

## ADDENDUM

To: All Interested Vendors

From: Theresa A. Kauffman  
IT Vendor and Procurement Administrator

Date: April 13, 2023

Subject: Addendum No. 2  
ITB #23-011 – Sourcing Lenovo Desktops and Laptops  
**Question and Answer**

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### Part 1 Q&A

RFP #23-011– Sourcing Lenovo Desktops and Laptops

**Q1** – How many items will be ordered at a time? Will the orders be in bulk, or should we factor in the shipping cost for QTY 1? When the quantity crosses 5, shipping is a non-factor, but below that, we have to factor it in.

**A1** – CML anticipates ordering approximately 50% of the hardware in late Q2 or early Q3. The remaining hardware will be ordered in late Q3 or early Q4. Vendor inventory and Lenovo delivery times may impact that decision and require CML to order all hardware in late Q2 or early Q3. This will happen if inventory items are back-ordered.

**Q2** – Please may you clarify the services needed? So far it is mainly maintenance (performed by Lenovo) and Delivery (performed by selected Vendor)

**A2** – CML has a contracted services provider that will handle all imaging and deployment services. This ITB is only for procurement, delivery, and communication related to hardware orders.

**Q3** – In the Scope of Work, Item IV, paragraph B, what is meant by “producing results” from a quality control program? Can you give an example of a result and what quality principle or element it would correspond to?

**A3** – It is expected that the vendor will provide weekly status updates to CML and our implementation vendor. This should include tracking information about items ordered and delivered, sign-off that CML or our implantation vendor has received materials, and any status related to delays. The chosen vendor is expected to manage any shipping issues with Lenovo directly.

**Q4** – In Appendix B, regarding subcontractor participation in diversity programs, can we include our own company’s participation? I am not certain at this time whether there will be more than one subcontractor.

**A4** – Yes, specify if it your company and/or subcontractor

**Q5** – Our pricing model is based on a fixed annual subscription amount and fixed onboarding model; not hourly services. Are you ok with us listing the amounts of software in annual amounts?

**A5** – Yes

Proposals must be received no later than **12:00 Noon on April 19, 2023**

**PROPOSERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS  
MEMORANDUM (ADDENDUM NO. 1) ON THE ACKNOWLEDGEMENT OF ADDENDA  
FORM IN THE RFP DOCUMENTS**