



**Solicitation Information
January 21, 2016**

RFP# 7550208

**TITLE: MPA# 105: General Office Supplies, School Supplies, Paper, Promotional Items and
Toner Cartridges**

Submission Deadline: February 19, 2016 at 11:00 AM EST

PRE-BID/ PROPOSAL CONFERENCE: NO
QUESTIONS PERIOD: Questions concerning this solicitation must be received by the Division of Purchases at DOA.PurQuestions8@purchasing.ri.gov no later than February 3, 2016 at 10:00 AM EST . Questions should be submitted in a <i>Microsoft Word attachment</i> . Please reference the RFP# 7550208 on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.
SURETY REQUIRED: NO
BOND REQUIRED: NO

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Interdepartmental Project Manager**

**Cheryl McGurn
Buyer**

Vendors must register online at the State Purchasing Website at www.purchasing.ri.gov

Note to Vendors:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the State of Rhode Island, its agencies, quasi-public agencies, institutions of higher education, municipalities and school districts, is soliciting proposals from qualified firms to provide General Office Supplies, School Supplies, Paper, Promotional Items and Toner Cartridges, in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases home page by internet at www.purchasing.ri.gov.

The award(s) will be for three (3) years, starting April 1, 2016 through March 31, 2019 with the potential of two (2) one-year extensions at the sole option of the State. The State reserves the right to award the MPA to multiple vendors or a single vendor.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

DEFINITIONS

For the purposes of this RFP, the following is list of common terms and their definitions:

- a) **Core List, Contract List, Market Basket List** – these terms may be used interchangeably, however it refers to a specific and restricted set of frequently purchased items/SKUs that the State of Rhode Island, municipalities, towns and school districts, in conjunction with the Vendor, has established as part of the core list.
- b) **Contract** - Any agreement resulting from this RFP
- c) **EPP** - Environmentally Preferable Products.
- d) **Entities** - See Tables 1-4 to determine entity type.
 - i. **State Entity** - Any entity that is directly considered to be a part of the State of Rhode Island umbrella and is subject the Rhode Island General Laws. (e.g., state agencies and state run schools)
 - ii. **Member Entity** - or any term referring to an entity that is related to the State of Rhode Island and/or can participate in procurement from the resulting MPA per R.I. Gen. Laws § 37-2-56. These entities will be responsible for their own accounting arrangements, any potential dispute resolution and/or delivery arrangements per their own established laws, regulations and/or charter. (e.g., quasi-public agencies, institutes of higher education, municipalities, municipal school districts, municipal regional school districts, charter schools)

- e) **Fiscal Year** – State of Rhode Island’s fiscal year is defined as July 1 through June 30. Quarterly and annual reporting will be based off of this schedule.
- f) **MPA** - Master Price Agreement.
- g) **Non-Core List, Off-Contract List, Non-Market Basket** - these terms may be used interchangeably, however it refers to items that are available for purchase from the Vendor, but are not part of the core list. These items will be available for purchase on a restricted and potentially discounted basis.
- h) **Office Supplies** - Overall term used to encompass general office supplies, school supplies, paper, promotional items and toner cartridges.
- i) **R.I. Gen. Laws** - Rhode Island General Laws.
- j) **State of Rhode Island, State** - terms referencing the State of Rhode Island as a purchasing the entity setting forth terms for this RFP and resulting MPA(s), Contract(s), Purchase Order(s), etc. All activities are subject to the Rhode Island General Laws.
- k) **S.K.U.** - a ‘Stock Keeping Unit’ is a unique identification number associated to a specific item for inventory tracking purposes.
- l) **Contract Users** - or any other term referring to client, customer or end-user which are State and Members Entities that will make use of the contract(s) awarded based upon this RFP.
- m) **Vendor, Bidder, Offeror, Contractor, Company, Applicant** - or any other term referring to the entity that will propose to provide the goods and services to the State.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 60 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

6. Proposals misdirected to other state locations, or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall

have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).

14. The vendor should be aware of the State’s Minority Business Enterprise (MBE) requirements, which address the State’s goal of ten percent (10%) participation by MBE’s in all State procurements. For further information visit the website www.mbe.ri.gov.

SECTION 2: BACKGROUND

The State of Rhode Island is soliciting proposals from qualified firms to provide general office supplies, school supplies, paper, promotional items and toner cartridges to all State of Rhode Island agencies, quasi-public agencies, institutions of higher education, municipalities and school districts. Specific elements included in this RFP are general office supplies, specific school supplies (e.g., art room supplies), paper for copiers and desktop printers (inkjet and laser), promotional items for special events and toner cartridges specifically for inkjet and laser printers as well as fax machines.

In addition to the State Entities, this RFP includes Member Entities as defined in the following Tables 1-4. A table’s title or an individual entity’s line, references if the group is considered a State Entity or Member Entity:

Table 1

Quasi-Public Agencies (Member Entities)
Capital Center Commission
I-195 Redevelopment District Commission
Narragansett Bay Commission
Quonset Development Corporation
Rhode Island Airport Corporation
Rhode Island Clean Water Finance Agency
Rhode Island Commerce Corporation (formerly RIEDC)
Rhode Island Convention Center Authority
Rhode Island Health & Educational Building Corporation
Rhode Island Housing & Mortgage Finance Corporation
Rhode Island Industrial Facilities Corporation
Rhode Island Industrial-Recreation Building Authority
Rhode Island Public Transit Authority
Rhode Island Resource Recovery Corporation
Rhode Island Student Loan Authority
Rhode Island Turnpike and Bridge Authority
Rhode Island Water Resources Board Corporate

Table 2

Institutions of Higher Education (Member Entities)	
Community College Of Rhode Island	
Rhode Island College	
University of Rhode Island	

Table 3

Municipalities (Member Entities)	
Barrington	New Shoreham
Bristol	Newport
Burrillville	North Kingstown
Central Falls	North Providence
Charlestown	North Smithfield
Coventry	Pawtucket
Cranston	Portsmouth
Cumberland	Providence
East Greenwich	Richmond
East Providence	Scituate
Exeter	Smithfield
Foster	South Kingstown
Glocester	Tiverton
Hopkinton	Warren
Jamestown	Warwick
Johnston	West Greenwich
Lincoln	West Warwick
Little Compton	Westerly
Middletown	Woonsocket
Narragansett	

Table 4

School Districts	
Municipal School Districts (Member Entities)	Municipal Regional School Districts (Member Entities)
Barrington	Bristol-Warren
Burrillville	Exeter-West Greenwich
Central Falls	Chariho
Coventry	Foster-Glocester
Cranston	
Cumberland	State Operated Schools (State Entities)
East Greenwich	Davies Career & Technical Center
East Providence	Metropolitan Career & Technical Center
Foster	School for the Deaf
Glocester	
Jamestown	Charter Schools (Member Entities)
Johnston	Academy for Career Exploration (ACE)
Lincoln	Achievement First Iluminar Mayoral Academy Elementary
Little Compton	Achievement First Providence Mayoral Academy Elementary
Middletown	Beacon Charter High School
Narragansett	Blackstone Academy Charter School
Newport	Blackstone Valley Prep Mayoral Academy – ES1
New Shoreham	Blackstone Valley Prep Mayoral Academy – ES2
North Kingstown	Blackstone Valley Prep Mayoral Academy – ES3
North Providence	Blackstone Valley Prep Mayoral Academy - HS
North Smithfield	Blackstone Valley Prep Mayoral Academy - MS
Pawtucket	Highlander Charter School
Portsmouth	Hope Academy
Providence	International Charter School
Scituate	Kingston Hill Academy
Smithfield	NEL/CPS Construction Career Academy
South Kingstown	Paul Cuffee School
Tiverton	RI Nurses Institute Middle College
Warwick	RISE Prep Mayoral Academy
Westerly	Segue Institute for Learning
West Warwick	Sheila Skip Nowell Leadership Academy 1 (Central Falls)
Providence	Sheila Skip Nowell Leadership Academy 11 (Providence)
Providence	Southside Elementary Charter School
Central Falls	The Compass School
Woonsocket	The Greene School
	The Learning Community
	The Village Green Virtual Charter School
	Times2 Academy
	Trinity Academy for the Performing Arts

If the awarded Vendor(s) is contacted by an entity that is not specified in the preceding tables or are unsure of their eligibility in anyway, the Vendor shall contact the Division of Purchases for verification of the entity's eligibility to participate in the resulting MPA.

As part of a joint effort to combine multiple statewide entity needs and leverage spending across the entire State of Rhode Island, this RFP seeks to maximize the bidding opportunity for Vendors and secure the best deal for all the state's taxpayers. Therefore rather than numerous Office Supplies proposals being posted across the state, the contract(s) awarded through this solicitation will provide a statewide MPA for usage by all State and Member entities. The MPA is also looking to leverage competitive pricing on Core items which the State most frequently purchases and Environmentally Preferable Purchasing (EPP) items. State Entities will be required to purchase Core items, as defined in Section 3, under the awarded contract(s). As a result, State and Member entities will be eligible to receive any applicable Rebate(s) and/or Discount(s) as described and defined in Section 3 in addition to the State of Rhode Island. This RFP provides a scope of work and requirements for Office Supplies in Section 3. It should be noted that this RFP specifically **excludes** the following items:

- Computers and Related Equipment except small computer supplies (e.g., CD-Rs, monitor wipes, mouse pad)
- Copiers, Copier Toner & Fax Copiers
- Projectors
- Software
- Specialty Paper
- Office Furniture

The State of Rhode Island including State agencies, quasi public agencies, institutions of higher education, municipalities and school districts spend approximately \$10 million dollars annually on Office Supplies.

Bidders are encouraged to submit proposals on all or specific subcategories that are a Core offering of their respective business (i.e. paper and/or toner). Please note that bidders will also be requested to submit and propose a rebate/discount structure on all statewide Office supplies. Additional rebate/discount details are outlined in Section 3.

SECTION 3: SCOPE OF WORK AND TECHNICAL REQUIREMENTS

This section contains the detailed scope of work, business requirements and technical requirements for the Office Supplies Request for Proposal (RFP). The State will not tailor these needs to fit a particular solution that bidders may have available. The bidders shall propose to meet the State's needs and requirements as defined in this RFP. The following definitions will also apply to this section and anywhere else the terminology is specified within this RFP, appendices and associated amendments.

Proposed Contract Term

The award(s) will be for three (3) years, the contract commencing on April 1, 2016, with the potential for two (2) one-year extensions at the sole option of the State.

Period	Start Date	End Date
Initial Period of Performance	April 1, 2016	March 31, 2019
Renewal Period #1	April 1, 2020	March 31, 2020
Renewal Period #2	April 1, 2021	March 31, 2021

Requirements and Scope of Work

The following presents requirements and the scope of work. The bidder's response must indicate its company's ability to either meet or exceed each specified requirement or scope or work item. Bidders should read the detail in each of the following requirements while providing a concise and comprehensive response to any questions or requests for further information.

1. Custom Catalog Development – A customized Core Items electronic copy catalog, called the *Rhode Island Contract User Catalog (Catalog)*, shall be developed for the State for its Contract Users. This catalog must have separate sections, corresponding to the Core Item lists, specifying General Office Supplies and School Supplies. The catalog must clearly delineate between office and school supply items. It is a requirement that the Vendor creates and distributes the custom catalog(s) and price list(s) on the State's customized online webpage as defined in section 3.2. The catalog's contents are to be grouped by primary product lines (e.g., filing supplies, writing instruments, etc.) and must contain detailed policies, procedures, and instructions for order placement. The training, as defined in Section 3.18, must also cover use of this catalog. At no additional cost to the State, the **Catalog** must be updated and republished (at a maximum) once per calendar year. Mid-cycle inserts may be required to notify end-users of product additions or deletions. All electronic catalog versions and mid-cycle inserts must be sent to the Division of Purchases. Depending on file size, the catalog and/or mid-cycle insert must either be emailed or a CD-R mailed website throughout the MPA lifecycle. In turn, the State will post all files received to an internal FTP site for reference. The Vendor is also required to electronically submit a copy catalog that contains the Non-Core/commercially available items. In both the **Catalog** and Non-Core Catalog, list(s), insert(s), State pricing must be included for each product. The Vendor may be requested to print hard copies of these documents for select locations that may have limited internet access. The hard copy documentation will be printed, warehoused, and distributed by the Vendor accordingly, at no additional cost, to the State. The documentation must be printed with a minimum of 30% post-consumer recycled content and recyclable at its end-of-life. **Please indicate your company's ability to meet this requirement and propose a catalog distribution schedule.**

2. Custom Website/Online Ordering System– Vendor must develop and maintain a State of Rhode Island Contract website to enable online ordering and related functions. The State is looking for the following requirements:

2.1. Customized Rhode Island-specific webpage or website with the ability search and order from the Core Item List and Non-Core Item List.

