

## Addendum 2

### Q&A:

1. Can signatures be electronic?
  - Yes, electronic signatures are acceptable.
2. Can Alternates be offered for Private Label products such as Fisher Brand?
  - Yes, Alternates may be offered for Private Label products.
    - Can a site visit of the Dedicated Inventory Locations be organized to fully understand inventory requirements?
  - A site visit cannot be arranged at this time.
3. Please confirm that section K on Page 24 does not apply to this RFP.
  - Section K on page 24 only applies to construction services – it does not apply to this RFP.
4. If awarded, will our entire catalog offering be placed on punch-out or will there be restrictions?
  - Punch-out catalog must not include any products unrelated to Life Science, Lab Safety or Chemical commodities
  - Inclusion of any other product categories other than the commodities listed above requires EVMS approval and must be removed upon notice.
  - Punch-out catalog must have the functionality to restrict items exceeding user-authorization limits as indicated by EVMS Materials Management.
  - Offeror's punch-out site shall exclude products from the following categories:
    - Medical
    - Pharmaceuticals
    - Office Supplies
    - Furniture
    - Computers/IT Equipment
5. Are the suppliers listed in the product spreadsheet currently on punch-out?
  - No, only the Primary Supplier is on our punch-out site.
6. Request RFP due date be extended for 1 week to address Manufacturer rebated items?
  - RFP due date is extended for all Offerors as follows (no further extensions will be granted for any reasons):
    - The new deadline for receiving sealed proposals has been extended by two (2) weeks.
    - The new due date for proposals is February 1, 2019 @ 4:00pm EST.
    - The new due date for RFP questions: January 25, 2019.
7. Regarding section 5.0 - Method of Payment - provide clarification including the name of the e-payable portal you will be using and specifically how you would like to receive your invoices, whether you require billing reports, etc?
  - Payment process involves using Visa credit card. Invoices may be submitted through traditional mail or email. Once invoices are approved, supplier will receive secure email notification and authorization to charge dedicated credit card account. The e-payable portal is through Bank of America. Supplier receives payment Net 20 or sooner. EVMS pays 100% of approved invoices. EVMS credit card provider, does not charge transaction fees. Supplier process card transaction and receive funds from their merchant processing company.