Issuing Officer
Phone: 717.547.3574
Email: josgreene@pa.gov

**Product Image Procurement for Fine Wine & Good Spirits Website
PLCB RFP# 20180504**

Questions and Answers

Q1. In Part I-27 on ITPs, there is a link to the Pennsylvania ITP policies page. I started reading the PA ITPs and did not see any that seemed relevant to the solution we are planning on proposing. Are there ITPs you believe are relevant that I overlooked?

A1. Please see Part I-27 of the RFP at page 11 as follows:

“All proposals must be submitted on the basis that all ITPs are applicable to this procurement. It is the responsibility of the Offeror to read and be familiar with the ITPs. Notwithstanding the foregoing, if the Offeror believes that any ITP is not applicable to this procurement, it must list all such ITPs in its technical response and explain why it believes the ITP is not applicable.”

Q2. Would it be possible to have the 22,000 item PLCB product catalog, currently posted in .pdf format at Appendix P, posted in Excel or .txt format so that it is searchable?

A2. The Appendix P PLCB Product Catalog is being attached and incorporated in Excel format as requested.

Q3. I have various questions about the Small Diverse Business and Small Business provisions of the RFP, including the related Appendices.

A3. As set forth in Part V-1 of the RFP, all questions relating to Small Diverse Business and Small Business participation should be directed to:

Department of General Services
Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO)
Room 601, North Office Building
Harrisburg, PA 17125
Phone: (717) 783-3119
Fax: (717) 787-7052
Email: RA-BDISBOVerification@pa.gov
Website: www.dgs.pa.gov

Q4. I am confused about certain terms in the RFP. Am I the “Offeror” and also the “third-party vendor?”

A4. Yes. As set forth in Part I-1 of the RFP on page 1, “Offerors” are those interested in submitting proposals for the subject procurement. Thus, if you submit a proposal, you are an Offeror. Furthermore, as set forth in Part I-3 of the RFP on page 1, the PLCB is seeking a third-party vendor to supply product images. This means a party other than the PLCB, such as an Offeror.

Q5. Regarding Appendix I, Project References: my experience has not been tied to any major projects yet. Would you accept special events I have worked on?

A5. Please see Part III-3(B) of the RFP at page 17. Please also note the technical

evaluation criteria set forth in Part II-4(A) of the RFP at page 12.

Q6. I am a sole proprietor and not an LLC or corporation. Do I need to fill out Appendix L, Corporate Signatory Delegation Authorization?

A6. *Please see Part I-11(B) of the RFP at page 4 and Part II-1(B) of the RFP at page 12.*

Q7. How often does the PLCB want photos taken and over how many days?

A7. *Offerors are expected to propose a solution in accordance with the requirements of the RFP. See e.g., Part III-5 Work Plan Task B at page 19 of the RFP.*

Q8. Do you have a blank copy of the last bid?

A8. *There was no prior “bid” for product image procurement.*

Q9. It is listed for a front and back image only, is there a potential for more than front and back images in the future?

A9. *Please see Part III-5(D) of the RFP at page 19.*

Q10. We currently do not price based on images, but rather products. Would you be okay with us pricing in that manner as we have other details that go into the capture of UPCs with all the metadata elements attached?

A10. *Please see Part IV-1(A, B, C, and D) at page 22.*

Q11. For the roughly 700 new products, are those new unique SKUs or does that include updates to existing products for updated packaging labels, ingredients, etc.?

A11. *Please see Part III-5(B) at page 19. Please also see Part III-1 Requirements at page 16 for all images including Appendix N and Appendix O.*

Q12. There seems to be only a handful of attributes or data points required. Is there a need for things like nutrition (where applicable), marketing claims or allergens, etc.?

A12. *Please see Part III-1(3) at page 16.*

Q13. What resolution for the images are you looking for these images to be in? Perhaps I missed that within the document. Do you need multiple options? As well as what type of image file?

A13. *Please see Appendix N and Appendix O.*

Q14. There is discussion in the RFP of helping to obtain samples. Is that to be shipped to our location in Chicago or will that be available for a remote capture station to be set up in your location? If shipped to us, will you want those returned?

A14. *Please see Part III-5(B) at page 19.*