2.2. Vendor must provide all appropriate “live” contact information (phone/email/fax) on the customized web site.

2.3. State-specific current contract pricing for Core and Non-Core items must be posted on each item. The price provided on the website must be the net price (after all discounts) that the State will be charged. In addition, the item’s list price must also be provided for each respective item or SKU.

2.4. All applicable Core items must be presented to Contract Users first and foremost on all searches and Core items must also be clearly identifiable.

2.5. Ability to search by Core, Non-Core, SKU, item category type, manufacturer, manufacturer part number and/or keyword description.

2.6. In an effort to minimize “over-ordering” of General Office Supply items, the quantity within the item must be clearly posted to Contract Users so the most appropriate selection can be made. The first option presented should be the best price option and with the quantity also clearly posted.

2.7. Provide detailed item profiles with product descriptions including but not limited to name, color, size, package quantity, pricing, Environmentally Preferable Purchasing (EPP) attributes and units of measure. Along with the product description, the item profile must also include (but not limited to):

2.7.1. Picture(s) of the item.

2.7.2. A symbol/indicator/icon for Core items.

2.7.3. A symbol/indicator/icon for EPP items.

2.8. Additional links or information may be placed on the State’s custom website for access to additional product literature, the Vendor’s home page, history of the company, etc. as long as it is related directly to the Vendor’s offerings. No third party advertisements will be permitted on any of the State’s custom website(s), catalogs or literature.

2.9. Page returns/refresh rates shall processed within 5 seconds or less as a Contract User navigates through the website(s). This requirement does not include any firewall delays a Contract User may experience implemented by their own IT structure.

2.10. Provide a “**How to Buy Section**” to highlight how to utilize the contract for Contract Users. This section should include the Telephone, Fax and E-mail information for the Vendor, Contract Manager, Sales, Service and Customer service personnel dedicated to the contract, including but not limited to instructions on how to utilize the contract effectively. This section will be covered in the training as outlined in section 3.18.

2.11. State Entity Specification: Vendor shall have the ability to provide integration between the Vendor(s) online catalog and the State’s Oracle I-Procurement System at no additional cost to the State.

2.12. Contract User Accounts: Vendor must be able to provide an online process and settings for the State to establish Contract User Accounts with variable permissions settings. The State and Member entities will have select representatives with administrative access to maintain/authorize users in their jurisdiction and will distribute permissions accordingly. The Vendor shall initially and as needed, train designated State and Member Entity administrative users on how to establish and manage accounts. The website will have instructions included in the online help file. State and Member Entities will manage permission hierarchies as accounts are established however Vendor must support development of permission levels and ability to apply variable permissions. This section will be covered in the training as outlined in section 3.18. Vendor must have a user accounts system to include (but not limited to):

2.12.1. Unique username and password system for account management. Must have a mechanism or process to reset passwords as needed with minimal steps to process.

2.12.2. Default set of agreed upon permission levels that can be applied accordingly to a selected user account.

2.12.3. Compliance controls that include restricted access to a limited set of items and/or end-user supervisory approvals.

2.12.4. State Entity - Unique agency billing code number.

2.12.5. Bill to address, department name, contact name, email, phone/fax number.

2.12.6. Ship to address, department name, contact name, email, phone/fax number.

2.13. Vendor must maintain web access and ordering capabilities twenty-four (24) hours per day, seven (7) days per week, fifty-two (52) weeks per year, with exceptions as outlined in 2.14 and 2.15.

2.14. If the Vendor's website(s), ordering system's software or related processes are modified, the Vendor will notify the State of any changes, in writing, that affect any of the requirements as outlined in this RFP, thirty (30) business days prior to the implementation of the modification(s).

2.14.1. If the modification(s) require any of the issued documentation, such as the "How to Buy Section", Rhode Island Contract User Catalog (Catalog), online help file and/or any other related documentation to be updated accordingly, the Vendor will update and distribute, per current delivery/posting method, an addendum(s) within (10) ten business days.

2.14.2. The Vendor will ensure all requirements in this RFP and awarded MPA are enforced throughout the modification process.

2.15. Any system maintenance will be performed off hours, defined as 05:00 P.M. EST to 08:00 A.M. EST the following business day.

2.15.1. A notification will be posted to users upon logging into the system of the timeframe system will be unavailable and direction on alternative ordering solutions (Phone/Fax/E-mail).

2.16. Vendor shall employ industry best practices in providing a secure website, free of any potential transferable threats, such as, but not limited to, viruses, Trojan horses,

worms, data breaches, etc. The proposed security measures are to be included on any email and/or electronic system(s)/device(s) used to communicate any correspondence, reports, etc. as well.

2.17. Vendor shall have a process to re-route any Non-Core or identified user accounts orders to an assigned Administrative User for review and approval before processing the order based on user account settings. If the order is denied by the assigned Administrative User, the Vendor's system shall send a notification to the applicable user account of that decision.

2.18. Contract Users shall be able to view their status and history of all their order(s) through their user account profile.

2.19. In the event the State implements punchouts from the state purchasing system in the future, the Vendor shall be adaptable to integrating the applicable changes to the website and online ordering processes.

Please describe how your company will meet these requirements and propose a secure Online Ordering System with user accounts accordingly.

3. Order Placement by Phone/Fax/E-mail –Vendor must also maintain a local or toll-free phone and facsimile numbers for all orders to be placed via phone or fax and a dedicated, monitored email address for all orders to be placed via email. All contact information for order placement including phone number(s), fax number(s) and email address, should be included in the *Catalog and Website(s)*. Prior to an award, successful Bidders will be required to identify/establish two or more local or toll-free access numbers allowing free calls and faxes from all State office locations and a dedicated email address. Vendor shall have a process to re-route any designated orders to an assigned administrative user for review and approval before the Vendor can process the order, see 3.2.17 for more detail. **Please indicate your company's ability to meet these requirements, including detailed information on procedures for placing and verifying orders.**

4. Compliance Management – The State requires State Entity contract users to purchase only Core products and services, unless authorized to do otherwise. The State expects any selected Vendor(s) to be able to actively support compliance with this requirement as well as establish any similar requirements from Member Entities as follows:

4.1. Create customized set of permission levels that can be assigned to contract user accounts.

4.2. As applicable, assign an Approver to selected Contract User Accounts

4.3. Email notification is to be sent to Approver of applicable orders pending their approval

4.4. Email notification to Contract User if order was approved or denied.

4.5. Supervisory/Administrator access to all contract user accounts for the State's Accounts & Controls designated team.

4.6. State Entities –

4.6.1. Set contract user accounts to allowing purchasing off of Core lists only.

4.6.2. Ability to send request to an assigned Approver for Non-Core purchase(s).

Please provide details how your ordering system(s) manage compliance for online, phone and facsimile orders. In addition, please describe how your systems allow and authorize approved compliance exceptions.

- 5. Product Availability** – Vendor must agree that there will be no cancellation of products used without an equal and acceptable replacement approved by the designated State of Rhode Island representative during the term of the agreement and at the same price or better as the original proposal. Vendors must communicate manufacturer’s discontinuation of any products to the Contract Officer in writing within five (5) business days. In such instances, Vendors must work with the Division of Purchases Official(s) to identify and implement alternative(s). Vendors suggested replacements of discontinued products shall include but not limited to replacement United Stationer’s ID #, part number, description, list price, applicable discount(s) and final price. **Please indicate your company’s ability to meet this requirement.**

- 6. Contract List Maintenance** – Vendor must agree to an annual evaluation of the Core List and the State’s top-spend items. The Vendor and the State will revise the items on the Core List to replace discontinued SKUs and to rebalance the list through additions and deletions, ensuring that the items that accounted for the largest spend in the prior twelve (12) months are included on the Core List. Recommended additions and deletions will be reviewed with the State of Rhode Island Division of Purchases and revisions to the Core List may follow, if agreed to by the State Purchasing Agent. **Please indicate your company’s ability to meet this requirement and describe the process involved regarding typical contract list maintenance procedures.**

- 7. Fill-Rate Requirements** – Vendor must maintain a fill rate of 98% for contracted Core List items. The selected Vendor(s) shall also maintain a 95% fill rate on the Full Line catalog. (Fill rate is defined as the total number of requisition lines filled/divided by the number of lines requested over a given period. The difference, therefore, would be items on back-order). **Please indicate your company’s ability to meet this requirement, and include historic fill rates for contract lists and full line catalogs.**

- 8. Delivery Schedule** – Vendor(s) must be able to fill and deliver orders for Office Supplies on-site within one (1) business day of order placement by Approvers or Authorized Contract Users, either via the internet, phone or fax based on an order submitted by 04:00 P.M. EST the prior business day. Vendor(s) must be able to fill and deliver orders for Paper products on-site within one (1) business days of order placement. Vendor(s) must be able to fill and deliver orders for custom printed promotional items on-site within fifteen (15) business days of artwork approval by a Contract User. If the Vendor fails to make prompt delivery of any item, the State has the right to purchase goods in the open market and the Vendor will reimburse the difference to the State.
 - 8.1. Schools** – Most Schools, as defined in Table 4, will place a bulk order(s) for the entire school year’s needs and is generally placed 1-2 months prior to the school year start

generally in September. If the applicable school places their approved order(s) timely, these orders MUST be received 2 weeks prior to the applicable school year start.

Please describe your company's process and resource plan for accommodating multiple bulk orders in mid to late summer each year. In order for schools to receive their bulk orders prior to their school year start, please define your timeframe for ordering deadlines and the corresponding delivery timeframe.

Please indicate your company's ability to meet these requirements, and include typical response time to orders (by product subcategory, if applicable).

9. Delivery –

9.1. Site Requirements - Vendor or assignee shall make delivery of each order to an inside location (e.g. warehouse, office, desktop, etc.) as directed by the ordering customer. Vendor must comply with parking and delivery requirements (times, locations, permits, security, etc.) of the ordering customer. Vendor will obtain "ship to" information from each participating customer/Contract User. All deliveries shall be performed during regular working hours, usually 08:30 A.M. EST to 04:30 P.M. EST however times may vary from site to site.

9.2. No Idling of Delivery Trucks - In order to further preserve our environment and reduce emissions, the State will require delivery trucks to turn off their engines upon stopping at the delivery destination, or not allow the engine to idle at any location for more than 20 seconds, except in the following situations:

9.2.1. The health and safety of employees, sub-contractors or public would be compromised by turning off the vehicle.

9.2.2. The engine is required to power auxiliary equipment (e.g., lift platforms).
Or,

9.2.3. Vehicle manufacturer requires additional idle time for warm up or cool down for efficient and proper mechanical or functional operation of the unit.

9.3. Security/Clearance(s) - The Vendor shall be prepared to supply a list of driver's names and any background information necessary, to the Department of Corrections (DOC), Department of Children, Youth and Families (DCYF), Rhode Island Training School (RITS) and other secure facilities, for background checks and security clearance into secure and/or sensitive state facilities. The Vendor vehicles may be subject to inspection upon entering and leaving secure locations.

9.4. Consolidated Deliveries - When possible, if multiple orders from different agencies are scheduled for delivery to the same shared location (e.g., multiple state agencies working within the Department of Administration building), the orders will be consolidated into one delivery to reduce trips to the shared location. While the deliveries are consolidated into one trip, the orders will remain separate and delivered as ordered to the appropriate agencies within the shared location.

