



Solicitation Addendum

Issuing Agency:	Division of Purchase & Contract
Solicitation Number:	DPC-1016238921-MT (DOC1016238921)
Solicitation Description:	Basic Laboratory Supplies & Equipment
Bid Opening Date & Time:	June 3, 2024 @ 2:00 PM ET
Addendum Number:	01
Addendum Date:	May 16, 2024
Procurement Lead:	Melinda Tomlinson

Enclosed are the presentation slides from the Pre-Bid Conference held on May 16, 2024.

Reminder: All questions must be submitted in writing for the State's official response. Verbal responses are not valid. The deadline for submitting questions is May 20, 2024.

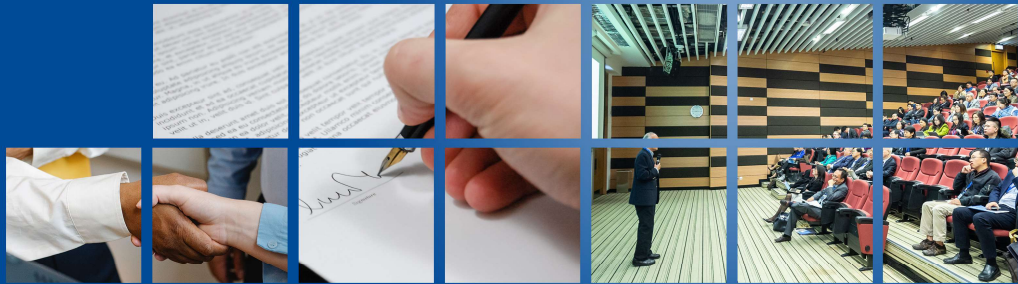
Presentation slides begins on the next page.

Pre-Bid Conference
Solicitation #: DPC-1016238945-MT
Title: Basic Laboratory Supplies & Equipment

Procurement Lead: Melinda Tomlinson

Date: May 16, 2024

Time: 1:00 PM ET



1

• **Agenda**

- Welcome & Introductions
- Overview of Solicitation and Contract Term
- IFB Schedule/Key Dates
- IFB Requirements
- Evaluation Criteria
- Vendor Questions/P&C Responses
- Solicitation Response Reminders
- Question/Answer Session

2

Welcome & Introductions

- DOA, Division of P&C Participants
 - Melinda Tomlinson, Procurement Lead
 - Nicole Hunter, Deputy State Purchasing Officer – Strategic Sourcing
 - Deidra Jones, Acting Deputy State Purchasing Officer – Contract Management
 - Jonathan Davis, Contract Manager
- Attending Prospective Offerors

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3

Overview of Basic Laboratory Supplies & Equipment

- Background
 - Who: State Departments, State Agencies, Institutions of Higher Education
 - What is currently being done
 - What's covered
 - Products being provided
- Purpose of solicitation
 - General statement(s) of objective of Specification
- Contract Term: Five (5) years

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4

IFB Intended Solicitation Schedule

Action	Time Period
Issued Solicitation IFB	May 10, 2024
Pre-Bid Conference	May 16, 2024
Written Question Submission	May 20, 2024 @ 12:00 PM ET
Response to Vendor Questions*	May 24, 2024
Bid Opening	June 3, 2024 @ 2:00 PM ET
Contract Award (Anticipated)	June 21, 2024

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5

IFB Requirements

Section 2.0	General IFB Information
Section 2.8 – Bid Response Contents (submit cover letter and/or title page, signed solicitation, pricing workbook, and ALL attachments signed including Vendor Response (see 2.8e).	
Section 4.0	General IFB Requirements
Must meet all requirements outlined in Section 4.0 (Pricing, Delivery, Authorized Reseller, Warranty, Vendor's Published Catalog, HUB Participation, References, Sustainability Efforts and Financial Information)	
4.25 Secretary of State Registration	
Section 5.0	Specifications
Must respond to all specifications by way of completing the Attachment A: Pricing Workbook	

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6

IFB Requirements - Vendor Forms

Attachment B	Instructions to Vendors
Contain instruction to vendors for: general instructions for responding to solicitation and definitions	
Attachment C	NC General Terms and Conditions
Incorporated into Agreement. Contains the State's General Terms and Conditions that is the foundation of all contractual agreements with the State, for non-IT contracts.	
Attachment D	HUB Supplemental Vendor Information
MUST BE RETURNED – Provide information about HUB certification status and intended Tier II HUB vendor efforts.	
Attachment E	Reference Template
MUST BE RETURNED – Provide information about similar size/scope references.	
Attachment F	Location of Workers Utilized by Vendor
MUST BE RETURNED – Provide information about where work will be performed for contract.	

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7

IFB Requirements - Vendor Forms

Attachment G	Certification of Financial Condition
MUST BE RETURNED – Provide information about vendor financial condition.	
Attachment	Certification for Contracts, Grants, Loans and Cooperative Agreements
MUST BE RETURNED – Provide certification that no federal funds have been paid to an influencer to impact award decision.	
Attachment	OMB Standard Form LLL
MUST BE RETURNED – Provide information to disclose information about lobbying activities, accompanies the above Certification.	

Notes:

- The following file types are permitted: PDF, JPG, JPEG, PNG, MP4, CAD, DWG
- Files of up to 125 MBs are permitted.

All forms are available on the DOA P&C Website, listed within the solicitation, and Ariba Sourcing Event.

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8

Method of Award – Low Cost Meeting Spec

Evaluation Method – Low-Cost Meeting Spec	Evaluation Method
Low-Cost Meeting Spec	All responsive bids will be reviewed, and award or awards will be based on the responsive bid(s) to provide the estimated requirements as to the breadth of laboratory supplies and equipment offered, highest percentage discount offered off of the applied Price List, quantity, quality, delivery, service, and/or geographical coverage based on the calculated bid, as explained in the IFB.
Required Vendor Form Submission for References	To be checked/considered
Required Vendor Form Submission for Financial Condition	To be checked/considered
Required Vendor Form Submission for Location of Workers	To be checked/considered
Required Descriptive Literature (link)	Vendor link to all products offered – Attachment A

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9

Questions and Responses

- Questions must be formally submitted for response.
- Questions will be formally responded to in a posted Addendum.
- Addenda will be informational (not required to be returned) or for inclusion with response (required to be executed and returned).
 - Note – not returning required executed addenda will render response non-responsive.

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10

Solicitation Response Reminders

- Read the entire solicitation, to include all attachments
- Submit any questions, for State response – No verbal response will validate.
- Review your response for
 - Execution of solicitation (Non-Responsive, if not signed)
 - All boxes checked
 - All fill in spaces provided information
 - All execution/signature places signed
- Submit all required documentation
 - Listed in Section 2.8 – Bid Contents, Section 4, Section 5 requests for documentation in addition to the body of the solicitation
 - All signature required Addenda
- Communication – Only provide contact/communication through Ariba Sourcing Tool, or Procurement Lead.

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11



Questions and Answers

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12

