

**YWCA El Paso del Norte Region**

**Request for Quotation for Early Learning and School Age Learning Materials, Supplies and Equipment  
RFQ # 19-1001**

**Questions & Answers**

**1. Can the Bid be returned via email?**

We are unable to accept bids via email. Please use a traceable delivery method such as certified mail-return receipt requested, guaranteed express service, or hand delivery is recommended.

**2. Is this RFQ for catalog bids or may specific (i.e. curriculum kits, etc.) also be included?**

For Child Care Services its catalog bids and for Early Learning Academies and School Age Division it may be both: catalog bids and STEAM manipulation kits.

**3. Our discounts are monthly off of current pricing at the same time the order is placed. Current pricing can be found on our website. Is this a problem?**

Part of the evaluation will be the discounts a supplier is applying to purchases. We are comparing pricing in the catalogs. If the company does not have catalogs, please provide examples of discounted items. Please also explain how our agency would be able to obtain a discounted item that's on the website.

**4. We don't install or assemble items. Is this a problem?**

No this is not an issue. However, assistance is needed upon delivery to unload a truck and bring items to the storage room. Please indicate if you provide this assistance.

**5. Shipping charges are not included in our prices. Is it ok to list what our minimum order is to receive free shipping and exceptions to the free shipping offer on the bid?**

Yes, it's acceptable to list the minimum order to receive free shipping and the exceptions to the free shipping on the bid. We prefer that these items are identifiable in the catalog.

**6. Could you clarify in more detail what type of products you are looking for to meet the requirements on page 6 Statement (Scope) of Work for RFQ 19-001 "Early Learning and School Age Learning Materials, Supplies and Equipment"? We are an English and Spanish ELA Curriculum company and were wondering if this bid aligns with our company's products.**

For Child Care Services we are seeking early learning and school age materials, supplies and equipment that can be used in a child care setting and enhances learning development. For the Early Learning Academies and School Age Division we are looking for items already mentioned plus hands-on STEAM manipulative kits that engage children from 0 – 15 years old.

**7. Also could you clarify if your purchasing curriculum/instructional materials and services through the purchasing cooperative Buy Board? Lastly, could you clarify if a discount is required for this bid?**

YWCA is not using the Buy Board but would want the same discounts that are available to those who purchase through the Buy Board.

Discounts are a consideration in the awarding of the bid.