9.5. Vendor shall be a participant in the Environmental Protection Agency's Smartway Program, <http://www3.epa.gov/smartway/>.

Please indicate your company's ability to meet these requirements and provide site delivery on a regular basis for locations across the entire State of Rhode Island.

Indicate if delivery is provided directly by your company's resources, or if third party vendors are used. If a third party vendor(s) is used, please submit a signed certification by the third party as to the ability to meet these requirements.

10. Freight on Board (F.O.B.) Destination – All prices offered shall be F.O.B. destination, freight prepaid by the Vendor, to the ordering organization's receiving point. Responsibility and liability for loss or damage for all orders shall remain with the Vendor until final inspection and acceptance, when all responsibility shall pass to the ordering organization, except the responsibility for product defects, fraud and the warranty obligations. **Please indicate your company's ability to meet this requirement.**

11. Delivery / Shipping Documentation–

11.1. A packing label must be on each box and must include, at a minimum, the following items, each visible on the outside of the box:

11.1.1. Vendor Order Number

11.1.2. Ordering Entity's Point of Contact Name

11.1.3. Ordering Entity's Point of Contact Telephone Number

11.1.4. Ordering Entity's Entity Name (department, agency, division, etc.)

11.1.5. Ordering Entity's Delivery Address (include floor & room number as applicable)

11.1.6. State or Member Purchase Order Number

11.1.7. Number of Parcels (e.g., Box 1 of 2)

11.2. A packing slip must also be included with each shipment, and should include, at a minimum, the following information:

11.2.1. Vendor Order Number

11.2.2. State or Member Purchase Order Number

11.2.3. Line item description(s)

11.2.4. Product item number(s)

11.2.5. Quantity ordered

11.2.6. Quantity included in shipment

11.2.7. Status of back ordered items, if applicable

11.2.8. Unit Price

11.2.9. Number of parcels (e.g., Box 1 of 2)

11.2.10. Information included on the packing label

Please indicate your company's ability to provide this level of shipping detail for all orders, as well as any other information provided as a standard.

12. Invoicing –

12.1. The Vendor's invoice must include, at a minimum, the following components:

12.1.1. Vendor's Name, Address and Telephone number

12.1.2. State Contract Number

12.1.3. State or Member Purchase Order Number

12.1.4. State Entity – applicable Agency's unique billing code

12.1.5. Ordering Entity's Delivery Address (include floor & room number as applicable)

12.1.6. Per line item include the following:

12.1.6.1. Product(s) description

12.1.6.2. Manufacturer's SKU # or Bidders Product ID#

12.1.6.3. Price(s) per unit(s) and extended price

12.1.6.4. Quantities of issued merchandise

12.1.6.5. Date Ordered

12.1.6.6. Back-ordered item(s) list

12.1.7. Each invoice must have a total for all orders, a total for all credits and the amount due from the respective entity.

12.1.8. Prompt payment discounts, if applicable.

12.1.9. All other discounts applied at the subtotal level.

12.1.10. Mutually agreed upon requirements that State may later deem necessary.

12.2. Delivery of Invoices:

12.2.1. State Entities - Invoicing to the State of Rhode Island – Vendor shall submit one invoice summary with any applicable credit memos on a monthly basis for all completed orders and credits from the previous month electronically through the State's FTP site. All invoices and credit memos shall reference the ordering Agency's unique billing code.

12.2.1.1. Vendor must establish their company in RIFANS prior to the initial invoice. Please see the 'Vendor Information' link located on the Rhode Island Division of Purchases' website at: <http://www.purchasing.ri.gov> for more information.

12.2.2. Member Entities - Invoicing to Members – The Vendor shall invoice according to method specified per Member Entity. These entities may require invoices to be electronic and/or paper-based. (e.g., a Member Entity school requests Vendors to integrate electronically with their eProcurement system FMIS, Financial Management Information System)

Please indicate your company's ability to meet this requirement and provide a sample of an invoice with a monthly summary and corresponding detail.

13. Payment Options –

13.1. State Entities - The State shall pay via ACH through the Division of Accounts and Controls for all State Entities. All payments will be made in accordance with R.I. Gen. Laws § 42-11.

13.2. Member Entities – Member Entities shall be responsible for their purchases and payments with the Vendor.

14. Out of Stock Notification – Upon receipt of an order, the Vendor must notify the customer if an item is out of stock. The customer shall have the option of requesting a back-order, and either substituting an available product at contract price or less or canceling the item from the order. Under no circumstance is the Vendor permitted to make product substitutions without

authorization from the ordering agency. **Please indicate your company's ability to meet this requirement.**

15. Returns – Vendor must agree to accept all product and supplies for return, at no cost to the State, within 30 days of delivery. Any materials delivered in poor condition and any items either in excess of the amount authorized or not ordered by the customer may, at the discretion of the ordering customer, be returned to the Vendor's warehouse at the Vendor's expense within 30 days. Credit for returned goods should be made within two (2) business days once the Vendor receives returned goods. The Vendor will not impose a restocking fee for any returned items provided that one (1) of the following reasons are met:

15.1. Item(s) returned that were damaged upon receipt

15.2. Incorrect product shipped

15.3. Customer service order entry error by Vendor

15.4. Product returned within 30 days of delivery

15.5. Product that is returned, but exchanged for other inventory/product

Restocking fees, for all other reasons, can be no greater than ten (10) percent of the value of the items to be restocked. **Please indicate your company's ability to meet these requirements.**

16. Customer Service – Vendor will have a customer service unit dedicated to the awarded MPA. The staff must be trained in the requirements of the contract and be able to handle questions, technical concerns as well as the have the authority to take administrative action in order to resolve any issues that arise. At least one Customer Service Representative must be available at minimum during State's operating hours (08:00 A.M EST to 05:00 P.M EST, Monday to Friday). All service representatives must have online access to current information to provide immediate response to inquiries concerning the status of orders (shipped or pending), delivery information, back-order information, statewide contract pricing, contracted product offerings/exclusions, billing questions or issues, contract compliance requirements, and general product information. Representatives must be available via phone (local/toll free number required), fax, live web-chat or email. **Please provide a description of your company's customer service capabilities, customer service's operating hours and ability to meet these requirements.**

17. Account Management – Please describe the company's customer service team including its structure and ability to resolve contract-related issues. Details should include, but not be limited to, the proposed team size, team member background/experience and location of the customer service unit(s). In addition, please provide details on the company's problem resolution methodology (i.e. tracking of outstanding issues, response time standards, notification policies, etc...). **Please provide a description of your company's account management team and your company's problem resolution methodology.**

18. Training Plan – The Vendor must provide initial training at award to facilitate the rapid and smooth education of contract users for successful initial adoption with several onsite and

webinar sessions. The webinar(s) shall be recorded and posted on the website for Contract Users to view as needed and each topic in the training plan shall be contained in either one or multiple recordings. The training shall include (but not limited to) how to order, using the online system with assigned user account and training on use account management for administrative users. The Vendor must also provide periodic training throughout each calendar year to ensure continued adoption and integration of new users. The Vendor shall include a plan that describes the detail, nature and techniques used to provide training in the proposal. Suggested training details should include type, number of resources, frequency and course format. **Please provide a description of your company's training plan, proposed schedule and related resources.**

19. Performance / Service Level Maintenance– The Vendor will measure the using customer's satisfaction during the term of the contract. This measurement will identify areas where service levels can be improved. **Please describe how your company will work with the State in order to continually monitor and improve service levels.**

20. Quality Assurance Guarantees / Product Warranty – Vendor shall guarantee its products to be free from defects in materials and workmanship, given normal use and care, over the period of the manufacturers' warranties. Vendor must honor all manufacturers' warranties and guarantees on all products offered through the contract. If the manufacturer offers an on-site warranty, those warranty services must be passed on to the users of the contract. The Vendor shall agree to repair and/or replace immediately, without charge (includes shipping both ways), to Contract Users, any product or part thereof, which proves to be defective or fails within the manufacturers' warranty period as specified. The Vendor must continue to provide warranty service, after contract termination, until expiration of warranties for products sold under the contract. **Please indicate your company's ability to meet this requirement as well as information on the company's quality assurance program.**

21. Test Samples – The Vendor may be required to supply sample products in sufficient quantities for testing purposes. When requested, the sample products must be provided within four (4) days of request by the Contract User at an agreed upon reduced or no cost to the State. **Please indicate your company's ability to meet this requirement.**

22. Reporting Requirements – Vendors are required to provide various monthly, quarterly and annual reporting on the State's spending. Reporting requirements/details are specified below. Each of the reports are due within ten (10) business days after the close of each respective (monthly, quarterly & annual) period. For definition purposes, monthly refers to the end of each calendar month, quarterly refers to the end of each calendar quarter (3/31, 6/30, 9/30 and 12/31) and annual refers to the State's fiscal year-end at 6/30. Reports are to be specific versions as detailed in 22.1, 22.2, 22.3, 22.4 & 22.5. All reports must be available online and notification submitted to the appropriate party via email with a web link to online report once available. If an entity is unable to access the online report, an email with file(s) attached or optical media (CD-R) version will be provided within one (1) business day of a request

submitted by 04:00 P.M. EST. All reports are to be in Microsoft Excel 2013 format (.xlsx). The State requests the Vendor to be available to coordinate any potential report(s) modification(s) during the contract lifecycle with the State.

22.1. Detailed Usage Report – The Vendor must submit a detailed usage report to the Division of Purchases showing detail of overall statewide usage and usage per state agencies, quasi-public agencies, institutions of higher education, municipalities and school districts. The report must include the following criteria:

- 22.1.1. Invoice Number.
- 22.1.2. Invoice Date.
- 22.1.3. Purchase Order Number.
- 22.1.4. Order Date.
- 22.1.5. Delivery Date.
- 22.1.6. State Agency or Department/School/Municipality Name.
- 22.1.7. Delivery Address.
- 22.1.8. Product Category Classification.
- 22.1.9. United Stationer's Standard SKU Number.
- 22.1.10. Manufacturer Name.
- 22.1.11. Manufacturer Name Code (3 letter designation).
- 22.1.12. Manufacturer Part Number.
- 22.1.13. Vendor / Vendor Part Number.
- 22.1.14. Item Description.
- 22.1.15. Core List or Non-Core List Item.
- 22.1.16. Unit of Measure (UOM).
- 22.1.17. Quantity Ordered.
- 22.1.18. Number of times Item Ordered.
- 22.1.19. Item List Price (per UOM).
- 22.1.20. Actual Contract Price (per UOM).
- 22.1.21. Discount off List Price (if Non-Core Item).
- 22.1.22. Extended Contract Price.
- 22.1.23. Fill Rate.
- 22.1.24. Online Order (Yes / No).

22.2. Line Item Spend Report – The Vendor must submit a line item spend report by product number or product line item. The report must rank the line items (both Core and Non-Core) by statewide volume. A statewide report is to be prepared for the Division of Purchases with detail on each of the state agencies, quasi-public agencies, institutions of higher education, municipalities and school districts. Individual reports are also to be prepared specific to each state agency, quasi-public agency, institution of higher education, municipality and school district with their applicable line items spent and distributed accordingly to each entity. The reports must include the following criteria:

- 22.2.1. As of Date.
- 22.2.2. Rank (high to low).

- 22.2.3. Product Category Classification.
- 22.2.4. Manufacturer.
- 22.2.5. Manufacturer Part (SKU) Number.
- 22.2.6. United Stationer's Standard SKU Number.
- 22.2.7. Item Description.
- 22.2.8. Total Items Shipped for Each Rank.
- 22.2.9. Unit of Measure (UOM).
- 22.2.10. Core List or Non-Core List Item.
- 22.2.11. List Price.
- 22.2.12. Actual Contract Price.
- 22.2.13. Extended Contract Price.

