

# IFB #USDADF20 Questions and Answers

## IFB Document Questions

Q. On page 14 of the document, in section 3.10.5, it is stated that direct diversion business will be paid by Keck 70 days after the distribution commences. Is this arrangement negotiable, or is it a hard-wired condition with no negotiation?

A. This is not negotiable at this time. A vendor may indicate on the Attachment B Official Bid Spreadsheet if they are interested in participating in the State Warehouse part of the program or not, as applicable. Answering No to this, does not detrimentally affect vendor scoring in anyway.

## Submission Questions

Q. In the IFB it states that e-mail is the preferred method for communication, but the submission must be mailed or hand delivered, is this correct?

A. Yes, while e-mail is the preferred method for questions, the actual submission must be submitted as a hard copy.

Q. I currently am processing end products for the State of Iowa in a category which is not included on the bid sheet. Am I allowed to bid our products again?

A. If your category is not included in their current round of bidding that means it will be requested to be renewed for the 19-20 SY.

Q. I would like to submit a bid on a category. Last fall we were ineligible because we did not produce every item on the bid, can you confirm if this is still the policy.

A. Only those vendors who were preapproved via RFI #USDADF20 can respond to this IFB. But yes it is still policy that to be able to submit a response the vendor must product all items within the category they wish to respond to.

Q. Section 4.3.7-To clarify, is there a form/attachment for acceptance of Terms and Conditions, or are Terms and Conditions assumed as agreed upon by vendors simply by submitting a bid?

A. These is not a form or attachment for this item. You can simple state it in your cover letter.

Q. Section 4.3.8-References-will these be requested, if needed, at a later time, or should we include these in our bid response?

A. If the Department determines there is a need for references, they will be requested after the official bid opening.

Q. Section 4.3.4-Official Bid Spreadsheet-if I am only bidding on one tab/category, do I just submit that page, or do I need to submit the entire spreadsheet workbook for all categories?

A. It's likely easier to submit the entire spreadsheet, however you will only need to fill out the tabs which apply to the categories you are responding to.

Q. Only Attachments C and F have signature lines. Do I still need to sign the other attachments in ink, or is the typed name as indicated on the form sufficient?

A. Attachments A and E are letters which would typically be signed and have the typed name of the person signing. Attached B does not need a signature. For Attached D a typed name would be sufficient.

## Spreadsheet Questions

Q. Manufacturer name does not auto fill.

A. You need to enter the manufacturer name on the first tab title instructions. Then it will autofill to the remaining tabs. When you first open the spreadsheet you may need to click at the top "Enable Edit" to allow you to fill things in.

Q. Some of my Manufacturer information is incorrect.

A. Please refer to the instructions item # 3, this tells you how to handle any information that is incorrect. Highlight it orange and type the correct info on the final tab titled Vendor Notes.

Q. On Attachment B, the bid spreadsheet, some cells highlighted in yellow do not apply, such as columns D and I. On the instructions page, it says yellow highlighted cells require entry. So, do we need to put NA in highlighted fields if they do not apply, or leave blank?

A. Those that are yellow are ones that can be filled in by the responder. You may leave them blank if they don't apply, such as column D. However column I would be required as that is the FFS pricing. See instructions # 4 for more information on bid pricing submission.