

# RFP Policy Agreement

You are receiving this RFP policy agreement because a RFP, RFI, or public bid has been offered in your territory. It is Revcord's policy to bid through a dealer unless the dealer chooses not to bid the project. Dealers should contact Revcord as soon as possible in the RFP process so we can discuss the best strategy to win. In all cases, our preference is that the local dealer provide installation and maintenance and on-site service. Again, we prefer that the dealer be the lead proposer with Revcord adding technical assistance where required.

Although an RFP is a negotiable proposal situation, an RFI is "just" a request for information and a bid is normally the case where the lowest responsible, responsive becomes the apparent winner, Revcord considers them equally important and are to be prepared from a depth of technical and operational knowledge. For ease of reading, the term "RFP" is used hereafter for all types of solicitations.

In this very competitive environment, occasionally it is best for Revcord to bid directly by partnering on the RFP with the dealer. Such is sometimes the case in an advertised RFP where the dealer has had no active involvement in generating the requirement before publication or where the outcome will be "down and dirty" and price is most important.

In either case, Revcord will treat RFPs equivalent to a contract type offering like GSA, DIR, or HGAC as an example. Revcord best pricing is a 25% discount which is the same discount offered under contract pricing. Revcord in bidding direct will follow the contract pricing of these entities and should the dealer commit to the project, Revcord would need the dealer to follow the same pricing strategy.

When a dealer is bidding directly, Revcord will of course provide support to technical questions but we count on the dealer to take the lead as it relates to most aspects of the RFP. The dealer should be capable of answering most of the responses to specifications and providing a complete proposal. Revcord will provide help where the technical requirement is beyond the dealer's knowledge base.

As such, by this RFP Policy Agreement, it is agreed that Revcord will not bid the referenced RFP below with the understanding that the dealer who is bidding Revcord provides a bid based on Revcord's HGAC price guide.

RFP Reference Site Name: \_\_\_\_\_

Dealer Name: \_\_\_\_\_

By: \_\_\_\_\_

Revcord Representative

Dealer Signature: \_\_\_\_\_