22.3. Fill Rate Report – The Vendor must submit a fill rate report to the Division of Purchases showing detail of overall statewide fill rates and fill rate per state agency, quasi-public agency, institution of higher education, municipality and school district. The report must include the following criteria:

- 22.3.1. Fill Rate Accuracy
- 22.3.2. Average Order Time from placement to shipment
- 22.3.3. Average Backorder fill time from placement to shipment
- 22.3.4. Number of Orders
- 22.3.5. Number of Lines per Order
- 22.3.6. Number of Lines Filled
- 22.3.7. Number of Lines Backordered
- 22.3.8. Average Number of Lines per Order
- 22.3.9. Average Order Size in Value
- 22.3.10. Number of Returns
- 22.3.11. Number of Damaged & Defective Products
- 22.3.12. Year-to-Date Total Returns (Products/Value)

22.4. Price Change and Item Substitution List – The Vendor must submit a price change and item substitution list report to the Division of Purchases showing detail of items with price changes and/or item substitution. The report must include the following criteria:

- 22.4.1. Date of Change.
- 22.4.2. Original Item - Product Category Classification.
- 22.4.3. Original Item - Manufacturer.
- 22.4.4. Original Item - Manufacturer Part (SKU) Number.
- 22.4.5. Original Item - United Stationer's Standard SKU Number.
- 22.4.6. Original Item - Item Description.
- 22.4.7. Original Item - Unit of Measure (UOM).
- 22.4.8. Original Item - Core List or Non-Core List Item.
- 22.4.9. Original Item - List Price
- 22.4.10. Original Item - Contract Price

- 22.4.11.** Reason for Change.
- 22.4.12.** Price Change - New List Price
- 22.4.13.** Price Change - New Contract Price
- 22.4.14.** Item Substitution Required? (Yes or No) If Yes, provide the following:
 - 22.4.14.1. Substitution - As of Date.
 - 22.4.14.2. Substitution - Product Category Classification.
 - 22.4.14.3. Substitution - Manufacturer.
 - 22.4.14.4. Substitution - Manufacturer Part (SKU) Number.
 - 22.4.14.5. Substitution - United Stationer's Standard SKU Number.
 - 22.4.14.6. Substitution - Item Description.
 - 22.4.14.7. Substitution - Unit of Measure (UOM).
 - 22.4.14.8. Substitution - Core List or Non-Core List Item?
 - 22.4.14.9. Substitution - Environmental specifications.
 - 22.4.14.10. Substitution - List Price.
 - 22.4.14.11. Substitution - Contract Price.

22.5. Environmentally Preferable Purchasing (EPP) Report - The Vendor must submit and EPP report to the Division of Purchases showing detail of EPP items purchased statewide with detail of EPP purchases per state agency, quasi-public agency, institution of higher education, municipality and school district. The report must include the following criteria:

- 22.5.1.** Invoice Number.
- 22.5.2.** Invoice Date.
- 22.5.3.** Purchase Order Number.
- 22.5.4.** Order Date.
- 22.5.5.** Delivery Date.
- 22.5.6.** Name of State / Local Government Agency.
- 22.5.7.** Product Category Classification.
- 22.5.8.** Manufacturer.
- 22.5.9.** Manufacturer Part (SKU) Number.
- 22.5.10.** Vendor / Vendor Part (SKU) Number.
- 22.5.11.** United Stationer's Standard SKU Number
- 22.5.12.** Item Description.
- 22.5.13.** Core List or Non-Core List Item.
- 22.5.14.** Unit of Measure (UOM).
- 22.5.15.** Quantity.
- 22.5.16.** Item List Price (per UOM).
- 22.5.17.** Actual Contract Price (per UOM).
- 22.5.18.** Discount off List Price (if Non-Core Item).
- 22.5.19.** Extended Contract Price.
- 22.5.20.** EPP Attributes (e.g. percentage of recycled content , etc..., see 23.1 for more possible attributes)
- 22.5.21.** Percentage of overall purchases for report term that is EPP

22.5.22. Used Toner/Ink Cartridges Received for Recycling

22.5.22.1. Manufacturer.

22.5.22.2. Manufacturer Part (SKU) Number.

22.5.22.3. Vendor / Vendor Part (SKU) Number.

22.5.22.4. United Stationer's Standard SKU Number

22.5.22.5. Item Description.

22.5.22.6. Core List or Non-Core List Item.

22.5.22.7. Quantity Received for Recycling

22.6. Rebates and Discounts Reports – The Vendor shall provide detailed spend reports with any rebate or discount provided that support the rebate or discount calculations.

22.7. Ad Hoc Reports - The Vendor must have the ability to provide, as required, ad hoc reporting capabilities to the State at no additional cost and within five (5) business days of a request.

Please indicate your company's ability to provide this level of reporting detail and any other information provided as a standard. In addition, please include one (1) page samples of each of the above reports with the submitted proposal.

23. Environmental Criteria - The State encourages the purchase of environmentally preferable products (EPPs) and desires to make purchases from Vendors with exemplary environmental practices. Whenever possible, Vendor will provide an EPP offering in addition to the regular offering with the following criteria:

23.1. Definitions:

23.1.1. RC - Recycled Content

23.1.2. PCRC - Post-Consumer Recycled Content

23.1.3. PCF- Processed Chlorine Free

23.1.4. FSC – Forest Stewardship Council

23.2. Office and School Supplies – The Vendor will provide office supply that at minimum items that meet or exceed the EPP specifications as outlined in Table 5:

Table 5

EPP Specifications for Office Supplies		
Product Categories	Minimum EPP Specifications	Preferred EPP Specifications
Paper Products Other Than Copy and Multipurpose Paper¹		
Address, Shipping, and File Folder Sheet-Style Labels	<ul style="list-style-type: none"> • 30% PCRC² • No antimicrobial coatings 	<ul style="list-style-type: none"> • 100% RC³ with a minimum of 50% PCRC
Calendars (paper only)	<ul style="list-style-type: none"> • 30% PCRC 	<ul style="list-style-type: none"> • 100% RC paper with a minimum of 50% PCRC • 90% PCRC wire or no wire • 100% PCRC paper backing
Catalog Envelopes - Kraft, white, and colored (including manila) (paper only)	<ul style="list-style-type: none"> • 20% PCRC 	<ul style="list-style-type: none"> • 100% RC with a minimum of 50% PCRC
Construction Paper	<ul style="list-style-type: none"> • 30% PCRC 	<ul style="list-style-type: none"> • 100% RC with a minimum of 50% PCRC
Envelopes: Woven (paper only)	<ul style="list-style-type: none"> • 30% PCRC 	<ul style="list-style-type: none"> • 100% RC with a minimum of 50% PCRC
Envelopes: Kraft, unbleached (paper only)	<ul style="list-style-type: none"> • 30% PCRC 	<ul style="list-style-type: none"> • 100% RC with a minimum of 50% PCRC
File Folders, Hanging File Folders (paper only)	<ul style="list-style-type: none"> • 30% PCRC 	<ul style="list-style-type: none"> • 100% RC with a minimum of 50% PCRC
Post-it® Notes/Sticky Notes	<ul style="list-style-type: none"> • 30% PCRC 	<ul style="list-style-type: none"> • 100% RC with a minimum of 30% PCRC • Plant-based adhesives
Writing Pads	<ul style="list-style-type: none"> • 30% PCRC 	<ul style="list-style-type: none"> • 100% RC with a minimum of 50%
Desktop Accessories		
Desk Trays (Plastic)	<ul style="list-style-type: none"> • 25% PCRC • No antimicrobial coatings 	<ul style="list-style-type: none"> • A minimum of 50% PCRC • No antimicrobial coatings
Staplers	<ul style="list-style-type: none"> • 30% RC • No antimicrobial coatings 	<ul style="list-style-type: none"> • If plastic, a minimum of 50% RC • If metal, 100% RC • No antimicrobial coatings
Tape Dispensers	<ul style="list-style-type: none"> • 100% RC • No antimicrobial coatings 	<ul style="list-style-type: none"> • 100% RC with a minimum of 30% PCRC
Other Supplies		
Art Paint (acrylics, oil, water-based)	<ul style="list-style-type: none"> • Non-Toxic • Lead-free 	<ul style="list-style-type: none"> • Non-Toxic • Lead-free
Binder (3-Ring): Chipboard or cardboard only	<ul style="list-style-type: none"> • 75% PCRC • No antimicrobial coatings 	

Product Categories	Minimum EPP Specifications	Preferred EPP Specifications
Other Supplies (Continued)		
Binder (3-Ring): Plastic with chipboard or cardboard interior	<ul style="list-style-type: none"> • 30% PCRC • No antimicrobial coatings 	<ul style="list-style-type: none"> • A minimum of 40% PCRC • No antimicrobial coatings
Binder (3-Ring): Pressboard only	<ul style="list-style-type: none"> • 30% PCRC minimum • No antimicrobial coatings 	
Binder (3-Ring): Solid plastic	<ul style="list-style-type: none"> • No antimicrobial coatings 	<ul style="list-style-type: none"> • A minimum of 30% PCRC • No antimicrobial coatings
Ceramic Glaze	<ul style="list-style-type: none"> • Lead-Free • Non-Toxic 	<ul style="list-style-type: none"> • Lead-Free • Non-Toxic
Chalk	<ul style="list-style-type: none"> • Anti-Dust • Non-Toxic 	<ul style="list-style-type: none"> • Anti-Dust • Non-Toxic
Clipboards: Hardboard	<ul style="list-style-type: none"> • 100% RC • No antimicrobial coatings 	
Clipboards: Metal	<ul style="list-style-type: none"> • 30% RC • No antimicrobial coatings 	<ul style="list-style-type: none"> • 100% RC • No antimicrobial coatings
Clipboards: Plastic	<ul style="list-style-type: none"> • 30% PCRC • No antimicrobial coatings 	<ul style="list-style-type: none"> • A minimum of 60% PCRC • No antimicrobial coatings
Correction Tape	<ul style="list-style-type: none"> • No antimicrobial coatings 	<ul style="list-style-type: none"> • No antimicrobial coatings
Crayons	<ul style="list-style-type: none"> • Non-Toxic 	<ul style="list-style-type: none"> • Non-Toxic
Dry-Erase Markers	<ul style="list-style-type: none"> • 50% RC • ACMI AP⁴ • No antimicrobial coatings 	<ul style="list-style-type: none"> • A minimum of 90% RC • ACMI AP • No antimicrobial coatings • Refillable
Highlighters	<ul style="list-style-type: none"> • 50% RC • ACMI AP • No antimicrobial coatings 	<ul style="list-style-type: none"> • Barrel contains 100% RC with a minimum 30% PCRC • ACMI AP • No antimicrobial coatings
Hole Punches	<ul style="list-style-type: none"> • No antimicrobial coatings 	<ul style="list-style-type: none"> • If plastic or metal, a minimum of 30% PCRC
Colored Markers (water-based, non-permanent)	<ul style="list-style-type: none"> • Non-Toxic 	<ul style="list-style-type: none"> • Non-Toxic
Markers - Permanent	<ul style="list-style-type: none"> • 50% RC • ACMI AP • No antimicrobial coatings 	<ul style="list-style-type: none"> • Barrel contains 100% RC with a minimum 30% PCRC • ACMI AP • No antimicrobial coatings

Product Categories	Minimum EPP Specifications	Preferred EPP Specifications
Other Supplies (Continued)		
Mechanical Pencils	<ul style="list-style-type: none"> • 50% RC • Refillable • No antimicrobial coatings 	<ul style="list-style-type: none"> • A minimum 70% RC with a minimum 30% PCRC • Refillable
Paper Clips	<ul style="list-style-type: none"> • 50% PCRC • Non-coated • No antimicrobial coatings 	<ul style="list-style-type: none"> • 100% RC, with a minimum 50% PCRC • Non-coated
Pens	<ul style="list-style-type: none"> • 50% RC • Refillable and refills available with 50% RC • No antimicrobial coatings 	<ul style="list-style-type: none"> • A minimum 70% RC with a minimum 30% PCRC • Refillable and refills available with 70%
Scissors	<ul style="list-style-type: none"> • 30% RC • No antimicrobial coatings 	<ul style="list-style-type: none"> • Plastic Handles minimum 70% RC with minimum 30% PCRC • Metal 30% RC
Tape		<ul style="list-style-type: none"> • Plastic Core – a minimum 100% RC
White School Glue or Paste	<ul style="list-style-type: none"> • Non-Toxic 	<ul style="list-style-type: none"> • Non-Toxic
Wood Pencils (Regular and Colored)	<ul style="list-style-type: none"> • 100% reclaimed or FSC certified wood • Allergen-free erasers • No antimicrobial coatings 	<ul style="list-style-type: none"> • 100% reclaimed or FSC certified wood • Allergen-free erasers • No antimicrobial coatings

¹ See 23.3 for requirement on 50% of paper purchases must have recycled content.

