  
**ATTACHMENT 1: VENDOR WORKSHEET**

**PaperWin1920**

**Instructions: Please complete this worksheet using the text boxes provided. Upload the completed worksheet to Public Purchase as part of your bid submission.**

|  |  |
| --- | --- |
| **Vendor Name:** |  |

**Company Information**

Please give a very brief company background and history. Please include the length of time the product you are bidding has been available from your company.

**Return Policies**  
State your return policy (full refund, restocking charge, etc.).

**Late Payment Fees**  
Describe your policy for late payment fees.

**Customer Service**Is customer and/or technical support available via:

|  |  |
| --- | --- |
| Toll free number (provide number): | YES or NO |
| Email (provide address): | YES or NO |
| Online help and support: | YES or NO |
| Support material available for download: | YES or NO |
| Instant messaging support/chat: | YES or NO |

List customer/technical support hours (central time zone).

Please list all additional customer service value added services you will provide if awarded this contract.

**Sales and Marketing**

Describe in detail the staffing (physical locations, territories, etc.) that will be in place to accommodate AEA Purchasing

members.

Provide your company’s plans to communicate with AEA Purchasing members regarding this opportunity.

**References**

Provide three (3) K-12 references (preferably in Iowa) for whom you have provided a similar service to (cut paper).

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email** |  |
| **Phone Number** |  |

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| **Name** |  |
| **Address** |  |
| **Email** |  |
| **Phone Number** |  |

Please provide the total number of K-12 districts you currently support.

What is your current client retention/return customer rate?

**Sales to AEA Purchasing Membership/Potential Clients**

**REQUIRED: Accredited public, nonpublic and private schools and entities with whom AEAs have a contract (PK-12)**

Will the following “potential clients” be eligible to receive contract pricing under this RFP?

|  |  |
| --- | --- |
| Non-accredited educational entities without contracts with the AEAs (i.e. Head Start, preschools) | YES or NO |
| City, county and state government | YES or NO |
| Public Libraries | YES or NO |
| Community Colleges, Public Universities and Colleges, Private Colleges, Iowa Department of Education | YES or NO |
| Parents, home school parents/groups, teachers | YES or NO |

**Geographic Capabilities**

Are you able to service the entire state of Iowa?

If not, provide detail on your coverage area. See ATTACHMENT 4 for a map of AEA service areas.

**Pricing**

Vendors must submit a completed pricing schedule -- ATTACHMENT 3A and 3B.

An administrative fee will be paid to AEA Purchasing as illustrated in Chapter 1 and 3.

**Competitive Pricing**

|  |  |
| --- | --- |
| Prices will be the same as those we offer on single school district bids. | YES or NO |
| Prices will be better than we offer on single school district bids. | YES or NO |
| Prices will be the same as those we offer to cooperatives and state purchasing officers. | YES or NO |
| Prices will be better than we offer to cooperatives or state purchasing officers. | YES or NO |

**Warehousing Facilities**

Describe your automated order process. How are orders placed, picked and shipped?

What is the time frame schools can expect from order to delivery (i.e. next day, 2 days)?

**Ordering Process**

Describe your capabilities for schools placing orders (i.e. fax, online, e-mail). If you offer online ordering, will your company be able to provide an “AEA Purchasing” ordering site?

**Minimum Order**

Will there be a minimum order requirement for AEA Purchasing members?

**Environmental Responsibility**

Please explain any efforts your company is demonstrating to be environmentally responsible.

**Iowa Production**

Are any of your products and/or provisions produced within the State of Iowa? If so, please explain.

**This document was completed by:**

|  |  |
| --- | --- |
| **Name and Title (Please print)** |  |
| **Signature** |  |
| **Phone number** |  |
| **Email** |  |
| **Date** |  |