



**Department of  
Administrative Services**

*Empowering People  
Collaboration  
Customer Service*



# Every essential at a better price.

## Take advantage of state buying power with Staples®.

Staples has an awarded State of Iowa contract, Master Agreement No. 18076, that provides access to everything you need for your office. The State of Iowa Staples program has all the solutions you need from one comprehensive procurement program and is available to all local government entities and related agencies.

Through the State of Iowa office supplies program, your office will benefit from aggressive contract pricing, clear auditing processes and valuable cost savings. The Staples account management team in Iowa will work with you on the set-up of the program and be your one point of contact.

### Who to contact:

#### **Aaron Blass, Strategic Sourcing**

*To learn more about how a Staples partnership can support bold strategic sourcing efforts to drive greater value and compliance in your procurement process. 515-218-5741*

[Aaron.Blass@iowa.gov](mailto:Aaron.Blass@iowa.gov)

#### **Mindy Jones, Account Manager**

*For details on your customized program and special product/project needs.*

**515-779-6064**

[Mindy.Jones@Staples.com](mailto:Mindy.Jones@Staples.com)

Staples provides the State of Iowa with a full complement of products, services and expertise.

- Awarded, competitive pricing
- Satisfies most agencies' local bidding/RFP requirements
- Budget and cost containment tools
- Proactive and consistent account reviews
- Reliable customer service
- Support for eco-conscious and recycling initiatives
- Contract pricing on business purchases in Staples® U.S. retail stores
- Easy online ordering
- Simple invoicing
- Fast, free delivery



# Strength in numbers.

The Staples State of Iowa contract can help you meet your office needs.

## Your Concerns:

RFPs and line-item bids are time-consuming and don't always result in the best overall program for you or your organization.

Facing budget and staff reductions, you're reducing or eliminating your warehouse.

You need suppliers to provide savings, responsive service, on-time delivery, accurate billing and reporting and easy auditing.

Employees need access to printed catalogs when they're not online.

There is increased pressure to use environmentally conscious products — without spending more.

Staff members are taking on additional tasks while still accountable for ordering supplies.

It's sometimes necessary for staff to leave the office to pick up supplies at a local store.

## Our Solutions:

- As the awarded supplier of multiple cooperative contracts, Staples implements a proven competitively awarded program to leverage group-purchasing benefits.
- Get fast, easy program setup.
- Contracts meet legal requirements for most public agencies in the U.S.

- Staples delivers thousands of everyday office supplies five days a week, with fast, free delivery on most standard orders.
- You don't need to warehouse your own supplies, incur additional costs, manage obsolete products and wait multiple days for internal mailrooms to deliver.

- Staples offers continual cost savings on everyday products.
- Customer satisfaction is our highest priority.
- Billing and reporting are clear, accurate and easy to understand.
- All necessary contract documents and pricing are available for program audits.

- Staples offers multiple catalogs for every department.
- Office supply catalog for administrators, department heads and facilities and furniture catalogs for custodial/operations staff.

- Staples has more than 10,000 eco-conscious products available online.
- Many of these items cost the same or less than the standard items.

- Staples makes it safe and easy to order our supplies online.
- Find the products you need quickly and easily with convenient search tools.
- Retain your order history, shipping confirmation and shopping lists all online.

- Staples has retail stores in most major markets.
- Approved personnel can buy their supplies and receive the contract pricing or the price at the store (if it lower due to a local sale).
- Choose to pay in store using a registered procurement credit card or via a Staples convenience card that bills to the office account.



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