² PCRC – Post-consumer Recycled Content

³ RC – Recycled Content

⁴ The Art and Creative Materials Institute, Inc. approved product.

Please describe how your company will coordinate with the State on meeting the above specifications. (Note: the Cost Proposal Spreadsheet will have a column available to specify the EPP attributes on a per item basis.)

23.3. Copy and Multipurpose Paper (20 lb.) – R.I. Gen. Law §37-2-76 (b), “With respect to office paper products, at least fifty percent (50%) of the expenditure for office paper products purchased by the State of Rhode Island, its agencies and departments, shall be recycled paper products by fiscal year 1995.” This MPA will be required to meet or exceed this Law with the Copy and Multipurpose paper as well as ‘Other Paper Products’ in Table 5 with Vendor support.

23.3.1. Priorities in order of preference:

- **Priority 1** - 100% RC and requirements for a minimum of 50% PCRC, PCF and FSC certified.
- **Priority 2** - 50% PCRC and preferences for FSC certified and PCF.
- **Priority 3** - 30% PCRC and preferences for FSC certified and PCF.

23.3.2. Requirements and Preferences –

- **Requirement** - Brightness level between 84-92.
- **Requirement** - Acid Free.
- **Preference** - Paper wrappers and cartons to contain a minimum of 50% PCRC.

Please describe your company’s ability to coordinate with the State in meeting or exceeding the State’s environmental objective of 50% of the office paper products purchased to contain recycled content. Also describe how your company will provide office paper products in order of preferences as well as meeting or exceeding the requirements.

23.4. Promotional Items – The State will purchase promotional items periodically to support a special event(s). These items will be required to meet or exceed 30% PCRC whenever possible and be non-toxic in nature. Any promotional item designed to contain food and/or beverages must be food-safe per FDA requirements and BPA-free.

23.5. Monochrome Toner Cartridges –

23.5.1. Priorities in order of preference

- **Priority 1** - Remanufactured High-yield Cartridges
- **Priority 2** - High-yield Original Equipment Manufacturer (OEM) Cartridges
- **Priority 3** - Remanufactured Standard Cartridges

23.5.2. Requirements –

- Both OEM and remanufactured cartridges shall adhere to specifications equal to or exceeding OEM cartridge specifications or approved remanufactured toner cartridge industry standards established by the Standardized Test Methods committee (STMC), or the latest guidelines adopted by ASTM International for remanufactured or OEM compatible toner cartridges. Toner cartridges that are only refilled or recharged do not meet these specifications and are not acceptable.

- Provide remanufactured toner cartridges that are not manufactured or remanufactured with and/or contain any hazardous substances in concentration that causes the toner being classified with the following risk phases according to the ‘Annex I of the European Union Directive 67/548/EEC’:

- R 26 - Very Toxic by inhalation
- R 27 - Very toxic in contact with skin
- R 40 - Limited evidence of a carcinogenic effect
- R 42 - May cause sensitization by inhalation
- R 45 - May cause cancer
- R 46 - May cause heritable genetic damage
- R 48 - Danger of serious damage to health by prolonged exposure
- R 49 - May cause cancer by inhalation
- R 60 - May impair fertility
- R 61 - May cause harm to the unborn child
- R 62 - Risk of impaired fertility
- R 63 - Possible risk of harm to the unborn child
- R 64 - May cause harm to breastfed babies
- R 68 - Possible risk of irreversible effects

- Materials containing heavy metals such as cadmium, lead, mercury and chromium VI must not be used as constituents of the toner and/or toner cartridge.

- Plastic & plastic parts of modules manufactured, added or exchanged by the vendor must not contain PBDE polybrominated diphenyl ethers (PBDE) or polybrominated biphenyls (PBB) as flame proofing agents. No cadmiated module parts may be used.

- Remanufactured Toner Cartridge must consist of 75% in weight of recycled parts (weight of toner powder not included). Cartridges must be reusable at least 3 times for toner module by remanufacturing process. Cartridges spent by the Contract Users must be recyclable or integrated into the remanufacturing process upon return to Vendor and/or party designated by Vendor.

Please describe your company’s ability to provide toner in order of preferences as well as to supply re-manufactured cartridges with recycled materials as well as with no hazardous materials.

23.6. Toner Cartridge Recycling -Vendor will provide recycling program and rebate program for return of spent cartridges to sustain the remanufacturing process.

23.6.1. Provide shipping container(s) for Contract users to return spent cartridges.

The State prefers to have the original shipping container re-purposed for the return. Please include label on outside of the container with instructions to save the container for the return. Also include a prepared and prepaid shipping label inside the container for the return. If a container is not available, the Vendor will

supply a container upon request with a prepaid shipping label included. For agencies in a shared location, Vendor will propose a centralized process to collect the spent cartridges from the agencies within the location for consolidated shipping.

23.6.2. Vendor will recycle an end-of-life cartridges and ensure any remaining toner is recycled or disposed of in a manner that complies with all environmental, human health and safety laws.

Please describe your company's toner cartridge recycling program.

23.7. Substitution(s) - Vendor will recommend equivalent substitution(s) meeting the EPP requirements in the event their supply chain does not have a specified item(s) meeting the minimum EPP requirements.

23.8. Shipping Containers, Shipping Packing Materials and Item Containers - Shipping containers must be a minimum of 50% PCRC and recyclable. Shipping container(s) should be maximized when packing the order or pack as much as the container's load specifications allow. Shipping containers sizes should be selected as 'right-size' to the order size to minimize any waste and/or over-sizing. Packing material must be a minimum of 100% recycled packing material and recyclable. Item containers must be a minimum of 30% PCRC and recyclable, when possible.

23.9. Recycled Content Compliance - The R.I. Gen. Laws § 37-2-76 (e), is applicable to this MPA: "Subsequent discovery by the state, its agencies, or departments that products delivered by vendors to the state as 'recycled products' do not satisfy the specifications of 'recycled' content stated in the award, shall be grounds for the return of all discrepant goods, refunding all money paid, termination of all outstanding contracts and orders, and at the discretion of the chief purchasing officer suspension of the vendor's involvement in state procurements for a period of up to twenty-four (24) months."

23.10. Additional Environmental Specifications – Throughout the contract duration, the State reserves the right to amend the environmental specifications for any contract resulting from this RFP with the concurrence of Vendor(s).

23.11. Environmental Impacts – The State is looking to reduce any environmental impacts with the MPA. **Please provide details about your company's activities to minimize the environmental impacts of product manufacturing, assembly, warehousing, distribution and/or other activities.**

24. Promotional Items – The State will purchase promotional items periodically to support a special event(s). Some events may be sponsored by specific funding source (e.g., a federal grant) and in turn purchases will have to follow any requirements set forth by the funding source (e.g., Buy American). Once these requirements are known by the State, they will be communicated to the Vendor to confirm ability to procure such items and coordinate purchasing accordingly. Any

custom printing on these promotional items will be specified at time of order. The Vendor will be required to submit samples of each product when requested at no cost to the State.

24.1. Custom Printing – Vendor will provide custom printing options for promotional items to include lettering, logos or a combination of both, known as “Artwork”. Vendor will have a specialized department to coordinate Artwork accordingly with. The Contract User will submit an order(s) with Artwork specifications and within five (5) days the Vendor shall submit a proof(s) of the Artwork for approval back to the Contract User. Upon receipt of the Contract User approval, the Vendor will produce and deliver all custom promotional items within fifteen (15) days.

Please provide a list of one hundred (100) of the most commonly purchased promotional items in your cost proposal, confirmation of your ability to provide samples and provide details about your company’s ability to adapt the promotional item purchasing options to meet any funding requirements as well as customization requirements.

25. Food and Beverage Safety - Any food service or promotional item(s) designed for use with food and/or beverages must be designated food-safe per FDA requirements and items containing plastic(s) must be BPA-free. Any consumables must meet all FDA requirements for food safety and any items containing potential allergens must be clearly labeled on the item (e.g., a warning label posted if item contains nuts or was manufactured in a facility that uses nuts).

Please describe how your company will provide food-safe items as applicable.

26. Rebates and Discounts: All rebates will be calculated on total spending from all entities and all categories as defined in this RFP. The Vendor will be responsible for generating the reports refined to the entity level, calculating the applicable rebates overall & per entity and submit to the State for review and approval within twenty (20) days of the State’s fiscal year end for the previous year’s spend. Rebates will be distributed to the qualifying entities based on an entity’s spending and to be distributed within forty-five (45) days of the State’s fiscal year end for the previous year’s spend for all State approved rebates. All discounts will be applied either at the point of purchase or point of payment.

26.1. Multi-Year Contract Award Discount – If a discount is proposed, the proposed percentages would be applied to the applicable term. Revisions to the Catalog and online site may be required if proposal is accepted.

26.2. Prompt Payment Discounts (PPD) –The Department of Administration’s (“Department”) goal in establishing the PPD program is to provide an opportunity for expedited payment to vendors, while reducing the cost to the State through vendor discounts. State agencies are encouraged to utilize vendors that offer cash discounts, along with competitive pricing, when selecting services or goods from master price agreements. In addition, the Department seeks to promote prompt payment through the use of electronic funds transfer (“EFT”) through the ACH system. All vendors submitting proposals in response to designated master price agreement solicitations must submit the attached PPD form in order to participate in the PPD program. Nothing herein prevents

the State Purchasing Agent or designee from negotiating lower pricing or greater discounts and/or waiving technicalities related to PPDs in the best interests of the State.

1.1. Volume Rebate - The volume rebate allows for a State fiscal year-end payment(s) to the applicable, qualifying state entity(s), if the entity(s)'s annual total spending volume, meets or exceeds spending targets as specified by Vendor in their Cost Proposal, Pricing Sheet G1 – “Rebates and Discounts”.

1.1.1. The rebate will be calculated based on a percentage of the **total statewide** Office Supplies expenditures. The percentage will be determined by the entity's total amount of expenditure divided by the total statewide expenditure. The selected Vendor(s) will be required to track, calculate and determine the rebates. Payment of the rebates is required to be made to the applicable, qualifying entity within forty-five (45) days after the conclusion of the preceding State Fiscal Year (i.e., when the expenditures occurred) and the payment is to include detail on the rebate's calculation and determination.

1.2. Average Order Size Discount - If a discount is proposed, the average order size discount allows for a discount to be applied to a qualifying invoice if the related order's size meets or exceeds spending targets as specified by Vendor in their Cost Proposal, Pricing Sheet G1 – “Rebates and Discounts”.

1.3. Hewlett Packard (HP) “Big Deal” Program - Toner and Ink or Similar Vendor Program: The State heavily utilizes HP desktop printers and currently participates in HP's “Big Deal” Program for increased savings on HP high yield toner and ink cartridges. In turn, the State would like to continue this program with the awarded Vendor(s). **Please describe how your company will coordinate the State's continued participation in the HP “Big Deal” Program. Or describe a similar program your company may provide instead. Also include the pricing and any documentation for this or your program.**

1.4. Hewlett Packard (HP) “PurchasEdge” Program for Desktop Printers and Desktop All-In-Ones or Similar Vendor Program: The State heavily utilizes HP desktop printers and currently participates in HP's “PurchasEdge” Program for increased savings and free units with matching toner provided based on spend history on HP desktop printers and related HP products. In turn, the State prefers to continue this program with the awarded Vendor(s). This RFP excludes fax copiers however an all-in-one units specified in this program that has fax capability is acceptable. **Please describe how your company will coordinate the State's continued participation in the HP “PurchasEdge” Program. Or describe a similar program your company may provide instead. Also include the pricing and any documentation for this program.**

1.5. Used Toner Cartridges Recycling Rebate(s) – The State currently recycles used toner cartridges and would require a similar program with the new MPA to further EPP efforts. The selected Vendor(s) will be required to track, calculate and determine the rebates for the State and multiple entities throughout the State. The selected Vendor would have to adhere to EPP requirements on shipping materials as outlined in section 23.6. Payment of the rebate(s) must be made to the applicable, qualifying entity(s) within

forty-five (45) days after the conclusion of the preceding State Fiscal Year (i.e., when the returns occurred) and the payment is to include detail on the rebate's calculation and determination. **Please describe your program or a partner program for returning these used cartridges for remanufacturing or recycling and the corresponding rebate structure and payment distribution.**

1.6. Promotional Items – Custom Printing - For special event(s) held by the State, the State may purchase promotional item to further emphasize the theme of the event(s). In turn these promotional items may be requested to include custom printing consisting of lettering and/or an entity's logo. The requested printing maybe requested for promotional items, apparel and paper items (e.g. coasters, calendars...) **Please describe your custom promotional item program and advise of any discount structure for custom promotional items and printing.**

Please indicate your company's ability to provide any of the above rebates and/or discounts. Please also describe how your company will coordinate scheduling of any applicable rebate disbursements to ensure timely payment receipt to the qualifying entity(s). If your company does not propose a particular rebate and/or discount, please indicate with a "No Offer". Please note that the Cost Proposal Spreadsheet will have a tab available for the Vendor to specify the rebate and discount structure details for 26.1, 26.2, 26.3, 26.4. and printing for 26.8.

27. Endorsements – The Vendor shall not use the State of Rhode Island, its Agencies and/or Member Entities for product and/or company endorsements in any advertising medium.

SECTION 4: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. Financial Statement - The Vendor shall submit an audited financial statement for the most recent fiscal year in a separate sealed enveloped; label the envelope "Confidential - Audited Financial Statement." The financial information submitted shall remain confidential and shall not be public record. The financial information will be reviewed by the Bureau of Audits on a Pass/Fail basis. If the financial statement receives a "Pass" determination, the Vendor's proposal will move to the Technical Review committee for further evaluation. If the financial statement receives a "Fail" determination, the Vendor's proposal will be dropped from further consideration.

2. Executive Summary - The executive summary is intended to highlight the contents of the Technical Proposal and to provide the State's evaluators with an overview and broad understanding of the Vendor's technical approach and ability.

3. Previous Experience and Background - Please include the following information:

- a. A comprehensive listing of similar projects undertaken, in the area for office supply distribution as well as similar clients served. This includes a brief description of the projects.
- b. A minimum of three (3) relevant client references of similar scale to include contact names, addresses, phone numbers and dates of service. This includes providing a brief description of the projects. Ideally at least one reference would be a government entity. These individuals may be contacted by the State as part of the selection process.
- c. The Vendor's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and/or a subcontracting plan which addresses the State's goal of ten percent (10%) participation requirement by MBE's in all State procurements. Questions concerning this requirement should be addressed to the State's MBE Office at (401) 574-8670.
- d. The Vendor shall submit a list of contract(s) that have been terminated along with the entity name(s) that obtained the contract and the reasons why the contract was terminated (if applicable). The State reserves the right to seek additional information regarding a company's capabilities from any source it feels is competent to provide such information.
- e. The Vendor shall have maintained an organization capable of performing the work described herein, in continuous operation for the past three (3) years.

4. Capability, Capacity, Staffing and Qualifications of the Vendor – This section shall include the following:

- a. Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their relevant experience to the project. Please also include the contact information for these key members of the team to be assigned to this project.
- b. A detailed description of the Vendor's organization and operation, including, but not limited to, number of employees, primary location(s) that will service the awarded contract and organizational history.

5. Work Plan/Approach Proposed - This section shall contain a thorough description of all aspects, requirements and services required to complete the Scope of Work and meet or exceed the Technical Requirements as outlined in Section 3. This section shall describe the Vendor's understanding of the State's requirements, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The Vendor shall describe its operation in detail, including its Online ordering system and process, Inventory management, Delivery services, Invoicing, Customer service, Training plan for Contract Users, Reporting, EPP and Rebate/Discount calculation process to include the payment distribution process for multiple entities in different locations throughout Rhode Island. The descriptions of approach shall discuss and justify the approach proposed to be taken for each task or requirement and any technical issues that may be confronted at each stage of the project.

SECTION 5: COST PROPOSAL

OVERVIEW

This section will outline pricing requirements as well as the details and information required for the cost proposal. Proposed costs for all line items/products and any proposed discounts must already include the cost of any services outlined and specified in Section 3 of this RFP.

1. **Pricing Terms** – The Vendor must propose pricing that will be governed by the following schedules:

1.1. **General Office and School Supplies (Core Lists)** – The Core List prices for General Office & School Supplies will remain fixed for the life of the contract, with the exception of the “annual review” of items being proposed as replacements for discontinued items on the Core List.

1.2. **Toner and Paper** – Toner and Paper pricing shall be fixed for the first twelve (12) months of the effective date of the Agreement with an annual review. Toner and Paper pricings annual cost increases shall not exceed the lesser of the percentage increase for the preceding twelve (12) months in the consumer price index published by the United States Department of Labor - Bureau of Labor Statistics for all urban consumers for the Northeast or those increases by percentage in the list price imposed during the preceding twelve (12) months by the manufacturer. Price escalation may be permitted only at the end of the first twelve (12) months and each twelve months thereafter. All instances of price adjustment require verification to the satisfaction of the State Purchasing Agent. Thirty (30) days prior to the end of the first twelve (12) months of the Agreement, Vendor may notify the State Purchasing Agent in writing of any anticipated price increases for standard paper and/or toner Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30-day notification period. The pricing will then remain fixed for the next twelve (12) months of the Agreement. Documentation shall be supplied with the Vendor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to the State; and (2) verify the amount or percentage of increase which is being passed on to the Vendor by the Vendor's suppliers, including the relevant price indices. Vendor may then follow the same process to notify the State Purchasing Agent of any price increases for each subsequent twelve (12) month period during the course of the Agreement.

1.3. **Promotional Items** – Promotional Items pricing will be fixed for twelve (12) months, with an annual review. Specific “annual review” terms and conditions for promotional products will be determined by the State and the selected Vendor(s).

2. **Annual Review** – The annual review of pricing, as defined above in section 5.1, will be scheduled at each active contract year end, March 31. The reviews will be processed and any resulting changes implemented within thirty (30) days of the contract year end.

3. All Inclusive Pricing – All items will be priced inclusive of any packaging, shipping and delivery charges. Size of order and/or delivery location will have no impact on pricing. No orders placed against the Contract will be subject to a minimum order requirement.

4. Price Matching – If a Contract User is able to find a core or non-core item at a better price, the State recommends a willingness to offer price matching from the Vendor.

5. Price Decreases – The Vendor shall pass along any price decreased to the State. Any price decrease from the Vendor's, to include but not limited to, promotional sale(s), the manufacturer of the product, quantity of an item ordered that qualifies the item for bulk order pricing (e.g. promotional items) and/or passed along to the Vendor shall be passed through to the State immediately. Failure to notify the State of a decrease may result in cancellation of the contract.

6. Non-Core Item Price Increase –The Vendor shall notify the State of any non-core item price increase and items will be reviewed on a bi-annual basis with the State (April and September) before any change(s) can be implemented. Accompanying the notification must be proof from the manufacturer, supplier or other source of the justification for the increase. If the Vendor receives any preferred/discounted pricing from the manufacturer, supplier or other source for the item(s) subject to the proposed increase, the reduction must be factored into the notification and clearly shown in the notification. The Vendor can suggest alternative item(s) as part of the notification for the State to consider. Failure to notify the State of any price increase may result in cancellation of the contract.

7. Application of Price Changes - The Vendor shall fill all purchase orders received prior to the effective date of any approved price adjustments at the old Agreement prices. The Vendor is further advised that decreases that affect the cost of materials are required to be communicated immediately to the State Purchasing Agent.

8. Non-Core Item Upgrade to Core Item – If a Non-core item demonstrates a significant increase in spending, the State and Vendor will review on a bi-annual basis (April and September) to determine if the item should be included on the applicable Core list. If all parties agree the item should transition, the Vendor will make the adjustments necessary in the ordering and reporting processes. It is expected that proposed pricing will be in-line with similar item(s) on the core list. The Vendor and State will also review and agree upon the revised pricing for the item as well.

9. Item Color Variations - If an item has multiple color offerings (e.g. 8.5" x 11" construction paper, 50 pages per pack and packs are offered in red, yellow, blue and assorted) with different SKUs or different color selector at ordering, the same price will be offered for all of the same items regardless of the color offered.

10. Taxes – All proposed pricing will be exclusive of any taxes charged to the State of Rhode Island. The State is exempt from the payment of Rhode Island sales tax. State sales and use tax certificates of exemption will be issued upon request. Deliveries pursuant to this contract will be free of Federal excise and transportation tax charges. The Vendor is subject to all Federal, State and Local taxes, as applicable.

11. Additional Charges – Service fees or additional costs not covered in this RFP will not be invoiced to Contract Users during the term of this agreement.

12. No Return Fee for Errors – As detailed in Section 3.14, there will be no return fees for inaccuracies or other errors on the part of the Vendor or the State, except as detailed in Section 3.14.

13. Rush Charges Due to Errors – Any Vendor's error resulting in a rush delivery requirement will not incur additional rush charges.

14. Contract Terms – As previously detailed, it is the intention of the State to establish a contract(s) with an initial term of three (3) years, with options for two (2) additional annual extensions at the Sole Option of the State. A longer contract duration will be considered through the optional extensions, however all unit pricing should be based upon the initial three (3) year term.

15. Pricing Proposal Workbook/Worksheet Overview

Based upon its historic requirements, the State of Rhode Island has established a list of approximately (2,700) General Office, School Supplies, Paper, Promotional Items and Toner Cartridges. This list will be considered the Core/Market Basket list of items constituting the vast majority of purchase from the awarded contract(s). The State reserves the right to consolidate, revise or update this list as needed. The use of any manufacturers' names/part numbers, SKU, brand names, product information, item numbers and/or catalog numbers, listed in the specification/worksheets, are descriptive, not restrictive. Although the State prefers the exact item specified, the State recognizes that not every Bidder carries every manufacturer, and that certain items may be discontinued. Therefore, if an exact match is not possible, Bidders should provide an alternative proposal, ideally from the same manufacturer, that must closely matches the specifications of the historic Rhode Island SKU. **In addition all bid submissions on each respective worksheet must be in the same unit of measure as is defined in the worksheet.**

16. Pricing Instructions - This section provides detail on how a Bidder should respond to the cost Proposal requirements of this RFP. A Microsoft Excel workbook called, **RFP#7550208-OfficeSuppliesCostProposal.xls**, has been provided in order to allow the submission of all required pricing in response to this RFP. The State's intention is to structure the pricing format in order to facilitate a straight-forward comparison among all bidders. The workbook itself contains fourteen (14) worksheets (list is provided below). Each respective worksheet contains either a list of items that must be bid or requires specific information to be entered into the

appropriate “shaded” areas. Please respond to **all yellow shaded areas**. The worksheets within the workbook are as follows:

Sheet Name	Tab Name
Sheet A1 – General Office Supplies Core List	A1-GOS-Core
Sheet A2 – General Office Supplies Core List - Substitute	A2-GOS-Sub Core
Sheet B1 – Toner Contract List	B1-Toner
Sheet B2 – Substitute for Toner Contract List – Generic	B2-Toner-Sub Generic
Sheet B3 – Substitute for Toner contract List – Remanufactured	B3-Toner-Sub Remanf
Sheet C1 – Paper Contract List – Pricing by Ream	C1-Paper-Ream
Sheet C2 – Paper Contract List – Pricing by Case	C2-Paper-Case
Sheet C3 – Paper Contract List – Pricing by Pallet and Truckload	C3-Paper-Pallet-Truck
Sheet D1 – School Supplies Core List	D1-School Core
Sheet D2 – School Supplies Core List – Substitute	D2-School Core Sub
Sheet E1 – Non-Core Item List – Pricing Proposal	E1-Non Core Proposal
Sheet F1 – Promotional Items	F1-Promotional Items
Sheet G1 – Rebates and Discounts	G1-Rebates-Discounts
Sheet G2 – Toner Top 100	G2 – Toner Top 100

Alternative pricing structures will not be considered. Bidders are advised that failure to comply with all pricing instructions may result in the rejection of their proposals on the basis of being non-responsive. In addition, submitting incomplete offers or proposals different than the specified format may result in the rejection of their proposals on the basis of being non-responsive.

Please note that the State is inviting Bidders in this RFP to either bid on all products included in this RFP, or to focus bidding on those specific subcategories of products (i.e. paper and/or toner) that are the core offering of a Bidder’s business.

16. Pricing Proposal Worksheet Instructions

This section outlines the fourteen (14) worksheets within the workbook and the data required from the Bidders for each worksheet as follows.

All fields in yellow are requested for the Bidder to complete. Enter “N/A” to indicate not available or “0” if there is no charge. Any cells left blank will be interpreted as “no offer”.

Please provide the company name in the “Bidder Name” section on every pricing worksheet

Column Descriptions:

- *Line No.* - Line number, used as a reference point within the Excel spreadsheet.
- *Product Category*- General category of the product.
- *Manufacturer Name*- Common name the Manufacturer uses.

- *Mfr. Code* – Manufacturer Code, industry standard three (3) letter abbreviation for the Manufacturer Name
- *Manufacturer SKU Number*– unique SKU that the manufacturer uses to identify their item
- *Product Description* - brief, concise one-line description of the product commonly used on reports, orders, etc.
- *EPP %* - Percentage of the item that is post-consumer recycled content.
- *Unit of Measure (UOM)* – Unit of Measure, an item’s unit of measure entered into the spreadsheet as its two (2) letter abbreviation (e.g., EA = Each, PK = Pack, DZ = Dozen).
- *Item Qty. per UOM* – Quantity within an UOM (e.g., 1 pack of batteries has 8 batteries; Item Qty. per UOM = 8).
- *Bidder Product ID* – unique SKU number exclusive to the Bidder’s inventory management system. Some Vendors may use the same number as the Manufacturer’s SKU number for this purpose as well.
- *Unit List Price* – Bidder’s list price per UOM.
- *Unit Offer Price* – Bidder’s offer price per item to the State.
- *Exact Match?* – Answer ‘Yes’ or ‘No’ if the Bidder’s item is the same item specified by the State.

The fourteen (14) worksheets have been pre-formatted to provide information in percentages or dollar values, rounded to the second decimal place. Bidders must not change either the formatting or structure of the worksheet, as this could result in an incorrect analysis of the bid and disqualification of the Bidder. Enter numbers on each grid as a “number” (i.e. two-place decimal), and not a “currency” or other format unless otherwise stated. That is, omit dollar signs, commas, and any other non-essential symbols as you enter your number. For example, ‘\$790.00’ should be entered as ‘790’ and ‘10%’ should be entered as ‘10’. The worksheet will then convert the number into the programmed formatting.

In an effort to reduce the potential for pricing discrepancies in cost proposals, if an item could be considered both an Office and a School supply, the item will be represented on one of the core list *only* (e.g., a stapler will be on the office supply core list only, finger paint will be on the school supply core list only). Contract Users will be able to purchase from either core list.

Once the bidder has completed their Cost Proposal workbook, save the file as **RFP#7550208-OfficeSuppliesCostProposal-[insert your Vendor name].xlsx**, in .xlsx format (e.g., Vendor name is Office Shop, file name would be ‘RFP#7550208-OfficeSuppliesCostProposal-OfficeShop’) and do not have any cells restricted, blocked or otherwise made un-editable.

A. General Office Supplies

Sheet A1 - General Office Supplies Core List - This is the Core list developed by the State based on historic spending.

State of Rhode Island - The following fields (columns) of information have been provided in **Sheet A1**:

- A. Line No.
- B. Product Category
- C. Manufacturer Name
- D. Mfr. Code
- E. Manufacturer SKU Number
- F. Product Description
- G. Unit of Measure (UOM)

Bidder Proposal - Please update the following line and fields (columns) of information with exact matches to the State's list in **Sheet A1**:

- Line 8. Bidder Name
- I. Bidder Product ID
- J. Unit of Measure (UOM)
- K. Item Quantity per OEM
- L. EPP %
- M. Unit List Price
- N. Unit Offer Price

Sheet A2 - General Office Supplies Substitute Core List - The State requests Bidders propose a lower cost, *Core* substitute item that the Bidder believes to be an item that meets the minimum requirements of the General Office Supplies Core List. Please only propose substitutes only for those line items that are reasonable, lower-cost alternatives of comparable quality.

State of Rhode Island - The following fields (columns) of information have been provided by the State in **Sheet A2**:

- A. Line No.
- B. Product Category
- C. Manufacturer Name
- D. Mfr. Code
- E. Manufacturer SKU Number
- F. Product Description
- G. Unit of Measure (UOM)

Bidder Proposal - Please update the following line and fields (columns) of information are requested from bidders in **Sheet A2**:

- Line 8. Bidder Name
- I. Manufacturer Name
- J. Mfr. Code
- K. Manufacturer SKU Number
- L. Bidder Product ID
- M. Product Description
- N. Unit of Measure (UOM)
- O. Item Quantity per OEM

- P. EPP %
- Q. Unit List Price
- R. Unit Offer Price

B. Toner

Sheet B1 - Toner Contract List

State of Rhode Island - The following fields (columns) of information have been provided by the State in **Sheet B1**:

- A. Line No.
- B. Manufacturer Name
- C. Mfr. Code
- D. Manufacturer SKU Number
- E. Product Description
- F. Unit of Measure (UOM)

Bidder Proposal - Please update the following line and fields (columns) of information with exact matches to the State's list in **Sheet B1**:

- Line 8. Bidder Name
- H. Bidder Product ID
- I. Unit of Measure (UOM)
- J. Item Quantity per OEM
- K. EPP %
- L. Unit List Price
- M. Unit Offer Price

Sheet B2 - Substitute for Toner Contract List – Generic - The State requests Bidders propose a lower cost, *generic* substitute item that the Bidder believes to be an item that meets the minimum requirements of the Toner Contract List. Please only propose substitutes only for those line items that are reasonable, lower-cost alternatives of comparable quality.

State of Rhode Island – The following fields (columns) of information have been provided by the State in **Sheet B2**:

- A. Line No.
- B. Manufacturer Name
- C. Mfr. Code
- D. Manufacturer SKU Number
- E. Product Description
- F. Unit of Measure (UOM)

Bidder Proposal - Please update the following line and fields (columns) of information are requested from bidders in **Sheet B2**:

- Line 8. Bidder Name
- H. Manufacturer Name
- I. Mfr. Code
- J. Manufacturer SKU Number

- K. Bidder Product ID
- L. Product Description
- M. Unit of Measure (UOM)
- N. Item Quantity per UOM
- O. EPP %
- P. Unit List Price
- Q. Unit Offer Price

Sheet B3 - Substitute for Toner Contract List – Remanufactured - The State requests Bidders propose a lower cost, *remanufactured* substitute item that the Bidder believes to be an item that meets the minimum requirements of the Toner Contract List. Please only propose substitutes only for those line items that are reasonable, lower-cost alternatives of comparable quality. If a Bidder proposes pricing for remanufactured toner cartridges, the bidder must furnish pricing for cartridges that are OEM compatible or have been fully remanufactured. Please refer to Section 3.23.5 for the remanufactured toner cartridges specifications and requirements.

State of Rhode Island – The following fields (columns) of information have been provided by the State in **Sheet B3**:

- A. Line Number
- B. Manufacturer Name
- C. Manufacturer Code
- D. Manufacturer SKU
- E. Product Description
- F. Unit of Measure (UOM)

Bidder Proposal – Please update the following line and fields (columns) of information are requested from bidders in **Sheet B3**:

- Line 8. Bidder Name
- H. Manufacturer Name
- I. Mfr. Code
- J. Manufacturer SKU Number
- K. Bidder Product ID
- L. Product Description
- M. Unit of Measure (UOM)
- N. Item Quantity per UOM
- O. EPP %
- P. Unit List Price
- Q. Unit Offer Price

C. Paper

Sheet C1 - Paper Contract List– Price by Ream

State of Rhode Island – The following fields (columns) of information are requested from bidders in **Sheet C1**:

- A. Line no.
- B. Product Description
- Item Specifications including:*
- C. Weight
- D. Size
- E. Color
- F. Other (3-hole punch, etc...)
- G. Recycled / Non-Recycled

Bidder Proposal – Premium and/or House Brand(s) - Bidders can respond to one or both of the brand options. The following line and fields (columns) of information are requested from bidders in **Sheet C1:**

Line 8. Bidder Name

Premium Brand including the following:

- I. Manufacturer Name
- J. Mfr. Code
- K. Manufacturer SKU Number
- L. Sheets per Ream
- M. EPP%
- N. List price per Ream
- O. Offer Price per Ream

Lines 1-15. List Color and SKU numbers for 8.5” x 11” and 8.5” x 14”.

House or Private Brand including the following:

- Q. Manufacturer Name
- R. Mfr. Code
- S. Manufacturer SKU Number
- T. Sheets per Ream
- U. EPP%
- V. List price per Ream
- W. Offer Price per Ream

Lines 16-30. List Color and SKU numbers for 8.5” x 11” and 8.5” x 14”.

Sheet C2 – Paper Contract List – Price by Case

State of Rhode Island – The following fields (columns) of information have been provided by the State in **Sheet C2:**

- A. Line no.
- B. Product Description
- Item Specifications including:*
- C. Weight
- D. Size
- E. Color
- F. Other (3-hole punch, etc...)
- G. Recycled / Non-Recycled

Bidder Proposal – Premium and/or House Brand(s) - Bidders can respond to one or both of the brand options. The following line and fields (columns) of information are requested from bidders in **Sheet C2:**

Line 8. Bidder Name

Premium Brand including the following:

- I. Manufacturer Name
- J. Mfr. Code
- K. Manufacturer SKU Number
- L. Sheets per Case
- M. Reams per Case
- N. EPP%
- O. Price per Sheet
- P. List price per Case
- Q. Offer Price per Case

Lines 1-15. List Color and SKU numbers for 8.5” x 11” and 8.5” x 14”.

House or Private Brand including the following:

- S. Manufacturer Name
- T. Mfr. Code
- U. Manufacturer SKU Number
- V. Sheets per Case
- W. Reams per Case
- X. EPP%
- Y. Price per Sheet
- Z. List price per Case
- AA. Offer Price per Case

Lines 16-30. List Color and SKU numbers for 8.5” x 11” and 8.5” x 14”.

Sheet C3 –Paper Contract List– Price by Pallet and Truckload

State of Rhode Island –The following fields (columns) of information have been provided in **Sheet C3:**

- A. Line no.
 - B. Product Description
- Item Specifications including:*
- C. Weight
 - D. Size
 - E. Color
 - F. Other (3-hole punch, etc...)
 - G. Recycled / Non-Recycled

Bidder Proposal – Premium and/or House Brand(s) - The State, as an entire entity, purchases approximately 20,000 cases of #4 Xerographic Bond, 20# in 8.5” X 11”, 8.5” X 14” and 11” X 14” sizes of paper per year in either pallet or truckload-size order quantities. The following line and fields (columns) of information are requested from bidders for each of

the three (3) paper sizes in pallet & truckload quantities and for premium & house brand options in **Sheet C3**:

Line 8. Bidder Name

Premium Brand including the following for Premium Brand by Pallet and Truckload:

- I. Manufacturer Name
- J. Mfr. Code
- K. Manufacturer SKU Number
- L. Sheets per Ream
- M. Reams per Case
- N. Cases per Pallet
- O. Pallets per Truckload (not applicable for Pallet proposal)
- P. EPP%
- Q. Price per Sheet
- R. List price per Pallet and Truckload
- S. Offer Price per Pallet and Truckload

House or Private Brand including the following by Pallet and Truckload:

- U. Manufacturer Name
- V. Mfr. Code
- W. Manufacturer SKU Number
- X. Sheets per Ream
- Y. Reams per Case
- Z. Cases per Pallet
- AA. Pallets per Truckload (not applicable for Pallet proposal)
- AB. EPP%
- AC. Price per Sheet
- AD. List price per Pallet and Truckload
- AE. Offer Price per Pallet and Truckload

Paper Sizes:

Lines 1, 2, 3 & 4 = 8.5"X 11"

Lines 5, 6, 7 & 8 = 8.5"X 14"

Lines 9, 10, 11 & 12 = 11"X 14"

D. School Supplies Core List

Sheet D1 – School Supplies Core List

This is the Core list developed by the State based on historic spending.

State of Rhode Island - The following fields (columns) of information have been provided in **Sheet D1**:

- A. Line No.
- B. Product Category
- C. Manufacturer Name
- D. Mfr. Code
- E. Manufacturer SKU Number

- F. Product Description
- G. Unit of Measure (UOM)

Bidder Proposal - Please update the following line and fields (columns) of information with exact matches or alternatives in the event the item has been discontinued to the State's list in **Sheet D1**:

- Line 8. Bidder Name
- I. Bidder Product ID
- J. Unit of Measure (UOM)
- K. Item Quantity per OEM
- L. EPP %
- M. Unit List Price
- N. Unit Offer Price

Sheet D2 – School Supplies Core List – Substitute

The State requests Bidders propose a lower cost, *Core* substitute item that the Bidder believes to be an item that meets the minimum requirements of the School Supplies Core List. Please only propose substitutes only for those line items that are reasonable, lower-cost alternatives of comparable quality.

State of Rhode Island - The following fields (columns) of information have been provided in **Sheet D2**:

- A. Line No.
- B. Product Category
- C. Manufacturer Name
- D. Mfr. Code
- E. Manufacturer SKU Number
- F. Product Description
- G. Unit of Measure (UOM)

Bidder Proposal - Vendor is requested, but not required, to bid products as close to the items/brands described in the list. Essentially the State prefers the items and brands as listed however Vendor has some flexibility. Please update the following line and fields (columns) of information with preferred brand matches to the State's list in **Sheet D2**:

- Line 8. Bidder Name
- I. Manufacturer Name
- J. Mfr. Code
- K. Manufacturer SKU Number
- L. Bidder Product ID
- M. Product Description
- N. Unit of Measure (UOM)
- O. Item Quantity per OEM
- P. EPP %
- Q. Unit List Price
- R. Unit Offer Price

E. Non-Core Items

Sheet E1 – Non-Core Item List – Pricing Proposal

In addition to the pricing proposed on items included in the Core Lists, the State is seeking a pricing mechanism (Standard Discount Off List) to cover all remaining Non-Core List items that may be ordered from the Bidder's catalog.

In order to meet this requirement (for General Office Supplies, School Supplies, Paper, Promotional Items and Toner Cartridges), in **Sheet E1**, please provide the following information:

1. Line 8. Bidder Name
2. **Standard Discount Off List Price:**
 - a. Column D; A percentage discount off of list price to cover off-contract items as specified in lines 1-5 in each of the specified categories.
 - b. Column E; An electronic copy of the Bidder's latest catalog with list prices for its entire selection of products for the categories specified in lines 1-5.
3. **Exceptions, Exclusions and Non-Standard Discount Off List Prices:** If applicable, provide any specific details in line 6 up to line 14 if any item will have an exception and/or exclusion to the Standard Discount Off Price List. Also use this chart for any item that will be offered a different discount than the Standard Discount Off List Price percentage specified earlier. If needed, additional lines below line 14 can be added to the sheet however please retain formatting established in lines 6-14. Please itemize any entries by the chart columns 'Category/Item', 'Is this an Exception, Exclusion?', 'If Non-Standard Discount, what is the modified %?' and provide a detailed 'Description'.

F. Promotional Items

Sheet F1 – Promotional Items

State of Rhode Island - The following fields (columns) of information have been provided as well as fifty-nine (59) sample items that were ordered for past special events in **Sheet F1**:

- A. Line No.
- B. Product Description
- C. Unit of Measure (UOM)

Bidder Proposal – The State included a list of fifty-nine (59) sample items purchased previously and requests the Vendor either suggests comparable items for the sample items provided as well as supplements this list with additional options of the most commonly purchased items to bring the list to a total of one hundred (100) items. Or the Vendor can provide a list of one hundred (100) of the most commonly purchased items in this category. There are no brand preferences however items shall meet the requirements as outlined in

Section 3.23.4 Please update the following line and fields (columns) of information to the State's list in **Sheet F1**:

- Line 8. Bidder Name
- E. Manufacturer Name
- F. Mfr. Code
- G. Manufacturer SKU Number
- H. Bidder Product ID
- I. Product Description
- J. Unit of Measure (UOM)
- K. Item Quantity per OEM
- L. EPP %
- Quantity 1*
- M. Unit List Price
- N. Unit Offer Price
- Quantity 500*
- O. Unit List Price
- P. Unit Offer Price
- Quantity 1,000*
- Q. Unit List Price
- R. Unit Offer Price
- Quantity 2,500*
- S. Unit List Price
- T. Unit Offer Price
- Quantity 5,000+*
- U. Unit List Price
- V. Unit Offer Price

G. Rebates and Discounts

Sheet G1 – Rebates and Discounts

Please use **Sheet G1** to propose additional incentives to the State and the contract users. The RFP requires that the Bidder propose rebates and discounts that will be extended to the State. Please update the following line and fields (columns) of information with item matches with no preferences from the State on brands to the State's list in **Sheet GI**:

1. Line 8. Bidder's Name
2. Lines 1-2. **Multi-Year Contract Discounts** – Propose an additional percentage discount on pricing if the State were to agree to a four (4) or five (5) year contract.
3. Lines 3-6. **Prompt Payment Discounts** – Propose an additional percentage discount on pricing to be extended to each monthly invoice that is paid within a time period shorter than the standard net 30 days as described in section 3.26.3.
 - a. Please also complete Appendix A, Prompt Payment Discount Form and include in Cost Proposal response.

4. Lines 7-26. **Volume Rebate** – Propose a contract year-end rebate if statewide annual sales from Contract Users reaches or exceeds specified spending targets.
5. Lines 27-31. **Average Order Size Discount** – Propose a per invoice discount tier structure if an order size meets or exceeds the specified level of spend. Both core and non-core items will qualify for calculating this discount.
6. Lines 32. **Hewlett Packard (HP) “Big Deal” Program: Toner and Ink or Similar Vendor Program** - Provide an electronic copy of the discounted pricing list for qualifying HP toner and ink as well as the parameters, terms and conditions of the program. Or provide details on your similar program. See Sheet G2- Toner Top 100 for reference.
7. Lines 33. **Hewlett Packard (HP) “PurchasEdge” Program: Desktop Printers or Similar Vendor Program** - Provide an electronic copy of discounted pricing list for qualifying HP desktop printers as well as the parameters, terms and conditions of the program. Or provide details on your similar program.
8. Lines 34-38. **Used Toner Cartridges Recycling Rebate** - Please provide a contract year-end rebate structure for return of spent toner and ink cartridges using the chart.
9. Lines 39-47. **Promotional Items** – Custom Printing- Please provide a percentage based discount based on set up, printing on general promotional items, Apparel (silk screen and embroidery) or other (additional lines provided to specify).
10. Lines 48-55. **Other Rebates/Discounts** – Please provide details on any additional rebate/discount your company would like to offer the State.

G2 – Toner Top 100

If needed, this sheet is for Vendor reference to assist in developing a response to Sheet G1’s Hewlett Packard (HP) “Big Deal” Program or Similar Vendor Program. This is a list of the top 100 toner products purchased by the State recently.

SECTION 6: EVALUATION AND SELECTION

Financial Statements will first be reviewed by the Bureau of Audits for a determination as follows:

Criteria	Determination
Financial Statement	Pass or Fail

Proposals with a “Pass” determination of the financial statement, will be advanced and reviewed by a Technical Review Committee comprised of staff from the State and qualified Member Entities. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 55 (78.6%) out of a maximum of 70 technical points. Any technical proposals scoring less than 55 points will not have

the cost component opened and evaluated and the proposal will be dropped from further consideration.

Proposals scoring 55 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The Department of Administration reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Executive Summary	10 Points
Previous Experience and Background	10 Points
Capability, Capacity, Staffing and Qualifications of the Vendor	10 Points
Work Plan/Approach Proposed	40 Points
Total Possible Technical Points	70 Points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
Total Possible Points	100 Points

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at DOA.PurQuestions8@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP # 7550208** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any related postings such as addendum(s) and download this information. If technical assistance is required to download, call the Help Desk at (401) 574-8100.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses should be mailed or hand-delivered in a sealed envelope marked "**RFP# 7550208 – Office Supplies MPA# 105**" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

SECTION 8: RESPONSE CONTENTS

Responses shall include the following:

1. **R.I.V.I.P generated ‘Bidder Certification Cover Sheet’** - One (1) completed and signed three-page *original* printed paper copy of this form. (The form is available for download from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.)
2. **W-9 (Rhode Island version)** - One (1) completed and signed *original* printed paper copy of this form. (The form is available for download from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.)
3. **A Separate Technical Proposal** - The separate Technical Proposal is limited to a maximum of forty (40) pages (this excludes any appendices) in pdf file format. A Technical Proposal as outlined in Section 4 and inclusive of responses, to the Scope of Work and Technical Requirements in Section 3, in the same order of this RFP, is to be included within the response package. Copies to be included are as follows:
 - One (1) Electronic copy on a CD-R, marked “Technical Proposal - Original”.
 - One (1) printed Paper copy, marked “Technical Proposal - Original” and signed.
4. **A separate, signed and sealed Cost Proposal** – A separate Cost Proposal, inclusive of all of the required spreadsheets as outlined in Section 5. The cost proposal(s) shall address all items contained in the spreadsheets known as RFP# 7550208-OfficeSuppliesCostProposal.xls. The provided proposal template’s format is Microsoft Excel 2013 (.xlsx) and the Vendor updated file is to be saved as Microsoft Excel 2013 (.xlsx), with no password protection and while maintaining the original template’s formatting as instructed in Section 5. We will accept a previous version of Excel as long as it can be opened in Microsoft Excel 2013 without any loss of data or formatting. The provided template is formatted to print on legal size 8”x 14” paper. Copies to be included are as follows:
 - One (1) Electronic copy on a CD-R, marked “Cost Proposal - Original”.
 - One (1) printed Paper copy of each worksheet, marked “Cost Proposal -Original”, signed next to the bidder name field on each worksheet and enclosed in a separate sealed envelope.
5. **A separate, signed and sealed Audited Financial Statement** – An Audited Financial Statement, as outlined in Section 4.1 is to be included in the response package and in pdf file format. Copies to be included are as follows:
 - One (1) Electronic copy on a CD-R, marked “Confidential – Audited Financial Statement”.
 - One (1) printed Paper copy, marked “Confidential – Audited

Financial Statement”, signed and enclosed in a separate sealed envelope.

6. Separate CD-Rs are required for the Technical Proposal, Cost Proposal and Audited Financial Statement. All CD-Rs submitted must be labeled with the Vendor’s name, RFP #, RFP Title and which of the three (3) files it contains (e.g. Technical Proposal, Cost Proposal and Audited Financial Statement). Vendors are responsible for testing their CD-Rs before submission as the State’s inability to read your CD-Rs will be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the State shall consider it “non-responsive”. Please note that CD-Rs submitted, shall not be returned.

7. Formatting of written documents and printed copies:

- a. For clarity, the Technical Proposal and Financial Statement shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Times New Roman.
- b. All pages on the Technical Proposal and Audited Financial Statement are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Bidder’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
- c. The Cost Proposal shall be typed using the formatting provided on the provided template.
- d. Printed copies are to be only bound with removable binder clips.

SECTION 9: CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

If a Vendor is selected for the awarded MPA, no work is to commence until a Purchase Order is issued.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>